



SPECIAL AND REGULAR MEETING AGENDA

Date: 3/26/2019
Time: 5:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

According to City Council policy, all regular meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

5:00 p.m. Closed Session (City Hall – “Downtown” Conference Room, 1st Floor)

Public Comment on these items will be taken before adjourning to Closed Session.

CL1. Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding PSA

Attendees: City Attorney Bill McClure, Administrative Services Director Lenka Diaz

CL2. Closed session conference pursuant to Government Code §54957(b)(1) regarding public employee performance evaluation of the City Attorney

CL3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to Government Code Section 54956.9(d) (4): One case

6:00 p.m. Study Session (City Council Chambers)

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Presentations and Proclamations

D1. Youth – Plan, Learn, Act, Now (Y-PLAN) housing study presentation and commendations

SS1. Initiate ConnectMenlo general plan two-year review ([Staff Report #19-053-CC](#))

7:00 p.m. Regular Session

E. Report out of Closed Session

F. Public Comment

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot

respond to non-agenda issues brought up under public comment other than to provide general information.

G. Consent Calendar

- G1. Review and acceptance of the 2018 annual progress report on the status and progress in implementing the City's housing element and the annual housing successor report ([Staff Report #19-052-CC](#))

H. Public Hearing

- H1. Adopt Resolution No. 6489 to abandon public right-of-way and public utility easements adjacent to 1345 Willow Road, and authorize the city manager to execute purchase and sales agreements, escrow instructions, deeds, and related documents, for the sale of portions of the frontage road to MidPen Housing and Dora L C Caballero Trust ([Staff Report #19-050-CC](#))

I. Regular Business

- I1. Adopt Resolution No. 6490 to authorize a loan to MidPen Housing of \$6.7 million for an affordable housing development at 1317-1385 Willow Road and authorize the city manager to execute any and all related agreements and loan documents ([Staff Report #19-051-CC](#))
- I2. Reaffirm the Transportation Master Plan goals and approve the prioritization strategy for projects identified as part of the Transportation Master Plan ([Staff Report #19-055-CC](#))

J. Informational Items

- J1. Belle Haven Branch library space needs study – community survey results and preliminary program matrix ([Staff Report #19-042-CC](#))
- J2. Update on the Willow Road and U.S. 101 interchange construction, upcoming traffic changes and upcoming landscaping project ([Staff Report #19-054-CC](#))

K. City Manager's Report

L. Councilmember Reports

M. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the commission on any item listed on the agenda at a time designated by the chair, either before or during the City Council's consideration of the item.

At every special meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the city clerk's office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours. Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

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STAFF REPORT

City Council

Meeting Date: 3/26/2019

Staff Report Number: 19-053-CC

Study Session: Initiate ConnectMenlo general plan two-year review

Recommendation

Staff recommends that the City Council commence the two-year review of the general plan with a study session. The general plan applies to the entire City; however, this two-year review is focused on the Bayfront Area as it was the location identified for additional development potential in the 2016 general plan update commonly known as ConnectMenlo. As a study session, members of public have the opportunity to provide input on the effectiveness of the vision for Menlo Park articulated in the general plan. Following staff's presentation, public comment and City Council discussion, staff is seeking City Council consensus on any future work that may be required. No formal action will be taken on this item.

Areas of consideration for future study

This report highlights a variety of topic areas that were of community interest during the ConnectMenlo process and that continue to be of interest. As the City Council reviews the report, staff recommends that the City Council consider the following questions and use them as guide to provide feedback.

Community amenities

With the adoption of the general plan in 2016, the City expanded development potential in the Bayfront Area and created three new zoning districts - office (O), life science (LS) and residential mixed use (R-MU.) As part of ConnectMenlo, the City incorporated the concept of bonus level development, allowing greater floor area, density and height in exchange for the provision of community amenities. The list of community amenities to be provided by developers utilizing bonus level development was adopted by City Council Resolution No. 6360 November 29, 2016. This list reflected the input of those stakeholders who participated in the ConnectMenlo process. Staff recommends that the City Council conduct a review of the amenities list given that the first projects subject to the community amenities requirement under the 2016 general plan update are now beginning the entitlement process.

As part of the review, the City Council could also reconsider how community amenities are provided. Currently, community amenities may be provided in one of three ways: (1) constructed as part of the project; (2) payment of an impact fee; or (3) entering into a development agreement. The option for payment of an impact fee is currently unavailable at this time because an impact fee has not been yet established. There is currently no process underway to establish such an impact fee. While the actual construction or implementation of the amenity was preferred to the payment of a fee, the City Council could direct staff to pursue a fee study and bring back an impact fee for City Council's consideration.

The City Council could also direct staff to consider implementing a requirement through the general plan that would establish a fund for amenities in the Bayfront Area that is separate and apart from the community amenities required for bonus level development.

Housing

During the general plan update process, the addition of housing to the Bayfront Area was identified as desirable to help meet a local and regional need and to create a live/work/play environment. As part of the two-year review, staff recommends that the City Council explore the following:

1. The overall number of units. This includes whether there should be any change to the residential cap of 4,500 new units in the Bayfront Area.
2. The type of units (e.g., townhomes, corporate housing, apartments, for-sale and rental).
3. The mix of units (e.g., studios, one-bedroom, etc.).
4. The level of affordability and whether the City Council is interested in developing regulations to further incentivize additional affordable housing in the Bayfront Area.
5. The appropriate densities (dwelling units per acre) and whether the City Council desires any changes in development regulations (e.g., height, parking ratios, etc.).
6. The location, including whether additional sites should be considered for housing.

Jobs/Housing Balance

Staff recommends that the City Council provide staff with input on the type of information and the reporting mechanism that would be helpful for their conversation on this topic.

Hotels

The general plan sets a development cap of 400 hotel rooms in the Bayfront Area, but did not identify a specific number of hotel rooms in the balance of the City. Since the adoption of the general plan in 2016, 457 additional rooms have been proposed in the Bayfront Area.¹ Other hotel rooms have been approved in the city outside of the Bayfront Area under individual environmental review. These rooms do not count against the cap identified in the general plan because they are not located in the Bayfront Area. If additional hotel rooms in the Bayfront Area or the city more broadly would support the goals or initiatives of the City Council and community, staff recommends that the City Council discuss whether additional rooms should be considered on a project-by-project basis or via a City-initiated general plan amendment to set a new higher hotel room cap either citywide or for the Bayfront Area.

Environmental Review

Finally, staff recommends that the City Council consider whether any changes to the vision articulated in the 2016 general plan update should be conducted on a case-by-case basis for individual projects seeking to exceed the identified limits or through one comprehensive city-initiated amendment.

Policy Issues

The general plan is a policy document that serves as the blueprint for future development in the City. As part of the visioning process for the general plan update, the City developed guiding principles that describe the kind of place that community members want the City of Menlo Park to be. To implement the guiding principles, the general plan sets forth goals, policies and programs. Program LU-1.C (land use element review) requires the City to “conduct an in-depth review of the general plan land use element two

¹ This number includes 40 additional hotels rooms that have been applied for as an amendment to the entitlements (Conditional Development Permit and Development Agreement) for the Willow Campus Expansion project that approved 200 hotel rooms in a concurrent but separate entitlement process.

(2) years after its adoption and thereafter as directed by the City Council.” This item is the beginning of the City Council’s in-depth policy discussion regarding the general plan.

Background

ConnectMenlo identified a vision for a live/work/play environment that fosters economic growth, increased sustainability, housing opportunities, and improved transportation and mobility options in the City of Menlo Park. ConnectMenlo was a long-range planning process that culminated in the adoption of an update to the general plan, which was intended to guide development through 2040. ConnectMenlo affirmed an amount of remaining development potential throughout the city and added new development potential in the Bayfront Area (former M-2 zone). The general plan and associated zoning reflected a balance of interests and the input received during the robust community outreach process that included over 60 public meetings. For reference, the adopted zoning map for the Bayfront Area is included as Attachment A and a link to the ConnectMenlo project page is included as Attachment B.

The general plan update modified land uses in the Bayfront Area and combined those with the remaining development potential under the 1994 general plan. The resulting total development potential throughout the entire city identified in the land use element is approximately 4 million square feet of net new non-residential development, up to 5,350 additional residential units, and up to 400 hotel rooms, as summarized in Table 1. The Bayfront Area includes the majority of that development potential with approximately 3.66 million square feet on non-residential development, 4,500 residential units, and 400 hotel rooms.

Table 1: General plan development potential			
	1994 general plan	ConnectMenlo (not new)	Combined total
Non-Residential square footage			
Bayfront Area	1,360,000	2,300,000	3,660,000
Remainder of City	355,000	0	355,000
Total	1,715,000	2,300,000	4,015,000 sf
Residential Units			
Bayfront Area	0	4,500	4,500
Remainder of City	850	0	850
Total	850	4,500	5350 units
Hotel rooms			
Bayfront Area	0	400	400
Remainder of City	0	0	0
Total	0	400	400 rooms

A program level environmental impact report (EIR) was prepared to analyze the potential environmental impact of the proposed development potential in the City. The EIR examined the amount of development identified above in Table 1. Within the EIR, the maximum development potential for the Bayfront Area was defined by the following: 1) the amount of non-residential square footage by land use type (office, life science and commercial); 2) the number of housing units²; and 3) the number of hotel rooms. Development above the specific amounts (e.g., office, life science, commercial, residential units or hotel rooms) identified in the program EIR would trigger additional environmental review. While the program EIR was specific to land use type, the general plan land use element more broadly identifies caps on non-residential square footage, housing units and hotel rooms. If a single proposed development or the cumulative amount of net new development exceeds the cap identified for non-residential square footage, residential units or hotel rooms established in the general plan, then a general plan amendment would be required, in conjunction with additional environmental review.³

Analysis

The general plan seeks to preserve the qualities of the City that Menlo Park residents appreciate, but also to accommodate growth that could benefit the community through increased revenues and the provision of community amenities. Additionally, changes currently being contemplated to the El Real/Downtown specific plan could also result in amendments to the general plan.

Green and sustainable building regulations

One of the key components of the adopted Bayfront Area zoning regulations are the green and sustainable building regulations, which support the guiding principles and goals, policies, and programs of the land use element. Specifically, one of the guiding principles in the general plan is for Menlo Park to strive to be a leader in addressing climate change, promoting green buildings and conservation of energy, water and natural resources. During the past two years, staff has been working to define several of the programs, including the City's LEED-equivalent program (Leadership in Energy and Environmental Design), zero waste management plan, and the water budget guidelines for non-potable water. In addition, the City Council adopted enhanced electric vehicle charging requirements in August 2018 that expanded the requirements from the Bayfront Area to across the City. Because proposed projects are still in the entitlement phase and have yet to fully implement the set of green and sustainable development regulations, staff believes the current focus should remain on program implementation to better understand how existing regulations are working before any modifications are proposed. However, items that may need clarification for improved implementation are appropriate and should be considered as part of any "clean up" amendments.

Maximum allowable development

Since adoption of the general plan and three new zoning districts in the Bayfront Area in December 2016, the City has received 11 proposed development applications. In August 2018, staff presented an information item to the City Council regarding the status of development proposals. Since that time, staff has received additional applications, has further reviewed the available information and has summarized the currently proposed development in the Bayfront Area in Table 2 below.

² This included 3,000 unrestricted units and 1,500 corporate housing units on the Facebook Classic Campus.

³ It should be noted that there is a Settlement Agreement with the City of East Palo Alto that requires certain projects, including those utilizing bonus level development, to conduct a project-level EIR, with specific focus on traffic and housing.

The applications include a mix of residential, office, life science and hotels, including a new approximately 60-acre master plan at the Menlo Science and Technology Park (the Willow Village). A map and more detailed description of the proposals are included in Attachments C and D, respectively.

Table 2: Summary of proposed development in the Bayfront Area

	Maximum allowed development potential	Total proposed	Total proposed - net new ¹	Remaining under EIR development cap	Remaining under general plan development cap ²
Non-Residential square footage					
Office square footage	1,285,000 sf	1,999,500 sf	887,324 sf	397,676 sf	
Life science square footage	2,100,000 sf	453,824 sf	336,786 sf	1,763,214 sf	2,250,674 sf
Commercial square footage	275,000 sf	200,000 sf	200,000 sf	75,000 sf	
Residential units	4,500 units	2,091 units	2,091 units	909 units ³	2,089 units
Hotel rooms	400 rooms	457 rooms	457 rooms	-57 rooms ⁴	-57 rooms ⁴

¹ Net new accounts for the existing square footage (units or rooms) that are being demolished and rebuilt under the proposals. For example, the Willow Village proposal includes approximately 1,750,000 square feet of nonresidential development and there is an existing approximately 1,000,000 square feet of nonresidential development on the site, therefore, the net new total proposed development is approximately 750,000 of nonresidential square feet.

² Under the general plan, non-residential square footage is combined into one figure for purposes of creating a development cap.

³ The EIR considered 1,500 of the 4,500 residential units as corporate housing. Because no corporate housing units have been proposed, the development cap is based on the remaining 3,000 units.

⁴ This number includes 40 additional hotels rooms that have been applied for as an amendment to the entitlements (Conditional Development Permit and Development Agreement) for the Willow Campus Expansion project that approved 200 hotel rooms in a concurrent but separate entitlement process. Given the separate processes, the number of excess hotel rooms could be considered to be 17 rooms.

As shown in Table 2, all of the proposed non-residential development falls within the approximately 3.66 million square feet identified in the general plan (inclusive of the reaffirmed development potential and the additional 2.3 million square foot development cap in the Bayfront Area). The proposed non-residential development also complies with the more refined land use category square footages studied in the program EIR for the general plan. However, it should be noted that individual projects will undergo project specific environmental review to determine if there are any potential environmental impacts that were not adequately studied and mitigated in the program-level EIR.

Table 2 shows that the proposed number of hotel rooms would exceed the 400 rooms evaluated in the program EIR and capped in the general plan. Approval of hotel rooms in excess of 400 would require both a general plan amendment and additional environmental review. The City is currently evaluating three hotel proposals, which are either stand-alone projects or part of a larger development, shown as numbers 1, 8 and 9 on the proposed Bayfront development projects map in Attachment C. One of the hotels was previously approved as part of the Facebook West Campus Expansion project (No. 9), but the applicant is seeking to increase the number of hotel rooms from 200 to 240. The environmental impact of those additional 40 hotel rooms will be evaluated using an addendum to the Facebook Campus expansion EIR and approved as an amendment to the existing entitlements (conditional development permit and development agreement.) If those rooms are viewed separately, the proposed number of rooms still exceeds the general plan cap by 17 rooms, which, to approve, would require a general plan amendment

and environmental review. In addition to the three sites with proposed hotel developments, staff notes that there are two additional sites zoned O-H in the Bayfront Area that were identified as potential hotel sites, but have not yet come forth with a proposal. Staff has not yet evaluated how many additional rooms these sites could generate. These sites should be considered as part of conversations about hotels in the area. While hotels are a major source of general fund revenue through the transient occupancy tax, the City Council should consider how hotels contribute to the overall vision for the area.

Currently, the total number of proposed housing units falls within the 4,500 unit cap identified for the Bayfront Area. Staff has received three applications totaling 2,091 units within the R-MU district, two formal applications and two under study session review. The projects are labeled as numbers 1, 2, 9, and 10 on the proposed development map. Staff has also been in preliminary conversations about additional residential development, which would likely have a cumulative total above the 3,000 non-corporate housing units studied in the EIR, but not the more generic 4,500 net new residential units allowed in the general plan. The topic of housing is further discussed in the Housing section below.

Community amenities

All of the proposed developments currently on file, with the exception of the hotel developments, are proposing bonus level development. In exchange for bonus level development, community amenities must be provided.

Community amenities are deeply embedded in the general plan and associated Bayfront Area zoning. The desire for future development to contribute toward community amenities remains a consistent theme. One of the nine guiding principles was that in exchange for added development potential, projects would provide physical benefits in the adjacent neighborhood (such as Belle Haven), including jobs, housing, schools, libraries, neighborhood retail, childcare, public open space, high speed internet access, and transportation choices. Policy LU-4.4 requires mixed-use and nonresidential development of a certain scale to support and contribute to programs that benefit the community and the City. It should be noted that the community amenities requirement resulting from the ConnectMenlo approval has yet to be applied to any development in the Bayfront Area.

During ConnectMenlo, the creation of the community amenities process included the following primary components: 1) identification and prioritization of the community amenities through public outreach and input; 2) crafting the development regulations for bonus level development (increased floor area ratio, density and/or height) in exchange for the provisions of community amenities in the area between Highway 101 and the Bay; and 3) creating the process for how community amenities would be implemented. The City Council then adopted a community amenities list that identified community needs, which is included as Attachment E. The community amenities list can be updated, at the discretion of the City Council by resolution, in order to reflect community needs and priorities. The City has a number of proposed bonus level development projects currently under review, some of which are beginning to conduct the appraisal process to determine the required community amenity value. The next step would be for projects to propose community amenities, which could be implemented as part of a proposed development or approved as part of a development agreement. If the City Council undertakes a process to generate a new community amenities list, this could potentially delay the processing of projects if applicants are unable to identify and evaluate an amenity given uncertainty as to what community amenities will be on the approved list at the time the proposed project reaches decision makers.

While the concept for community amenities is the same as 'public benefit' in the El Camino Real/Downtown specific plan area, the process for determining the community amenity is different from the specific plan. The establishment of a uniform process for consistency and predictability was identified

as a preferred approach, and the community amenities process is codified in the zoning ordinance for the office, life science and residential mixed-use zoning districts in the Bayfront Area. The value of the community amenities is determined through an appraisal process and the community amenity value must be equal to 50 percent of the fair market value of the additional gross floor area of the bonus level development. The City recently completed the appraisal instructions and those are now available for applicants to use. An applicant's proposal for community amenities is subject to the review by the Planning Commission concurrent with the development application. Once an amenity from the list has been provided, it is no longer an option available to other applicants. This was deliberate and the intent was to achieve a variety of amenities rather than many of a few items.

During the 2016 general plan update, construction of the amenity was identified preferable to the payment of a fee. In addition, all community amenities, except for affordable housing, are required to be provided within the area between U.S. Highway 101 and the San Francisco Bay. Community amenities must be provided using any one of the following three mechanisms: 1) include the amenity as part of the project, 2) pay an impact fee, or 3) enter into a development agreement. Payment of an impact fee is currently unavailable at this time because an impact fee has not been established. If such a fee were established, the money collected from the impact fee would be applied to items identified in the community amenities list. Because an impact fee would be based on a specific list of community amenities, a new fee would need to be reviewed and adopted each time the community amenities list is updated, potentially providing less flexibility overall and less timeliness than some may desire.

Housing/Affordable housing

The need for housing was a high priority during the ConnectMenlo process and continues to be a regional issue. A strong housing component was important to the success of a live/work/play vision that was desired for the area. One of the key changes to the Bayfront Area was the introduction of residential uses, up to 4,500 new units, of which approximately 1,500 units were identified as corporate housing units at the Facebook Classic Campus in the ConnectMenlo EIR. To help facilitate the development of housing, the R-MU zoning district requires housing as part of every project and sets a minimum density of 20 dwelling units per acre (du/ac.) A maximum density of 100 du/ac was established and additional height was supported in appropriate areas given the limits on land area and the likelihood for the need to build upward to achieve such densities.

At the time of the general plan update, inclusionary zoning for rental projects was not enforceable. Therefore, all bonus level projects in the R-MU zoning district were required to provide affordable housing as a community amenity. After State law changes, however, the City updated its zoning code and the city's inclusionary requirements now apply to both for-sale and rental housing projects. All residential projects of 20 or more units must set-aside a minimum of 15 percent of the total number of units at below market rates. In August 2018, the City Council adopted changes to the R-MU zoning district to reflect the changes in State law. While affordable housing beyond the minimum required by the inclusionary ordinance can be considered a community amenity, it is no longer mandated as the first amenity (although there is a stated preference for additional affordable housing as the amenity in the R-MU zoning district.)

As noted earlier, the City has received study session or full applications for approximately 2,100 new unrestricted residential units in the Bayfront Area. While the general plan sets a cap of 4,500 new residential units in the Bayfront Area, the analysis in the program EIR limits the net new housing units to 3,000 unrestricted units. The remaining 1,500 units would be limited to corporate housing. If changes or additional housing units are desired, the City Council should provide feedback on the housing-related questions noted earlier in the report.

Jobs/Housing balance

As part of ongoing housing discussions, the jobs/housing balance has been a major theme. This topic was addressed previously at a high level in the EIR for ConnectMenlo. As noted in the certified EIR for ConnectMenlo, the job-to-housing unit ratio is used to evaluate whether a community has an adequate number of jobs available to provide employment for residents within the community seeking employment. The job-to-housing-unit balance is an indicator of the extent to which the workforce may have the opportunity to live and work in that same community. The job-to-housing-unit ratio, however, is often best analyzed at the regional level due to the tendency of people to commute to jobs outside of their community. Employees regularly cross jurisdictional boundaries when going from their place of residence to their place of work. Housing choice is highly individualized and the location of one's employment is only one factor among many in the decision. Staff is seeking input from the City Council regarding what information the City Council desires relative to this issue.

"Clean up" modifications

Staff has identified several "clean up" zoning amendments needed in Bayfront Area zoning districts. These zoning ordinance amendments would be for internal consistency. In addition, staff would recommend evaluating two changes: 1) increase the average height in the R-MU zoning district in the Jefferson Drive area for consistency with the additional height allowed for the maximum height and 2) allow the use of hazardous materials as an administratively permitted use in the M-2 zoning district similar to the new Bayfront zoning districts. Finally, per direction from the City Council in August 2018, staff will bring forward changes to the zoning map to remove the new Independence Drive street connection. Although the change to the new street connection has not been formally adopted, staff has proceeded with the City Council's direction in mind and applicants are designing their projects with no new street connection.

Transportation Master Plan

During development of the circulation element, a key topic discussed throughout the update process was transportation infrastructure needs in the region, particularly around the Dumbarton Bridge and the connections to U.S. 101 and beyond that occur through Menlo Park. The Transportation Master Plan, which will link the circulation element, the City's infrastructure priorities and an implementation strategy, is under development. In conjunction with the preparation of the Transportation Master Plan, the City will be updating its Traffic Impact Fee (TIF.) The TIF would guarantee funding for citywide roadway and infrastructure improvements that are necessary to mitigate traffic impacts and would be assessed when there is new construction, an increase in square footage of an existing building, or a conversion of existing square footage to a more intense use. Until the TIF is updated, each individual project will have to conduct a transportation impact analysis and determine what, if any, mitigations are necessary and appropriate. Staff is bringing an update on the Transportation Master Plan as a separate agenda item on the March 26, 2019, City Council meeting.

Dumbarton Rail corridor

One of the most critical infrastructure projects discussed during ConnectMenlo development was the reactivation of rail service along the Dumbarton corridor. On December 6, 2017, the San Mateo County Transit District (SamTrans) board of directors approved the Dumbarton transportation corridor study, which assessed various improvements to the highway and railroad alignments, including reactivation of rail service. On June 6, 2018, the SamTrans board of directors entered into an agreement with a development team, Cross Bay Transit Partners LLC, to form a public-private partnership to explore alternatives for a high-capacity public transit system along the Dumbarton Corridor. Cross Bay Transit Partners is a partnership between Plenary Group and Facebook Inc. Cross Bay Transit Partners is currently completing early project planning, and recently hosted a series of community outreach meetings in February and March 2019. One of the meetings was held at the Menlo Park Senior Center and was attended by several residents and City staff. Cross Bay Transit Partners' current schedule shows the

environmental analyses, technical feasibility studies, and financial analyses are being initiated, with an anticipated completion in mid to late 2020, environmental certification in 2021, and construction in 2022. The City will continue to track progress on this effort and update the City Council as more information is available. Staff anticipates bringing an item forward later this year to frame the City Council's desired policy direction for this project.

Next steps

Following the study session, staff will review the comments and guidance from the City Council and prepare additional information and a more detailed review of topic areas for future discussion with the City Council, and commissions if directed to do so by City Council. When staff returns to the City Council on this two-year review, the City Council would provide direction to staff on what changes to the general plan and/or zoning ordinance, if any, should be evaluated. Depending on the direction from the City Council, staff may engage a consultant to assist with the modifications to the general plan.

The general plan review was not identified as a work plan item during the City Council's recent goal setting session. Work could be delayed given priority with the El Camino Real/Downtown specific plan review and single-family residential design review as work plan items.

Correspondence

Staff has not received any correspondence as of the writing of this report.

Environmental Review

Study sessions do not require analysis under the California Environmental Quality Act (CEQA). A program level EIR was prepared and analyzed the general plan and M-2 Area Zoning Update, and was certified in November 2016. Individual development projects seeking a discretionary action will be subject to CEQA, but may tier from the ConnectMenlo EIR as appropriate. Per the terms of the 2017 Settlement Agreement with the City of East Palo Alto, all projects seeking bonus level development will prepare an EIR that evaluates transportation and population and housing. Regardless of the CEQA review process, all projects must incorporate applicable mitigation measures included in the ConnectMenlo EIR's Mitigation Monitoring and Reporting Program.

The level of any additional environmental review would depend upon the proposed changes to the general plan and/or zoning ordinance directed by the City Council. Any increases to the development caps would likely trigger an EIR and take approximately a year to prepare.

Impact on City Resources

As part of the master fee schedule update in 2016, a general plan surcharge totaling 3 percent of all planning and building fees was implemented. This fee has generated \$233,027.69 and will be used to help maintain the City's general plan.

Depending on the proposed changes to the general plan and/or zoning ordinance, contract services may be required to supplement staff and to prepare the environmental documents. Staff is anticipating budgeting for contract services as part of the upcoming 2019-2020 budget review, which may need to be augmented as the scope of work is further defined.

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. Bayfront Area zoning map
- B. Hyperlink – ConnectMenlo project page: www.menlopark.org/connectmenlo
- C. Map of proposed developments in the Bayfront Area
- D. Bayfront Area project summary table
- E. List of adopted community amenities

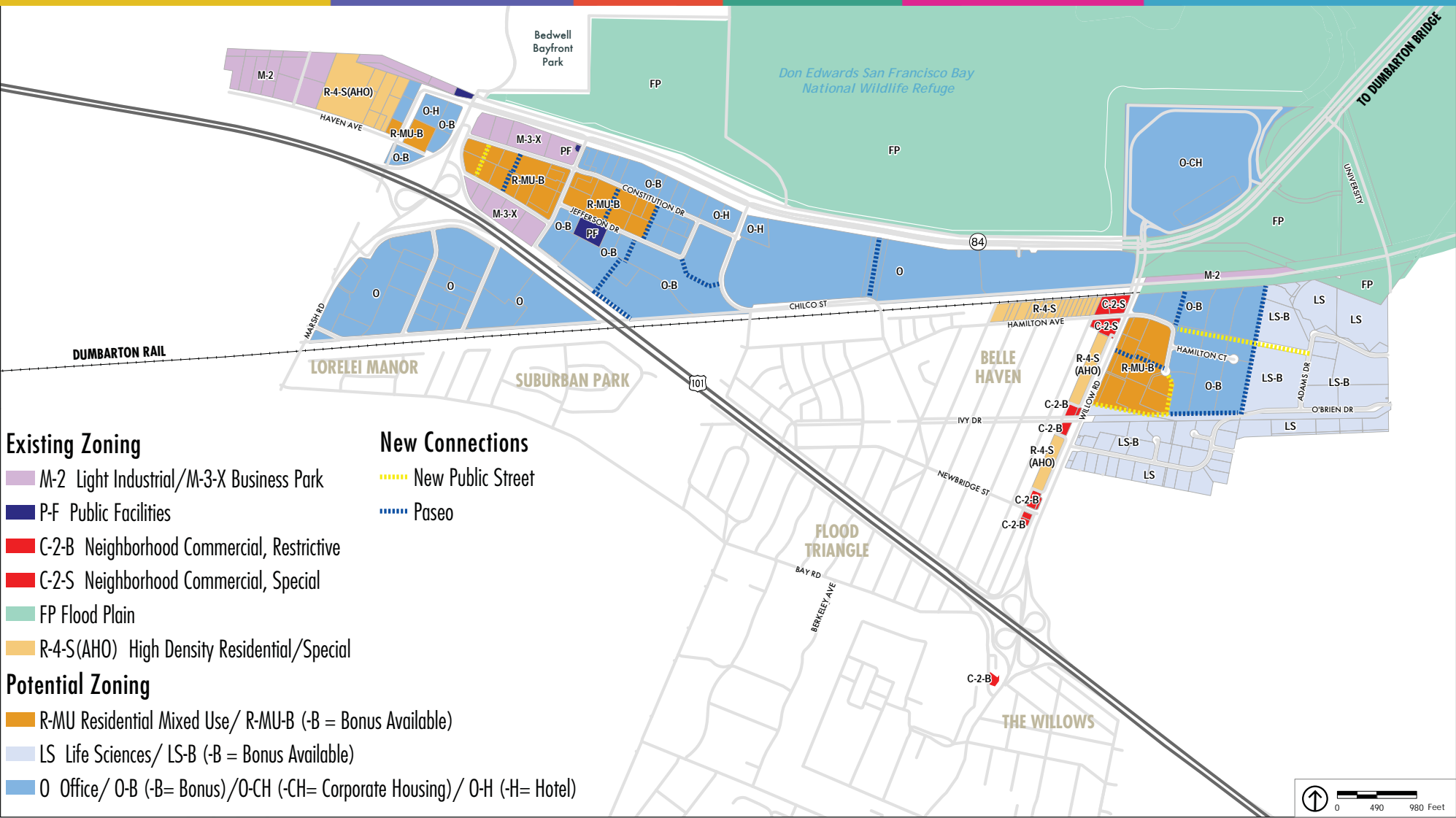
Report prepared by:

Deanna Chow, Assistant Community Development Director

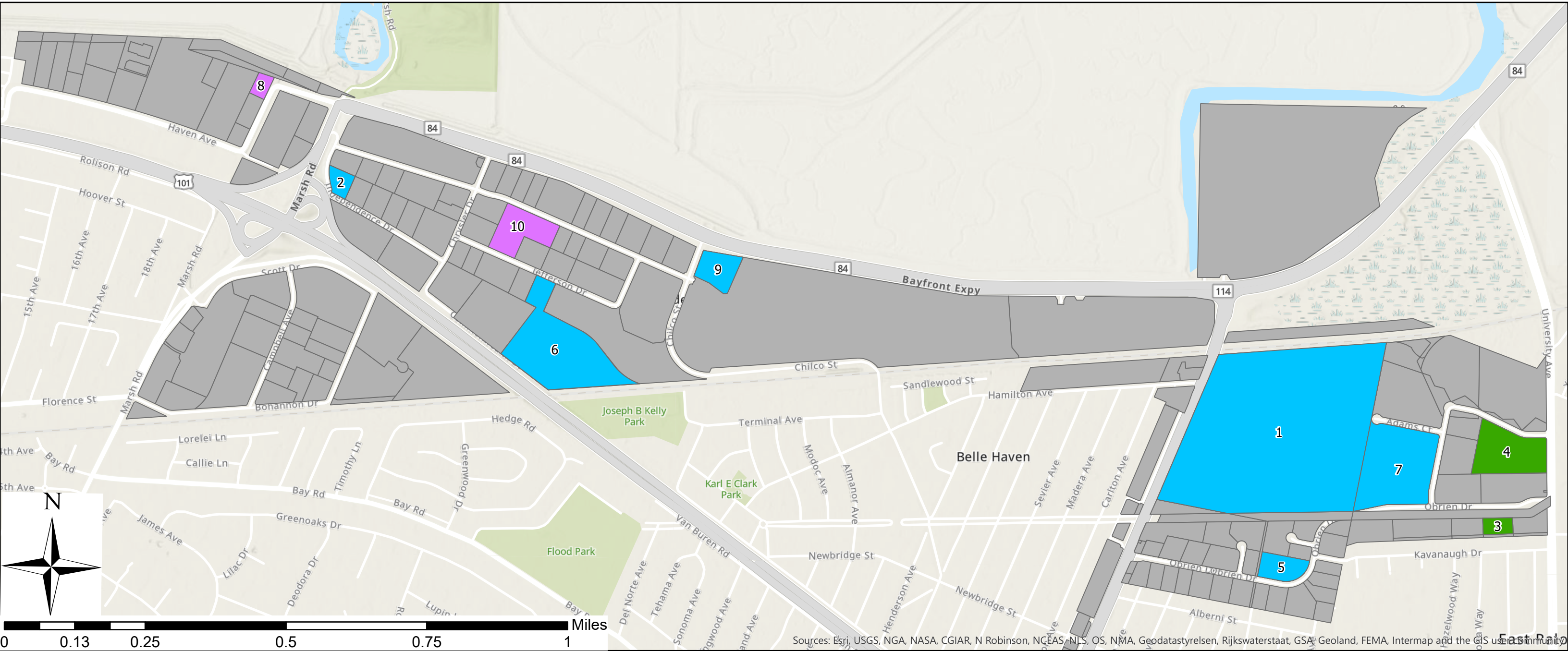
Report reviewed by:

Mark Muenzer, Community Development Director

Leigh Prince, Assistant City Attorney



Proposed Bayfront Development Projects



Sources: Esri, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

Legend

Entitlement Status

- Approved
- Pending
- Study Session

ID	Address	Project	Land Use Category	Entitlement Status	Net New Residential Units	Net New Hotel Rooms	Net New Non-Residential Square Feet
1	Willow Village	Willow Village	Mixed Use Development	Pending	1,500	250	975,035
2	111 Independence Drive	111 Independence	Housing Development	Pending	108		-15,100
3	1490 O'Brien Drive	1490 O'Brien Drive	R&D Development	Approved	0		519
4	1605 Adams Drive	1605 Adams Drive	R&D Development	Approved	0		9,463
5	1105 O'Brien Drive	1105 O'Brien Drive	R&D Development	Pending	0		66,404
6	164 Jefferson Drive	151 Commonwealth/164 Jefferson	Commercial Development	Pending	0		249,500
7	1350 Adams Court	1350 Adams Court	R&D Development	Pending	0		260,400
8	3723 Haven Avenue	Hotel Moxy	Commercial Development	Study Session	0	167	-13,700
9	1 Facebook Way	Citizen M Hotel	Commercial Development	Pending	0	40	0
10	141 Jefferson Drive	Menlo Uptown	Housing Development	Study Session	483		-108,411

	PROPOSED DEVELOPMENT							NET NEW DEVELOPMENT (BY PROJECT)		
ADDRESS/PROJECT	PROJECT DESCRIPTION	STATUS	OFFICE SF	LIFE SCIENCE SF	COMMERCIAL SF	RESIDENTIAL UNITS	HOTEL ROOMS	OFFICE SF	LIFE SCIENCE SF	COMMERCIAL SF
Willow Village	Mixed Use - Office, Residential, Commercial and Hotel	Pending	1,750,000	0	200,000	1,500	250	775,035	0	200,000
111 Independence	Residential - Rental	Pending	0	0	0	108	0	-15,100	0	0
1490 O'Brien Drive	Life Science	Approved	0	31,142	0	0	0	0	519	0
1505 Adams Court	Life Science	Approved	0	57,010	0	0	0	0	9,463	0
1105 O'Brien Drive	Life Science	Pending	0	105,272	0	0	0	0	66,404	0
151 Commonwealth/164 Jefferson	Office	Pending	249,500	0	0	0	0	249,500	0	0
1350 Adams Court	Life Science	Pending	0	260,400	0	0	0	0	260,400	0
3723 Haven Avenue (Hotel Moxy)	Hotel	Study Session	0	0	0	0	167	-13,700	0	0
1 Facebook Way (Citizen M)	Hotel	Pending	0	0	0	0	40	0	0	0
180-186 Constitution/ 141 Jefferson/172 Constitution (Menlo Uptown)	Residential - Mix Rental and For-Sale Townhomes	Study Session	0	0	0	483	0	-108,411	0	0

COMMUNITY AMENITY SURVEY RANKINGS

The following is a table of the community amenities that have been requested during the planning process; the categories and the amenities within each category are listed in order of how they were ranked by respondents at a community workshop on March 12, 2015 and in a survey that followed.

MARCH 12 WORKSHOP RANKING	ONLINE - REGISTERED RESPONDENTS	ONLINE - UNREGISTERED RESPONDENTS	PAPER - COLLECTED IN BELLE HAVEN	PAPER - MAILED IN	TOTAL SURVEYS COMBINED
22 RESPONSES	53 RESPONSES	26 RESPONSES	55 RESPONSES	60 RESPONSES	194 SURVEY RESPONSES
Transit and Transportation Improvements	Transit and Transportation Improvements	Transit and Transportation Improvements	Transit and Transportation Improvements	Transit and Transportation Improvements	Transit and Transportation Improvements
Sidewalks, lighting, and landscaping	Sidewalks, lighting, and landscaping	Sidewalks, lighting, and landscaping	Traffic-calming on neighborhood streets	Sidewalks, lighting, and landscaping	Sidewalks, lighting, and landscaping
Bike trails, paths or lanes	Bike trails, paths or lanes	Traffic-calming on neighborhood streets	Sidewalks, lighting, and landscaping	Traffic-calming on neighborhood streets	Traffic-calming on neighborhood streets
Dumbarton Rail	Traffic-calming on neighborhood streets	Bike trails, paths or lanes	Dumbarton Rail	Dumbarton Rail	Bike trails, paths or lanes
Traffic-calming on neighborhood streets	Dumbarton Rail	Dumbarton Rail	Innovative transportation solutions (i.e. personal rapid transit)	Bike trails, paths or lanes	Dumbarton Rail
Bus service and amenities	Bus service and amenities	Bus service and amenities	Bike trails, paths or lanes	Bus service and amenities	Innovative transportation solutions (i.e. personal rapid transit)
Innovative transportation solutions (i.e. personal rapid transit)	Innovative transportation solutions (i.e. personal rapid transit)	Innovative transportation solutions (i.e. personal rapid transit)	Bus service and amenities	Innovative transportation solutions (i.e. personal rapid transit)	Bus service and amenities
Community-serving Retail	Community-serving Retail	Community-serving Retail	Community-serving Retail	Community-serving Retail	Community-serving Retail
Grocery store	Grocery store	Grocery store	Grocery store	Grocery store	Grocery store
Restaurants	Restaurants	Pharmacy	Pharmacy	Pharmacy	Restaurants
Pharmacy	Pharmacy	Restaurants	Restaurants	Restaurants	Pharmacy
Bank/ATM	Bank/ATM	Bank/ATM	Bank/ATM	Bank/ATM	Bank/ATM
Jobs and Training at M-2 Area Companies	Jobs and Training at M-2 Area Companies	Jobs and Training at M-2 Area Companies	Jobs and Training at M-2 Area Companies	Jobs and Training at M-2 Area Companies	Jobs and Training at M-2 Area Companies
Job opportunities for residents	Education and enrichment programs for young adults	Job opportunities for residents	Job opportunities for residents	Job opportunities for residents	Job opportunities for residents
Education and enrichment programs for young adults	Job opportunities for residents	Education and enrichment programs for young adults	Education and enrichment programs for young adults	Education and enrichment programs for young adults	Education and enrichment programs for young adults
Job training programs and education center	Paid internships and scholarships for young adults	Job training programs and education center	Job training programs and education center	Job training programs and education center	Job training programs and education center
Paid internships and scholarships for young adults	Job training programs and education center	Paid internships and scholarships for young adults	Paid internships and scholarships for young adults	Paid internships and scholarships for young adults	Paid internships and scholarships for young adults
Social Service Improvements	Energy, Technology, and Utilities Infrastructure	Social Service Improvements	Social Service Improvements	Social Service Improvements	Social Service Improvements
Education improvements in Belle Haven	Underground power lines	Education improvements in Belle Haven	Education improvements in Belle Haven	Education improvements in Belle Haven	Education improvements in Belle Haven
Library improvements at Belle Haven	Telecommunications investment	Library improvements at Belle Haven	Medical center	Medical center	Medical center
Medical center	Incentives for private home energy upgrades, renewable energy, and water conservation	Medical center	High-Quality Affordable Housing	Senior service improvements	Library improvements at Belle Haven
Senior service improvements	Soundwalls adjacent to Highway 101	High-Quality Affordable Housing	Library improvements at Belle Haven	Library improvements at Belle Haven	High-Quality Affordable Housing
Add restroom at Onetta Harris Community Center		Senior service improvements	Senior service improvements	High-Quality Affordable Housing	Senior service improvements
Pool House remodel in Belle Haven	Social Service Improvements	Add restroom at Onetta Harris Community Center	Add restroom at Onetta Harris Community Center	Add restroom at Onetta Harris Community Center	Add restroom at Onetta Harris Community Center
High-Quality Affordable Housing	Education improvements in Belle Haven	Pool House remodel in Belle Haven	Pool House remodel in Belle Haven	Pool House remodel in Belle Haven	Pool House remodel in Belle Haven
	Library improvements at Belle Haven				
Energy, Technology, and Utilities Infrastructure	Medical center	Energy, Technology, and Utilities Infrastructure	Energy, Technology, and Utilities Infrastructure	Energy, Technology, and Utilities Infrastructure	Energy, Technology, and Utilities Infrastructure
Underground power lines	Senior service improvements	Underground power lines	Incentives for private home energy upgrades, renewable energy, and water conservation	Underground power lines	Underground power lines
Telecommunications investment	High-Quality Affordable Housing	Telecommunications investment	Underground power lines	Incentives for private home energy upgrades, renewable energy, and water conservation	Incentives for private home energy upgrades, renewable energy, and water conservation
Incentives for private home energy upgrades, renewable energy, and water conservation	Pool House remodel in Belle Haven	Incentives for private home energy upgrades, renewable energy, and water conservation	Telecommunications investment	Telecommunications investment	Telecommunications investment
Soundwalls adjacent to Highway 101	Add restroom at Onetta Harris Community Center	Soundwalls adjacent to Highway 101	Soundwalls adjacent to Highway 101	Soundwalls adjacent to Highway 101	Soundwalls adjacent to Highway 101
Park and Open Space Improvements	Park and Open Space Improvements	Park and Open Space Improvements	Park and Open Space Improvements	Park and Open Space Improvements	Park and Open Space Improvements
Bedwell Bayfront Park improvements	Bedwell Bayfront Park improvements	Bedwell Bayfront Park improvements	Tree planting	Bedwell Bayfront Park improvements	Tree planting
Tree planting	Tree planting	Tree planting	Community garden(s)	Tree planting	Bedwell Bayfront Park improvements
Dog park	Dog park	Dog park	Dog park	Community garden(s)	Community garden(s)
Community garden(s)	Community garden(s)	Community garden(s)	Bedwell Bayfront Park improvements	Dog park	Dog park

WHERE SURVEY RESPONDENTS LIVE:

Neighborhood/City					
Belle Haven	136	Pine Forest	1	Palo Alto/ East Palo Alto	2
Central Menlo	1	West Menlo	2	Gilroy	1
Downtown	2	Willows/Willow Road	7	Linfield Oaks	1
East Menlo Park	3	Flood Park	1	Undisclosed	37
				TOTAL	194



STAFF REPORT

City Council

Meeting Date: 3/26/2019
Staff Report Number: 19-052-CC

Consent Calendar: Review and acceptance of the 2018 annual progress report on the status and progress in implementing the City's housing element and the annual housing successor report

Recommendation

Staff recommends that the City Council accept the 2018 housing element annual progress (APR) report and the 2017 annual housing successor report and authorize the transmittal to the California Governor's Office of planning and research (OPR) and the California Department of Housing and Community Development (HCD.)

Policy Issues

California Government Code Section 65400 requires the preparation and submittal of the annual progress report to the state HCD and OPR. The annual progress report documents past housing-related activities and may identify the timing of upcoming activities, but does not authorize the implementation of programs or expenditure of funds.

Background

Every city and county in California are required to prepare an annual report on the status and progress of implementing the jurisdiction's housing element of the general plan using forms and definitions adopted by the state housing and community development department. This year's annual progress report forms have been updated to incorporate new data requirements pursuant to Assembly Bill 879 and Senate Bill 35. The annual progress report is due by April 1 each year. This year's report evaluates the status of the implementation programs and housing production for the period between January 1 and December 31, 2018.

As part of the housing element annual review process, the Planning Commission and Housing Commission reviewed and commented on the report at their respective meetings February 25, 2018 and March 6, 2018. The meetings also provided the public with an opportunity to provide comments on the APR. The Commission reviews are not required by State law, but were previously recommended by staff as a means for sharing information and receiving input prior to City Council's review.

On February 25, 2019, the Planning Commission passed a motion by a vote of 5-0-1-1 to recommend the City Council accept the 2018 APR. The Planning Commission was supportive of the 2018 APR and highlighted the importance of staff's continued collaboration with local school districts.

On March 6, 2019, the Housing Commission considered the APR and unanimously (6-0-1) recommended

that the staff move the report forward to the City Council. While the Commission was supportive of the work that has been completed, they acknowledged that more could be done and additional strategies should be explored to address the housing issues in the City and the region. Specifically, the Commission highlighted the following accomplishments in 2018: 1) the City is exceeding its allocation of market rate units, 2) the City Council adopted an anti-discrimination ordinance 3) the City Council updated the below market rate guidelines, and 4) the City issued a notice of funding availability to foster affordable housing in the City. The Housing Commission also noted areas that should be the focus of additional work, including addressing rent conflicts, dispersing housing across the City, and developing strategies to meet the City's very low, low and moderate income housing unit allocations. To address these items, the Commission recommends that the City explore all city-owned land to identify if any parcels could be housing opportunity sites and if so that those parcels have priority for affordable housing. In addition, the Commission recommends prioritizing locating affordable housing near downtown and transit.

Analysis

Attachment A includes the 2018 APR. The APR report includes a status update of the housing element's implementation programs and an inventory of housing applications and production in the City for the 2018 calendar year. This staff report highlights several key accomplishments in 2018 and work items that will be continued in 2019, in more detail below. The APR is a document that reflects on the past year's efforts, and is not intended to establish work priorities for staff. At the City Council's goal setting session March 5, 2019, affordable housing was identified as a work plan item that would be refined in conjunction with the Housing Commission.

Implementation programs

Below Market Rate (BMR) ordinance and guidelines update

The City's housing element includes program H.4.B, which is to implement inclusionary housing requirements to assist in providing affordable housing in Menlo Park. In April 2018, in response to changes in state law (AB 1505), the City Council adopted an ordinance and updates to the BMR Guidelines to restore the City's inclusionary housing policy for rental projects and to allow the City Council to approve BMR housing with a range of affordability levels to meet unmet housing element need. At the same time, the City Council also adopted amendments to the City's density bonus to conform to recent State updates. The update to the BMR housing ordinance furthers the city's affordable housing goals by allowing the City of Menlo Park to resume applying inclusionary requirements on rental housing as a condition of development. Subsequently, the City Council adopted modifications to the community amenities requirement in the R-MU-B zoning district. The City Council removed the requirement for 15 percent affordable housing as a required community amenity in response to the City's new inclusionary zoning requirement, which was not in effect for rental housing at the time of adoption of the R-MU zoning district.

Furthermore in June 2018, the City Council adopted a second set of changes to address six different topics in the BMR guidelines:

1. Definition of a household
2. How to address over-income tenants
3. Aligning the City BMR household income and maximum rent limits with San Mateo County's limits
4. Memorializing the City's current practice of maintaining a BMR Rental Interest List
5. Addressing displaced tenants
6. Standalone BMR project on the same lot as a market rate project with City Council approval

The changes provided clarity and documented practices in application of the BMR guidelines.

In addition to inclusionary zoning for residential projects, the City's BMR ordinance applies to commercial

developments of 10,000 square feet of gross floor area or more. The fee varies by use and is adjusted by July 1 each year. In April 2018, the Housing Commission recommended that the City Council adopt updated commercial linkage fees based upon a nexus study that was prepared in collaboration with other jurisdictions in San Mateo County through 21 elements. The City Council has yet to take action on the commercial linkage fee update, but it is anticipated to be reviewed in 2019.

Anti-discrimination ordinance

Housing element program H1.G (adopt an anti-discrimination ordinance) calls for the City to adopt an anti-discrimination ordinance to prohibit discrimination based on the source of a person's income. In June 2018, the City Council adopted an anti-discrimination ordinance, which establishes a right of tenants to be free from discrimination based on a person's income or their use of a rental subsidy, including Section 8 vouchers. The ordinance would prohibit discrimination based on the source of income, wholly or partially, in any real property transaction, including rental of a unit.

Funding affordable housing

The primary purpose of the BMR housing program is to increase the supply and assist in the development of housing that is affordable to very low-, low-, and moderate income households. Compliance with the City's BMR Program can be met with the development of affordable units, the payment of in-lieu fees, or a combination of the two. The BMR housing fund is comprised primarily of commercial development in-lieu fees. Payment of BMR fees typically occurs before building permit issuance for a project. In 2018, the City collected approximately \$6.1 million of BMR funds. As of December 4, 2018, it had approximately \$15.8 million of unencumbered funds.

Program H1.H (utilize the City's BMR housing fund) requires the City to administer and advertise at least every two years the availability of funds in the BMR housing fund. The objective of the notice of funding availability (NOFA) is to support the acquisition, rehabilitation or new construction of housing that will provide long-term affordability. The funding is intended to fill the financing gap between projected total development costs and other available funding sources.

In October 2018, the City released its third NOFA and announced the availability of approximately \$11.5 million for affordable rental projects in Menlo Park. Eligible projects include preservation of existing affordable housing, new construction and acquisition for developing permanent affordable rental housing for extremely low-, very low-, and low-income households. The projects will be evaluated on a variety of goals and priorities, including length of affordability, consistency with City goals, policies and regulations, location near transit and other services, reasonable cost and demonstrated experience. The application filing deadline was January 31, 2019, and the City received two applications that are under review.

Housing Commission work plan

The Housing Commission is charged with advising the City Council on housing matters, including reviewing and recommending on housing policies and programs for the City, providing input on regional housing issues, and recommendations on BMR housing agreements. Every two years Menlo Park commissions review their respective work plans and update them with new/updated priorities, projects and goals. On May 23, 2017, the City Council approved the Housing Commission's 2016-2018 work plan, which established a robust set of activities to further advance the goals of the Housing Commission.

The Housing Commission's work plan focuses on four key areas:

1. BMR program funding and compliance
2. Housing projects
3. Policies that prevent residential displacement, promote affordable housing preservation, and encourage affordable housing development

4. Advocacy/Housing element implementation

In addition to the activities described above, the Housing Commission also provided guidance on a proposed tenant relocation assistance ordinance. The City Council introduced the ordinance at its February 26, 2019, meeting, and adopted it at their March 12 meeting. Other topics the Housing Commission is interested in pursuing include establishing a program to leverage BMR funds to purchase market rate housing for the creation and preservation of affordable housing and short-term rentals (e.g., Airbnb and VRBO – Also a 2019 City Council work plan item.)

Housing production

As part of HCD's SB 35 Statewide determination summary, Menlo Park is one of only 24 jurisdictions in California that has met its pro-rated Lower (very and low) and above-moderate income regional housing needs assessment/allocation (RHNA) for the reporting period. This means that Menlo Park is not currently subject to SB 35 (Housing Accountability and Affordability Act), which was passed in 2017 and became effective January 1, 2018, and created a streamlined approval process for housing when cities are not meeting its RHNA.

In 2018, the City issued building permits for 44 net new dwelling units. Of those units, 54 percent of the units were the 24 townhomes at 133 Encinal Avenue, approximately 34 percent of the building permits were for secondary dwelling units (15 units), and the remaining permits were issued for a combination of single-family and multifamily residences. The overall number of secondary dwelling units as well as the overall number of residential building permits slightly increased from 2017. While Table A2 of the APR form includes data on new housing units that have either received entitlements, a building permit or a certificate of occupancy that was issued during the reporting period, only building permits are used for the purposes of determining progress toward RHNA (fields 7, 8 and 9).

Building permits for approximately 407 new residential units are also currently under review - 183 units at 1300 El Camino Real, 215 units at 500 El Camino Real, and nine units at 506-556 Santa Cruz Avenue/1125 Merrill Street. While some construction has begun at 1300 El Camino Real and 506-556 Santa Cruz Avenue, the permits for the residential units have not been issued and therefore, have not been accounted for in Table A2. These projects will also include affordable units for households of varying income levels and will be counted toward meeting the City's regional housing needs assessment figure. As part of two negotiated development agreements for the projects at 500 El Camino Real project and 1300 El Camino Real, the City will add 28 affordable housing units to the City's inventory. Eight units will be designated for low-income households at 500 El Camino Real and 14 units will also be designated for low-income households at 1300 El Camino Real. An additional six units will be designated as "workforce" housing within the 1300 El Camino Real project. The two required BMR units for 506-556 Santa Cruz Avenue/1125 Merrill Street are anticipated to be met at an off-site location also within the specific plan area at 1162 El Camino Real, which is currently under development review. The addition of housing stock and affordable housing units is helping the City meet its RHNA. These new units will be located in the central area of the City, which will provide housing in close proximity to transit and services, and disperse the affordable housing units in the City.

In total, 52 net new residential units were entitled in 2018. It is important to clarify that the units that were entitled could be different from the building permits that were issued for the same year so the two numbers would likely differ. The number of units that are entitled in the year is a new reporting category with the 2018 APR form and helps provide a more complete picture of housing in a jurisdiction. The approved 2018 projects include 27 units at 1540 El Camino Real, of which five will be BMR units, nine units at 506-556 Santa Cruz Avenue/1125 Merrill Street, three units at 840 Menlo Avenue, and five net new units at 409 Glenwood Avenue, including one BMR unit. The remainder of units approved in 2018 are a combination of

secondary dwelling units and single-family homes.

The new APR form also includes a list of residential development applications that were submitted and also deemed complete in the calendar year. While a number of large housing projects or mixed use developments are currently on file, they are not listed in Table A2 because they were not deemed complete in the same year. Examples of those projects include 1,500 proposed multifamily units on the Facebook Willow Village site and 483 multifamily units at a Greystar-owned site at 141 Jefferson Drive.

While the City's housing production during the first three years of the planning period has exceeded the City's Regional Housing Needs Assessment of 655 units, the City continues to seek opportunities for housing and will strive to meet its numbers for affordable housing. A key component of the general plan update adopted in December 2016 was the planning for an additional 4,500 units in the City. Since the adoption of the General Plan Update, the City has received several development or study session applications for residential or mixed use developments in the Bayfront Area that total approximately 2,100 units. All of the proposed projects would be subject to the City's 15 percent BMR requirement.

Looking ahead

The focus on housing continues to remain a community and regional interest. Staff will be continuing to work on 2018-initiated programs, including a BMR study directed by the City Council to evaluate the feasibility of City's 15 percent BMR requirement on various housing product types and sizes. In addition, staff is continuing to coordinate with MidPen Housing on their proposed 140-unit, 100 percent affordable development along the 1300 block of Willow Road. In 2017, the City Council affirmed up to \$6.7 million from the 2015 NOFA for the proposed development, generating 58 net-new affordable units.

Housing successor report

Successor housing entities must provide an annual report that details compliance with the expenditure limitations detailed in SB 341 during each five-year compliance period. The initial reporting period began January 1, 2014 and ends December 31, 2018. The information should be reported at the same time as the housing element annual report due April 1 of each year. The report is included as Attachment C.

For the fiscal year ending June 30, 2018, the Low and moderate income housing asset fund had a cash balance of \$798,456 and a fund balance of \$6,166,311. It received \$20,717 in housing loans and \$201,381 for interest earned on cash in the fund.

The housing successor does not have any interests in real property acquired by the former redevelopment agency. The last remaining real property acquired by the former agency was sold in August 2013 and the proceeds were remitted to the county of San Mateo. The housing successor also does not have any remaining housing replacement or production obligations.

Impact on City Resources

There are no impacts to City resources besides the preparation of the report. Program implementation may have impacts to staffing resources and/or projects/priorities and will be considered as part of the City's annual Capital Improvement Plan and budget process.

Environmental Review

The APR is not considered a project. Implementation of housing programs may be subject to the California

Environmental Quality Act (CEQA), and each program will be evaluated on a case-by-case basis.

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. 2018 housing element annual progress report
- B. Hyperlink – adopted housing element for the 2015-2023 planning period:
<https://www.menlopark.org/DocumentCenter/View/4329/Adopted-Housing-Element-2015-2023?bidId=>
- C. Housing successor report (fiscal year 2017-2018)

Report prepared by:

Deanna Chow, Assistant Community Development Director
Tom Smith, Senior Planner
Michael Noce, Management Analyst II

Report reviewed by:

Kyle Perata, Acting Principal Planner
Clay Curtin, Assistant to the City Manager
Mark Muenzer, Community Development Director

Please Start Here

General Information	
Jurisdiction Name	Menlo Park
Reporting Calendar Year	2018
Contact Information	
First Name	
Last Name	
Title	
Email	
Phone	
Mailing Address	
Street Address	
City	
Zipcode	

Submittal Instructions

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

- 1. Online Annual Progress Reporting System (Preferred)** - This enters your information directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*
- 2. Email** - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

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ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Menlo Park	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Note: + Optional field
Cells in grey contain auto-calculation formulas

Table A																				
Housing Development Applications Submitted																				
Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes		
1				2		3	5								6		7	8	9	10
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+ ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes*	
Summary Row: Start Data Entry Below																				
	55331180	341 Terminal Ave		PLN2018-00037	ADU	R	4/6/2018								1	2		No	Existing single-family unit to be d	
	71103330	1346 Hoover St		PLN2018-00074	ADU	R	6/21/2018			1					1	1		No		
	63452080	445-A Oak Ct		BLD2018-00186	ADU	R	2/6/2018								1	1		No		
	63430240	198 Elliott Dr		BLD2018-00443	ADU	R	4/5/2018			1					1	1		No		
	74111350	2145-A Sharon Rd		BLD2018-00621	ADU	R	5/9/2018								1	1		No		
	74280330	956 Siskiyow Dr		BLD2018-00618	ADU	R	4/19/2018								1	1		No		
	71072230	1180 Arbor Rd		BLD2018-00642	ADU	R	5/15/2018								1	1		No		
	62204160	304-A O'Keefe St		BLD2018-00487	ADU	R	4/12/2018			1					1	1		No		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Menlo Park
Reporting Year	2018 (Jan. 1 - Dec. 31)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs. Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	233	84									103	130
	Non-Deed Restricted		1	3	8	7							
Low	Deed Restricted	129	20		2	1						37	92
	Non-Deed Restricted		2	4	4	4							
Moderate	Deed Restricted	143				2						4	139
	Non-Deed Restricted				1	1							
Above Moderate		150	712	17	20	26						775	
Total RHNA		655											
Total Units 44			819	24	35	41						919	361

Note: units serving extremely low-income households are included in the very low-income permitted units totals
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction	Merlo Park
Reporting Year	2018 (Jan. 1 - Dec. 31)

Note: + Optional field
 Cells in grey contain auto-calculation formulas

Table C																		
Sites Identified or Rezoned to Accommodate Shortfall Housing Need																		
Project Identifier				Date of Rezone	Affordability by Household Income				Type of Shortfall	Sites Description								
1				2	3				4	5	6	7	8		9	10	11	
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Date of Rezone	Very-Low Income	Low-Income	Moderate Income	Above Moderate - Income	Type of Shortfall	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses	
Summary Row: Start Data Entry Below																		

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Menlo Park	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish staff priorities for implementing Housing Element Programs	Annually	This will be done annually as part of the annual Housing Element review.
H1.B Review the Housing Element Annually	Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD	Annually	Annual Review for the 2017 calendar year was accepted by the City Council on March 27, 2018 and submitted to HCD for review. Using forms provided by HCD, the 2018 Annual Review will be undertaken between February and March 2019, and reviewed by the Housing Commission, Planning Commission and accepted by the City Council.
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program H1.D)	Ongoing	Materials available at the 1st floor counter located at Menlo Park City Hall and on the City's Web site.
H1.D Provide Information on Housing Programs	Obtain and distribute materials at public locations; conduct staff training	Annually	Materials are available at the 1st floor counter located at Menlo Park City Hall and on the City's Web site. In 2017, the Housing Commission modified its meeting schedule by meeting monthly as opposed to quarterly, and its membership was expanded from five to seven commissioners. In 2018, the Housing Commission conducted twelve meetings. Housing Commission agendas and notices are posted at City Hall and on the City's website. The Commission designated five subcommittees to address the following topics: Anti-Displacement, BMR Housing Guidelines, Housing Policy, Marketing, and NOFA. The City adopted an anti-discrimination ordinance in August 2018. The Housing Commission also approved a recommendation for the City to pass a Tenant Relocation Assistance (TRA) ordinance, which is scheduled for City Council's consideration in 2019. Two community meeting were held in September 2018 to inform residence of the proposed TRA ordinance.
H1.E Undertake Community	Conduct community outreach and	Consistent with program	Materials are available at the 1st floor counter located at Menlo Park City Hall and on
H1.F Work with the San Mateo County Department of Housing	Coordinate with County efforts to maintain and support affordable housing	Ongoing	Continued participation and coordination has occurred as part of the countywide 21 Elements organization. Working with the County Department of Housing and other jurisdictions on housing-related topics such as accessory dwelling units and short-term rentals, and coordination in implementing Housing Element programs. The City adopted a resolution in 2017 and participates in the Home for All Initiative, which is a continuation of the work of the Closing the Jobs/Housing Gap Task Force. Home for All includes "representatives from all sectors of the community and are focused on creating a future where everyone in San Mateo County has an affordable home," (See http://homeforallsmc.com/).
H1.G Adopt an Anti-Discrimination Ordinance	Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed	2016	Completed. On August 6, 2018, the City Council approved the Anti-Discrimination ordinance. The City will be considering additional ordinances to address housing challenges as part of its ongoing discussion about housing supply, affordable housing and displacement.
H1.H Utilize the City's Below Market Rate (BMR) Housing Fund	Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households	Ongoing	The City issued a Notice of Funding Availability (NOFA) in July 2013, and awarded MidPen a loan for up to \$3.2 million for an affordable senior development at 1221 Willow Road in September 2014. In June 2015, the Community Development Director issued a compliance letter indicating that the proposed 90-unit senior development is in compliance with the zoning regulations and design standards, and funds were distributed to MidPen for construction in 2016. The project targets extremely low and very low income senior households. In July 2015, the City issued its second NOFA for new affordable rental projects. Approximately \$7.8 million BMR housing funds are available under the NOFA to support the acquisition, rehabilitation and/or construction of housing that will provide long-term affordability. Staff received three applications and is working with one applicant on the viability of its application. In July 2017, the City Council affirmed a funding agreement of \$6.7 million towards a project located at the 1300 block of Willow Road for up to 141 units of affordable housing. In October 2018, the City released a NOFA for up to \$11.5 million. The deadline for applications was January 2019.
H1.I Work with Non-Profits	Maintain a working relationship with non-	Ongoing	The City worked closely with MidPen to assist in their application submittal to redevelop
H1.J Update the Housing Element	Assure consistency with SB375 and Housing Element law	2023	Completed. The City Council adopted the 2015-2023 Housing Element on April 1, 2014, and was certified by HCD on April 16, 2014.
H1.K Address Rent Conflicts	Resolve rent conflicts as they arise	Ongoing	In January 2017, the City Council referred mandatory mediation and rental relocation assistance to the Housing Commission for prioritization along with 13 other potential anti-residential displacement policy initiatives. The Housing Commission solicited community input over 3 public hearings and recommended a prioritization for the 15 policy initiatives. Mandatory Mediation was given a low priority by the Housing Commission, due in large part to the concerns raised by housing advocates and tenants' rights advocates, who questioned the effectiveness of similar programs in other cities. Conversely, instituting mandatory rental relocation assistance was ranked as a high priority. A draft rental relocation assistance ordinance was recommended for approval by the Housing Commission in October 2018. The item is scheduled for City Council consideration in early 2019. Previously, in December 2016, the City Council adopted an ordinance requiring the option for 12-month lease agreements for apartments with four or more units.
H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments	Comply with Government Code Section 65589.7	2015 and 2020 (as part of Urban Water Management Plan updates)	Program completed in February 2014. No additional work on this program is needed at this time.
H1.M Lobby for Changes to State Housing Element Requirements	Work with other San Mateo County jurisdictions and lobby for modifications to Housing Element law (coordinate with Program H1.B)	Ongoing	Meet with State Representatives and other jurisdictions and provided input on proposed legislation as needed.
H2.A Adopt Ordinance for "At Risk" Units	Protect existing affordable housing	2016	There are no "at risk" subsidized affordable units in Menlo Park at the current time. "At risk" units are those that appear to be in danger of conversion from subsidized housing units to market rents.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Menlo Park	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H2.B Promote Energy Efficient/Renewable Programs	50 or more homes and businesses participating in a program	Establish policy and programs by 2017; Participation rate by 2022	In 2017, a major sustainability achievement occurred by making renewable energy available to all residents and business in Menlo Park. In 2017, the City enrolled all Menlo Park PG&E customers in Peninsula Clean Energy (PCE). PCE is a local electricity provider for carbon free renewables, such as wind, water, and solar. Residents are automatically enrolled in PCE with the ability to opt out. At minimum, 50% of PCE's electricity is guaranteed to be from renewable sources, and the cost is comparable to PG&E rates. Additionally, customers can choose to opt up to 100% renewable energy for an increased cost. As a result, 24,098 Menlo Park PG&E customers became PCE customers in 2017: 89% are residential customers receiving at minimum 50% of their electricity from renewable sources <ul style="list-style-type: none"> • 11% are commercial customers receiving at minimum 50% of their electricity from renewable sources. • 1.2% opted out of the program and went back to PG&E or other provider • 1.7% customers opted up to receive 100% renewable energy from PCE, offsetting those customers that opted out. In addition to this significant paradigm shift, Menlo Park continued to participate in regional energy efficiency/renewable energy regional programs, such as Home Energy Renovation Opportunity (HERO), Energy Upgrade California, and SunShares.
H2.C Amend the Zoning Ordinance to Protect Existing Housing	Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes	Consider as part of the City's General Plan Update (2014-2017)	The zoning ordinance efforts during the General Plan process focused on the creation of new housing in an area that previously did not allow residential uses. Staff recognizes that potential ordinance changes to limit the loss of residential units or the conversion of units can be strategies to maintain the City's housing stock. This is an ongoing item staff will evaluate along with other housing priorities.
H2.D Assist in Implementing Housing Rehabilitation Programs	Apply to the County for CDBG funds to provide loans to rehabilitate very low and low income housing (20 loans from 2015-2023)	2015-2023	The County has temporarily stopped administering the CDBG rehabilitation loan program, except in emergency situations.
H3.A Zone for Emergency Shelter for the Homeless	Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted on April 29, 2014. Ordinance identifies the location of the overlay to allow an emergency shelter for the homeless for up to 16 beds as a use by right and includes standards consistent with State law as established in SB2.
H3.B Zone for Transitional and Supportive Housing	Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted on April 29, 2014 to update the definitions of transitional and supportive housing to be consistent with State law and adds transitional, supportive housing and small (6 or fewer) residential care facilities as part of the definition of a "dwelling" in the Zoning Ordinance so these uses are treated the same way as other residential uses as required by State law under SB2.
H3.C Adopt Procedures for Reasonable Accommodation	Amend the Zoning Ordinance and/or modify administrative procedures; create public handout	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted April 29, 2014 to establish procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to their housing.
H3.D Encourage Rental Housing Assistance Programs	Provide assistance at current Section 8 funding levels to assist 220 extremely low and very low-income households per year (assumes continued funding of program)	2015-2023	There are 284 households provided rental assistance in Menlo Park through Section 8 funding.
H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	Coordinate in the construction of homeless facility (if determined feasible)	Longer term program as the opportunity arises	There are no plans for a specific facility at this time.
H3.F Assist in Providing Housing for Persons Living with Disabilities	Provide housing and services for disabled persons	Ongoing	Continued participation and coordination has occurred as part of the countywide 21 Elements organization. Working with the County Department of Housing and other jurisdictions on housing-related topics such as accessory dwelling units and short-term rentals, and coordination in implementing Housing Element programs. The City adopted a resolution in 2017 and participates in the Home for All Initiative, which is a continuation of the work of the Closing the Jobs/Housing Gap Task Force. Home for All includes "representatives from all sectors of the community and are focused on creating a future where everyone in San Mateo County has an affordable home," (See http://homeforallsmc.com/).
H3.G Develop Incentives for Special Needs Housing	Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities	Consider as part of the City's General Plan Update (2014-2017)	The City's Affordable Housing Overlay (AHO), which was established in 2013, was applied to MidPen's 90-unit affordable, senior housing development. Along with financial incentives, the AHO provides density bonuses and a parking reduction for senior housing.
H3.H Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing	The City has continued to support HEART and has participated in countywide activities to address homeless needs. In addition, through the City's Community Funding program, the City supports LifeMoves, and continues to participate and support the Housing Leadership Council, and promote staff attendance at Housing Leadership Day sessions and discussions.
H3.I Work with the Department of Veterans Affairs on Homeless Issues	Coordination in addressing the needs of the homeless	2014; ongoing thereafter	In January 2014 the City Council authorized a loan increase from the City's BMR funds to CORE Housing for up to \$2.86 million for affordable housing at 605 Willow Road (Veterans Affairs Campus). The development includes 60 dwelling units and would provide permanent housing to extremely low- and very low-income veterans. The development received its certificate of occupancy in December 2015. As opportunities arise, staff will continue to work with the VA.
H4.A Modify R-2 Zoning to Maximize Unit Potential	Amend the Zoning Ordinance to minimize underutilization of R-2 development potential	Consider as part of the City's General Plan Update (2014-2017)	In 2016, the City Council began a broader housing discussion of potential policies, particularly to address displacement. In 2017, specific strategies and priorities were reviewed to address displacement by the Housing Commission and City Council. As a result of these discussions, staff was directed to prioritize other modifications such as citywide zoning changes for secondary dwelling units; nonetheless, staff will revisit modifications to R-2 in the future.
H4.B Implement Inclusionary Housing Regulations	Implement requirements to assist in providing housing affordable to extremely low, very low, low and moderate income households in Menlo Park	Ongoing	To comply with the City's BMR Ordinance for commercial and industrial projects, new commercial/industrial development (meeting certain criteria) in the City contributed \$6,107,322.00 of BMR in-lieu fees to the City's BMR fund in 2018. The funds will be used to help house extremely low, very low, low and moderate-income households (see Program H1.H). In April 2018, the Council adopted an ordinance and updated the BMR Guidelines to implement inclusionary zoning once again due to State law changes (AB 1505).
H4.C Modify BMR Guidelines	Amend the Zoning Ordinance to require affordable units in market rate developments	2015	Modification to the City's BMR Guidelines will be considered as part of the Housing Commission's 2017-2019 work plan for recommendation to the City Council (see Program H4.D). Housing Commission members and staff worked collaboratively to draft proposed changes to the guidelines. In April and June, 2018 the City Council approved the updated BMR Guidelines. Staff expects the Housing Commission to have additional recommendations for a revision pass on to City Council for approval in 2019 or 2020.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Menlo Park	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H4.D Update the BMR Fee Nexus Study	Update to fees consistent with the nexus of potential impacts on affordable housing need	2015	The City participated in a multi-jurisdictional nexus study that provided a defensible analysis to maintain the legal justification for inclusionary zoning and affordable housing impact fees. The study was reviewed by the City Council in July 2016. In 2017, the City Council requested further action by the Housing Commission which formed a subcommittee to further review the Nexus Study. In 2018, the Housing Commission's Nexus Fee committee provided recommendations to staff.
H4.E Modify Second Dwelling Unit Development Standards and Permit Process	Achieve Housing Element target for new second units (40 new secondary dwelling units between 2015-2023, with 5 per year) — 18 very low, 18 low and 4 moderate income second units.	2014; ongoing thereafter	<p>Concurrent with the adoption of the 2007-2014 Housing Element in May 2013, the City of Menlo Park reviewed a Zoning Ordinance amendment for modifications to the Secondary Dwelling Unit Ordinance in recognition that secondary dwelling units can be a valuable source of affordable units. In addition to ensuring the City's ordinance was compliant with State law, the Zoning Ordinance amendment included a number of revisions to provide greater flexibility in the development regulations to encourage more development of secondary dwelling units.</p> <p>As part of the Housing Element for the 2015-2023 Housing Element, the City of Menlo Park continued this program to further explore opportunities for additional revisions to the Secondary Dwelling Unit Ordinance. In April 2014, the City Council adopted additional revisions to the secondary dwelling unit ordinance, including increasing the maximum unit size for units that comply with accessibility requirements, establishing a new daylight plane requirement in lieu of the wall height requirement, and providing flexibility in the tenancy requirement. In 2016, the Planning Commission considered and recommended approval of changes to the secondary dwelling unit ordinance for consistency with State law changes, including the reduction of off-street parking requirements. The Council adopted amendments to the secondary dwelling unit ordinance in February 2017. Building permits for 12 new secondary dwelling units were issued in 2018.</p>
H4.F Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit	Adopt procedures and requirements to allow conversion of accessory structures and buildings (15 new secondary dwelling units — 6 very low income, 6 low income and 3 moderate income units)	2014; review the effectiveness of the ordinance in 2015	In April 2014, the City adopted an ordinance, that would allow legally permitted accessory buildings that do not meet the setback requirements for a secondary dwelling unit to be converted to a secondary dwelling unit through an administrative permit process. This conversion process through the administrative permit process was set to expire in one year from ordinance adoption, but was extended in May 2015 for one additional year, expiring in June 2016. In 2016, the City Council extended the conversion provision for an additional three years. New state law requirements superseded the City's local ordinance in 2017 regarding the conversion of accessory buildings into secondary dwelling units. The City updated its secondary dwelling unit ordinance for consistency with State law in February 2017. The amended ordinance would allow legally permitted accessory buildings to be converted to secondary dwelling units through the non-discretionary process if the accessory building complies with the development regulations of a secondary dwelling unit, with the exception of minimum yards, height, daylight plane, and parking. In 2018, four building permits were approved for conversions from accessory structures and buildings into secondary dwelling units.
H4.G Implement First-Time Homebuyer Program	Provide referrals	2015-2023	The City is referring first time homebuyers to HEART for down payment assistance since BMR funds are no longer available for this program. Information is available on the City's Housing webpage per Housing Programs H1.C and H1.D. The City and HEART did not hold any first-time homebuyer workshops in Menlo Park in 2018; however, a workshop is scheduled in 2019 at the City Council Chambers.
H4.H Work with Non-Profits and Property Owners on Housing Opportunity Sites	Identify incentives and procedures to facilitate development of housing affordable to extremely low, very low, low and moderate income households on higher density housing sites	Ongoing	The City continues to work with affordable housing providers on potential housing projects in the City. As part of the General Plan Update, zoning amendments were adopted to allow housing and mixed use developments in the C-2-B zone, which provides an opportunity to increase housing supply while adding services to key locations in the City. MidPen has property located in the C-2-B district as well as in the R-4-S (AHO), which allows high density residential and provisions for a density bonus in exchange for affordable housing. In 2017, the City Council committed up to \$6.7 million towards MidPen's affordable housing project in the R-4-S (AHO) district. In 2018, staff worked closely with MidPen to refine their site plan requirements. The authorization to negotiate the funding agreement for up to \$6.7 million along with a right-of-way abandonment is scheduled for City Council consideration in early 2019.
H4.I Create Multi-Family and Residential Mixed Use Design Guidelines	Adopt design guidelines for multi-family and mixed use housing developments	Consider as part of the City's General Plan Update (2014-2017)	As part of the General Plan and M-2 Area Zoning Update, the City Council adopted the new R-MU (Residential Mixed Use) zoning district. The proposed zoning district includes design standards, which include a number of provisions addressing building modulation, height variation, site design, and open space requirements.
H4.J Consider Surplus City-Owned Land for Housing	Identify opportunities for housing as they arise	Consider as part of the City's General Plan Update (2014-2017)	As part of the General Plan and M-2 Area Zoning Update, the geographic focus was on the M-2 Area and there was no City-owned land suitable for housing. As part of a Council study session in May 2016, the Council considered potential ways to redevelop the City-owned parking plazas in the downtown with retail, entertainment and housing options. The main library and downtown garage locations are being explored as possible underutilized sites for housing development. Discussion of these City-owned locations as possible sites began in 2017 in City Council study sessions and community meetings. In April 2018, a City Council Study Session was held and two members of the Council were appointed to a subcommittee focused on working with staff to identifying possible mixed use development options.
H4.K Work with the Fire District	Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments	2014 (in progress)	Staff worked with the Menlo Park Fire Protection District to develop a draft ordinance to the 2016 Fire Code. The City Council approved a resolution ratifying the Fire District's amendments to the Fire Code in February 2017.
H4.L Coordinate with School Districts to Link Housing with School District Planning Activities	Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	Ongoing with Housing Element program implementation. Consider as part of the City's General Plan Update (2014-2017)	Continued coordination on new residential development (unit type, timing, etc.) and implications for enrollment growth and facility planning with various school districts. In 2017, staff met with a enrollment projections consultant for the Menlo Park City School District to identify pending and approved development in the City. In 2018, City staff have continued to be in contact with school district demographers sharing information on new residential development proposals.
H4.M Review the Subdivision Ordinance	Modify the Subdivision Ordinance as needed	Consider as part of the City's General Plan Update (2014-2017)	No activity to date.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Menlo Park	
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Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H4.N Create Opportunities for Mixed Use Development	Conduct study and establish regulations to allow housing in commercial zones	Consider as part of the City's General Plan Update (2014-2017)	As part of the General Plan and M-2 Area Update approval in December 2016, the Council adopted zoning amendments to the C-2-B zoning district to allow residential uses to create mixed-use opportunities in key areas along the Willow Road Corridor and created the R-MU zoning district. A number of properties that were previously zoned for commercial and industrial uses were rezoned with the new zoning district to create opportunities for higher density housing and mixed use developments. Consideration of the amended C-2-B and the new R-MU zoning districts will continue on an as-needed basis. Staff has received interest to redevelop properties in both zoning districts with residential and mixed use developments.
H4.O Review Transportation Impact Analysis Guidelines	Modify Transportation Impact Analysis (TIA) guidelines	Consider as part of the City's General Plan Update (2014-2017)	In December 2016, the City Council adopted a new Circulation Element, recognizing that work on the Transportation Master Plan (TMP) was a high priority. Work on modifications to the TIA will be considered a future program and may be informed by the work of the Transportation Master Plan that is underway. A consultant team was hired in 2017 to lead the TMP effort and an 11-member city-led Oversight and Outreach Committee (OOC) was formed to help guide the process. The TMP OOC has held seven (7) public community meetings thus far and the TMP is projected to be adopted by end of 2019. A consultant team is expected to be hired in 2019 to lead the effort of revising the city's current TIA Guidelines. An updated version of the TIA Guidelines is projected to be adopted by June 2020.
H4.P Update Parking Stall and Driveway Design Guidelines	Modify Parking Stall and Driveway Design Guidelines	2014	In 2017, the City began a preliminary review of draft parking stall and driveway design guidelines. Input and recommendations would be combined and a draft memo of recommendations, design guidelines and modifications would be presented for consideration in the future. Review of these guidelines is still underway.
H4.Q Achieve Long-Term Viability of Affordable Housing	Establish project management and other ongoing project coordination needs	As developments are proposed and ongoing thereafter	The City continues to partner with Hello Housing to administer the City's BMR list and to coordinate with project sponsors on qualifying tenants for affordable housing in the City per the BMR Guidelines. In 2018, construction began on a townhome development, which will include 3 deed restricted BMR ownership units. These units are family oriented with 4 bedrooms and located close to transit.
H4.R Modify Overnight Parking Requirements to include the R-4-S Zoning District	Modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code as needed	2014	In October 2015, the City Council approved the removal of on-street parking along the north side of Haven Avenue as part of the Haven Avenue Streetscape Project. Identified as housing opportunity sites in the Housing Element, two parcels along Haven Avenue are currently being redeveloped with 540 multi-family residential units. The objective of the Haven Avenue Streetscape Project is to provide a direct connection for bicyclists and pedestrians between the Bay Trail and the City of Redwood City's bikeway and sidewalk network by constructing sidewalks and bicycle facilities along Haven Avenue. The removal of on-street parking is helping facilitate the enhanced multi-modal improvements along this corridor.
H4.S Explore Creation of a Transportation Management Association	Explore creation of a Transportation Management Association	Consider as part of the City's General Plan Update (2014-2017)	As part of three new zoning districts for the former M-2 Area, transportation demand management measures are required to reduce the number of vehicle trips by at least 20 percent below standard generation rates based on the use of the site. The possible creation of a TMA was subject to ongoing discussion in 2017 with potential topics such as transportation alliances and regional coordination, collaboration of businesses and/or institutions, and coordination of TMA with TDM policies for new developments. In 2018, staff performed outreach with local businesses and neighboring cities to gain insight on whether to establish a local or sub-regional TMA. The City will release an RFP (request for proposal) in Spring 2019 to assist with the decision.
H4.T Explore Pedestrian and Bicycle Improvements	Coordinate with Redwood City on potential pedestrian and bicycle improvements	Consider as part of the City's General Plan Update (2014-2017)	The City was awarded a grant from the San Mateo County Transportation Authority (Measure A funds) to implement the Haven Avenue bicycle/pedestrian improvements. The improvements include new facilities to a key corridor that connects Menlo Park, San Mateo County and Redwood City. The project area includes Haven Avenue between Marsh Road and the Redwood City boundary, an area where several properties were recently rezoned to higher density housing. Through work on the Transportation Master Plan, improvements in the area can be identified. In addition, as part of the Menlo Gateway hotel and office project, pedestrian and bicycle improvements will be implemented. Bike lanes along a portion of Haven Avenue have been installed. Recently, the City has been awarded multiple grants to improve the existing bicycle/pedestrian networks. These improvements include: new sidewalk facilities on Pierce Road and Oak Grove Avenue, and new bicycle facilities on San Mateo Drive and Ringwood Avenue. Additionally, the ongoing Transportation Master Plan will serve as an update to the City's existing Sidewalk Master Plan and Comprehensive Bicycle Development Plan.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Menlo Park	
Reporting Period	2018	(Jan. 1 - Dec. 31)

Note: + Optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Menlo Park	
Reporting Period	2018	(Jan. 1 - Dec. 31)

Note: + Optional field
Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									

Jurisdiction	Menlo Park	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Permitted Units Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	4
Low	Deed Restricted	6
	Non-Deed Restricted	1
Moderate	Deed Restricted	0
	Non-Deed Restricted	4
Above Moderate		37
Total Units 44		52

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Entitlement Summary	
Total Housing Applications Submitted:	8
Number of Proposed Units in All Applications Received:	8
Total Housing Units Approved:	9
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas



City of Menlo Park as Housing Successor for the
 former City of Menlo Park Redevelopment Agency
 701 Laurel Street, Menlo Park, CA 94025
 Telephone (650) 330-6640 www.menlopark.org

**SENATE BILL 341 ANNUAL HOUSING SUCCESSOR REPORT
 For the Fiscal Year ending June 30, 2018**

- 1) During the fiscal year, the Low and Moderate Income Housing Asset Fund received \$222,098 in amounts deposited. It received \$20,717 on housing loans and \$201,381 for interest earned on cash in the fund. There are no amounts deposited for items listed on the Recognized Obligation Schedule.
- 2) At June 30, 2018, the Low and Moderate Income Housing Asset Fund had a cash balance of \$798,456 and a fund balance of \$6,166,311. There are no amounts held for items listed on the Recognized Obligation Payment Schedule.
- 3) During the fiscal year, the fund spent \$12,302 in combined expenditures to administer housing loans for preserving the long-term affordability of housing units.
- 4) Values as of June 30, 2018:

Real property -	\$0
Loans receivable -	<u>\$5,511,439</u>
Total -	<u>\$5,511,439</u>
- 5) There were no funds transferred during the fiscal year. The Low and Moderate Income Housing Asset Fund does not have any projects on the Recognized Obligation Payment Schedule and will not have any transfers into or out of the fund in the foreseeable future.
- 6) The Low and Moderate Income Housing Asset Fund does not have any projects for which the housing successor holds or receives property tax revenue pursuant to the Recognized Obligation Payment Schedule.
- 7) As of June 30, 2018, the Housing Successor does not have interests in real property acquired by the former redevelopment agency. The last remaining real property acquired by the former redevelopment agency was sold in August 2013 and the proceeds were remitted to the County of San Mateo.
- 8) As of June 30, 2018, the Housing Successor does not have any remaining obligations.

Senate Bill 341 Annual Housing Report, continued

- 9) With the limited funds, the Housing Successor is just providing maintenance on low and moderate income housing loans.
- 10) As of June 30, 2018, the Low and Moderate Income Housing Fund does not foresee any loan repayments.
- 11) The former redevelopment agency area does not contain any deed-restricted senior rental housing.
- 12) As of June 30, 2018, the Low and Moderate Income Housing Fund does not have any excess surplus.
- 13) As of June 30, 2018, the Low and Moderate Income Housing Fund has no inventory of homeownership units.



STAFF REPORT

City Council
Meeting Date: 3/26/2019
Staff Report Number: 19-050-CC

Public Hearing: **Adopt Resolution No. 6489 to abandon public right-of-way and public utility easements adjacent to 1345 Willow Road, and authorize the city manager to execute purchase and sales agreements, escrow instructions, deeds, and related documents, for the sale of portions of the frontage road to MidPen Housing and Dora L C Caballero Trust**

Recommendation

Staff recommends that the City Council, in connection with the MidPen Housing project at 1345 Willow Road:

1. Adopt Resolution No. 6489 (Attachment A) to abandon public right-of-way along the frontage road and public utility easements adjacent to 1345 Willow Road
2. Authorize the City Manager to execute Purchase and Sales Agreements (Attachment B), escrow instructions, deeds, and related documents, for the sale of portions of the frontage road to MidPen Housing and Dora L C Caballero Trust, including a potential reduction in the purchase price in exchange for the dedication of a public access easement at 1305 Willow Road.

Policy Issues

The City is legally required conduct a multi-step process in order to abandon right-of-way and public utility easements (PUEs). The final step in the applicable process is a public hearing regarding the abandonment.

Background

On July 18, 2017, the City Council voted to affirm the funding commitment to MidPen Housing for up to \$6.7 million for an affordable multi-family housing project at 1345 Willow Road. The proposed development would include a net increase of 58 affordable units at this location, resulting in a total of 140 units. The property is located on the west side of Willow Road between Hamilton Avenue and Ivy Drive.

On December 14, 2018, MidPen Housing, property owner of 1345 Willow Road, applied for the abandonment and submitted a tentative parcel map. The abandonment request includes partial vacation of the frontage road that runs along the Willow Road frontage of the property, a deed transfer of a portion of the frontage road perpendicular to Willow Road, and abandonment of multiple PUEs within their property (Attachment C).

The applicable abandonment procedure is a three step process that requires 1) City Council adoption of a Resolution of Intent to abandon public right-of-way and easements; 2) Planning Commission review for conformance to the General Plan and recommendation to City Council; and 3) a Public Hearing by City Council and a Resolution ordering the vacation of the public right-of-way and easements. On January 29, 2019, the City Council adopted Resolution of Intention No. 6480 (Attachment D) to abandon public right-of-

way and public utility easements (PUEs) adjacent to the property at 1345 Willow Road, referring the matter to the Planning Commission for a recommendation on General Plan consistency, and setting the date for a public hearing by City Council as March 12, 2019. Because it was not possible to schedule consideration of the abandonment for the Planning Commission on February 25, 2019 as originally planned, it was necessary to reschedule the public hearing for March 26, 2019. The City Council adopted Resolution No. 6487 (Attachment E) on February 26, 2019, rescheduling the dates for the Planning Commission consideration and the public hearing before the City Council.

At its March 11, 2019 meeting, the Planning Commission reviewed the proposed abandonment and determined that it was consistent with the City's General Plan. The Planning Commission issued Resolution No. 2019-01 (Attachment F) recommending to the City Council that the public right-of-way and PUEs adjacent to the property at 1345 Willow Road be abandoned as proposed.

Additionally, at its March 11, 2019 meeting, the Planning Commission heard from both projects that would be affected by the right-of-way abandonment. It conducted a study session on the proposed residential development at 1345 Willow Road as part of the R-4-S compliance review process. The study session provided an opportunity for members of the Commission and public to provide feedback on the proposal's compliance with the R-4-S development regulations and design standards. Following the study session and review of the comments received, the Community Development Director will make a determination regarding the proposed residential development's compliance with the R-4-S zoning district requirements.

The Planning Commission also reviewed and approved a request for a use permit, variance, sign review, and architectural control for the Soleska Market at 1305 Willow Road on March 11, 2019. The proposed development of both properties has been designed with the intent that the right-of-way and applicable PUEs would be abandoned.

The March 26, 2019 public hearing is the final step in the three step process. Should the City Council consider the abandonment favorably, a Resolution ordering the vacation and abandonment of the public right-of-way and PUEs adjacent to 1345 Willow Road would be adopted.

Analysis

MidPen Housing is requesting that the City abandon a portion of the frontage road on the 1300 block of Willow Road. There are two primary areas proposed for abandonment: portions of the frontage road parallel to and perpendicular to Willow Road. Each area and the proposed transaction is further described below.

Abandonment Parallel to Willow Road

The area to be vacated parallel to Willow Road is currently used as a drive aisle and parking strip for the existing housing units, and is not necessary for the functionality of existing public streets. The width of the vacation is proposed to be 34 feet, which would provide the project the necessary width to meet parking, emergency vehicle access, and setback requirements. The City would retain 25 feet of the frontage road, and the new right-of-way line would be consistent with MidPen Housing's recently completed Sequoia Belle Haven project at 1221 Willow Road, and many of the other properties along Willow Road. Retaining 25 feet of right-of-way will allow the City flexibility for future improvements along Willow Road. Within the portion of the roadway to be vacated, a new 12 foot PUE is being reserved to allow existing public utilities to remain in place. The reservation of the PUE would occur concurrently with the abandonment. The right-of-way was relinquished by Caltrans to the City of Menlo Park in 1994, granting the City easement rights to use the property as a roadway, however, the underlying ownership belongs to the lot owner. Upon recordation of the vacation, the City would relinquish its easement rights to use the property as a roadway, effectively

releasing the property to the owner (MidPen).

Abandonment Perpendicular to Willow Road

The portion of frontage road that runs perpendicular to Willow Road between the properties at 1305 and 1345 Willow Road is also proposed to be abandoned. Because this strip of property is owned in fee by the City of Menlo Park, the land would need to be purchased by the adjacent owners, Dora L C Caballero Trust and MidPen Housing. Dora L C Caballero would pay the market rate (established using recent appraisals of similar land sales) of \$100 per square foot, or a total of \$154,500. The City also has requested that the property owner dedicate a public access easement (PAE) over a portion of their existing parcel, which is already encumbered with a PUE, in order to close a gap in the 25 feet' of right-of-way along Willow Road that is controlled by the City. Negotiations are still underway and staff is seeking Council authority for the City Manager to consider a reduction in the purchase price for the acquisition of the PAE. MidPen Housing would pay the below market fee of \$1.00. The transfer of land to MidPen is considered part of the City's overall contribution to the affordable housing project. The draft Purchase and Sales Agreements are included as Attachment B.

Utility Coordination

All of the utility companies with an interest in the right-of-way have been notified, and none have objections to the proposed abandonments, subject to certain criteria. Menlo Park Municipal Water (MPMW) operates a 6" water main within the area to be vacated. MidPen will be required to relocate all MPMW facilities within the 25' of public right-of-way that is to remain. Gas, electric, and communication lines will be placed in a joint trench also within the 25' of public right-of-way. The reserved 12' PUE will allow the existing AT&T facilities to remain in place.

Impact on City Resources

The fee for staff time to review and process the abandonment for 1345 Willow Road has been waived by the City Council in accordance with provision 19.98.050 (Fee Waivers) of the Affordable Housing Overlay (AHO), and will be considered as part of the City's overall contribution to the MidPen Housing project. The applicant of 1305 Willow Road has paid fees for staff time to review and process the abandonment.

Environmental Review

The proposed street abandonment is Categorically Exempt under Class 5, minor alterations in land use, of the current State of California Environmental Quality Act (CEQA) Guidelines.

Public Notice

Public notification was achieved by publishing a legal notice in The Daily News, a local newspaper, on March 15 and March 22, 2019, and posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Resolution No. 6489
- B. Purchase and sales agreements
- C. Vacation exhibit
- D. Resolution No. 6480
- E. Resolution No. 6487
- F. Planning Commission Resolution No. 2019-01

Staff Report #: 19-050-CC

Report prepared by:
Theresa Avedian, Senior Civil Engineer

Report reviewed by:
Nikki Nagaya, Assistant Public Works Director

RESOLUTION NO. 6489**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK FOR THE VACATION AND ABANDONMENT OF PUBLIC RIGHT OF WAY AND PUBLIC UTILITY EASEMENTS ADJACENT TO THE PROPERTY AT 1345 WILLOW ROAD**

WHEREAS, on January 29, 2019, the City Council of the City of Menlo Park adopted Council Resolution No. 6480 declaring the intention of said City Council to abandon the public right-of-way and public utility easements adjacent to the property at 1345 Willow Road and set specific dates for consideration by the Planning Commission and a Public Hearing before the City Council; and

WHEREAS, the City Council adopted Resolution No. 6487 on February 26, 2019 rescheduling the dates for consideration by the Planning Commission and Public Hearing before City Council; and

WHEREAS, the Planning Commission of the City of Menlo Park held a Public Hearing on this subject on March 11, 2019, to consider the aforementioned proposed abandonment and has reported to the City Council that said proposed abandonment conforms with the City's General Plan and has recommended that it be abandoned as proposed; and

WHEREAS, a Public Hearing was held before the City Council of the City of Menlo Park regarding the foregoing matter on March 26, 2019; and

WHEREAS, notice of said Public Hearing was duly made by publication, mailing, and posting as required by law, and proof thereof is on file with the City Clerk of the City of Menlo Park; and

WHEREAS, no protests were filed with or received by said City Council; and

WHEREAS, the City Council finds that the public convenience and necessity require that utility easements be reserved within the area to be vacated.

IT APPEARING to the City Council of the City of Menlo Park that the public right-of-way and public utility easements should be abandoned for the reason that they are no longer needed and it would allow the applicant to proceed with the construction of the multi-family affordable housing project proposed for the site, and that public convenience, necessity, and the best interests of the citizens of Menlo Park will be served by such abandonment.

NOW, THEREFORE, 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,

BE IT AND IT IS HEREBY RESOLVED by the City of Menlo Park

- A) that said City Council does hereby abandon, to the full extent permitted by law, the public right-of-way and public utility easements adjacent to the property at 1345 Willow Road, described on the legal plats, Exhibit A attached hereto and by the legal descriptions of said public utility easements on file in the Engineering Division, and said Exhibit and legal descriptions are incorporated herein and made a part hereof; and
- B) that the City of Menlo Park reserve PUEs as more particularly shown on said Exhibit A; and
- C) that said abandonment is consistent with the General Plan; and
- D) that said abandonment is exempt under current California Environmental Quality Act (CEQA) guidelines.

I, JUDI A. HERREN, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty-sixth day of March, 2019 by the following votes:

AYES:

NOES:

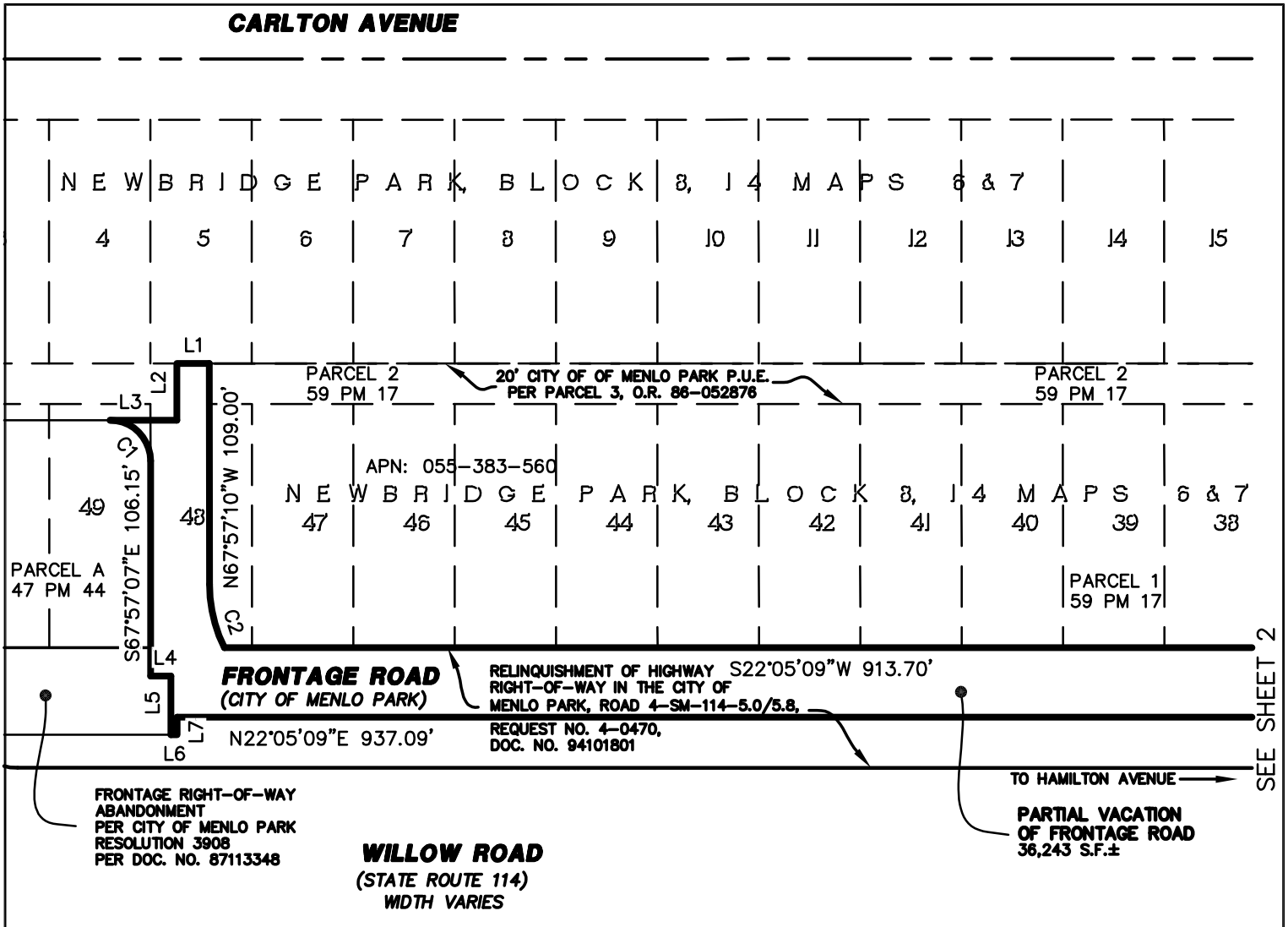
ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Menlo Park on this twenty-sixth day of March, 2019.

Judi A. Herren
City Clerk

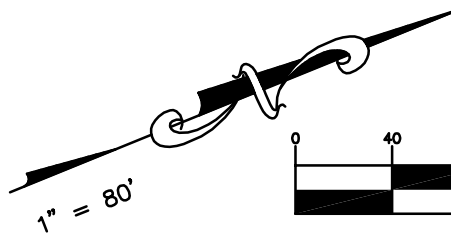
CARLTON AVENUE



IVY DRIVE

LINE TABLE		
NO.	DIRECTION	LENGTH
L1	S22°04'54"W	16.06'
L2	S67°57'07"E	27.99'
L3	S22°02'53"W	32.99'
L4	N22°05'09"E	10.00'
L5	S67°57'07"E	29.00'
L6	N22°02'53"E	3.00'
L7	N67°57'07"W	8.73'

CURVE TABLE			
NO.	RADIUS	DELTA	LENGTH
C1	20.00'	89°57'59"	31.40'
C2	70.00'	26°25'27"	32.28'



SCALE IN FEET



EXHIBIT "B"
PLAT TO ACCOMPANY
LEGAL DESCRIPTION
(INITIAL DRAFT)



1730 N. FIRST STREET
SUITE 600
SAN JOSE, CA 95112
408-467-9100
www.bkf.com

Subject PARTIAL VACATION
OF FRONTAGE ROAD

Job No. 20156154

By CHOU Date 2018-12-14 Chkd. JVK

SHEET 1 OF 2

CARLTON AVENUE

HAMILTON AVENUE

NEW BRIDGE PARK, BLOCK 8, I 4 MAPS 6 & 7
24

16 17 18 19 20 21 22 23
PARCEL 1 59 PM 52

PARCEL 1
71 PM 15-16

25

PARCEL 2
59 PM 17

20' CITY OF OF MENLO PARK P.U.E.
PER PARCEL 3, O.R. 86-052876

PARCEL 1
59 PM 17

APN: 055-383-560

LANDS OF MENLO
GATEWAY, INC. PER
O.R. 98-222B13
APN: 055-383-570

PARCEL 1
71 PM 15-16

37 36 35 34 33 32 31 30 29 28 27 26

NEW BRIDGE PARK, BLOCK 8, I 4 MAPS 6 & 7

S22°05'09"W 913.70'

FRONTAGE ROAD
(CITY OF MENLO PARK)

34.26'
N67°58'13"W

CITY OF MENLO PARK
PUBLIC UTILITY & ACCESS
EASEMENT
O.R. 98-144569

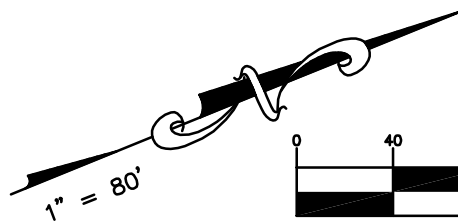
N22°05'09"E 937.09'

TO IVY DRIVE

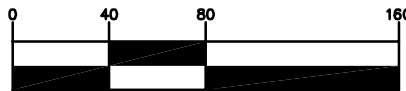
**PARTIAL VACATION
OF FRONTAGE ROAD**
36,243 S.F.±

WILLOW ROAD
(STATE ROUTE 114)
WIDTH VARIES

SEE SHEET 1



1" = 80'



SCALE IN FEET



EXHIBIT "B"
PLAT TO ACCOMPANY
LEGAL DESCRIPTION
(INITIAL DRAFT)



1730 N. FIRST STREET
SUITE 600
SAN JOSE, CA 95112
408-467-9100
www.bkf.com

Subject PARTIAL VACATION
OF FRONTAGE ROAD
Job No. 20156154
By CHOU Date 2018-12-14 Chkd. JVK
SHEET 2 OF 2

PURCHASE AND SALE AGREEMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



This Purchase and Sale Agreement (the "Agreement") is made as of [Click here to enter a date.](#) by and between the City of Menlo Park, a California Municipal Corporation (the "Seller") and Menlo Gateway Inc., a non-profit public benefit corporation (the "Buyer"), with reference to the following facts and purposes.

RECITALS:

- A. The Seller is the owner of the real property as described in Exhibit A (the "Property").
- B. Buyer is the owner of adjacent property commonly known as 1317-1385 Willow Road, Menlo Park, CA.
- C. Buyer desires to purchase from Seller and Seller desires to sell the Property to the Buyer.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Buyer and the Seller (the "Parties") agree as follows:

1. Purchase and Sale of the Property.

Subject to the terms and conditions set forth below, Seller agrees to sell the Property to the Buyer.

2. Purchase Price.

The purchase price for the Property will be One Dollar (\$1.00).

3. Opening Escrow.

Prior to Closing (as defined below), the Parties will establish an escrow ("Escrow") with Lawyer's Title Company ("Escrow Holder").

4. Escrow and Closing.

- (a) The date for Closing will be established through the mutual agreement of the Parties, but in no event will the date of Closing be later than April 1, 2021. This Agreement will terminate and be of no further force and effect if the Closing has not occurred on or before April 1, 2021.
- (b) Subject to satisfaction of the contingencies hereinafter described, Escrow Holder will close this Escrow (the "Closing") by recording one or more grant deeds and other documents required to be recorded and by disbursing the funds and documents in accordance with the joint escrow instructions of Buyer and Seller.
- (c) The Closing is contingent on the following: (1) Seller having entered into a Purchase and Sale Agreement for the sale of the adjacent portion of right of way to the owner of 1317-1385 Willow

Road, Menlo Park, CA; (2) Buyer shall submit verification of adequate financing to complete the Gateway Family Housing project for which the Property is being purchased; (3) Buyer shall submit a complete building permit application package to the City of Menlo Park for the Gateway Family Housing project; and (4) Buyer shall submit an application to merge the Property with its adjacent property described in Recital B above.

(d) Buyer shall complete the merger described in the preceding paragraph within six (6) months of the close of escrow for the purchase of the Property.

5. Costs of Escrow.

All costs of Escrow will be paid by Buyer.

6. Indemnification.

Buyer agrees to indemnify, defend and hold Seller and its officers, employees and agents harmless from and against any and all claims, demands, liabilities, losses, costs, and expenses, including, without limitation, attorneys' fees and costs of litigation, which arise out of or in connection with this Agreement; provided, however, that this indemnification shall not extend to any claim to the extent arising from the Seller's acts, omissions or negligence or negligent failure to perform its obligations under this Agreement.

7. Conveyance by Deed.

At the Closing, the Seller will convey title to the Property from the Seller to the Buyer by a grant deed in a form approved by the Buyer and deliver possession of the Property to Buyer.

8. Property Taxes and Assessments.

Property taxes, assessments, utilities and all other charges related to the Property will be prorated between the Seller and the Buyer as of the date of closing. Such prorations will be made on the basis of a 365-day year.

9. "As Is".

Buyer is purchasing the Property "as is" and Seller makes no representations as to the condition of the Property or its suitability for the purpose for which Buyer is acquiring the Property.

10. No Brokers.

Each party represents to the other that it has not had any contact or dealings regarding the Property, or any communication in connection with the subject matter of this transaction, through any real estate broker or other person who can claim a right to a commission or finder's fee. If any broker or finder makes a claim for a commission or finder's fee based upon a contact, dealings, or communications, the party through whom the broker or finder makes this claim will indemnify the other party, defend with counsel of the indemnified party's choice, and hold the indemnified party harmless from all expense, loss, damage and claims, including the indemnified party's attorneys' fees, if necessary, arising out of the broker's or finder's claim.

11. Notices.

Unless otherwise provided herein, any notice, tender or delivery to be given pursuant to this Agreement by either party may be accomplished by personal delivery in writing or by first class certified mail, return receipt requested. Any notice by such mailing will be deemed received four (4) days after the date of mailing. Mailed notices will be addressed as set forth below, but each party may change its address by written notice in accordance with this Section 11.

To Buyer: c/o MidPen Housing Corporation
Attn: Jan Lindenthal
303 Vintage Park Drive, Suite 250
Foster City, CA 94404

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

12. Assignment.

The Buyer will have no right, power, or authority to assign this Agreement or any portion hereof or to delegate any duties or obligations arising hereunder, either voluntarily, involuntarily or by operation of law, except for an assignment to MidPen Housing Corporation or an affiliate thereof that acquires title to the property described in recital B above, to which Seller's consent shall not be unreasonably withheld.

13. General Provisions.

- a) Headings. The title and headings of the various sections hereof are intended for means of reference and are not intended to place any construction on the provisions hereof.
- b) Invalidity. If any provision of this Agreement will be invalid or unenforceable the remaining provisions will not be affected thereby, and every provision hereof will be valid and enforceable to the fullest extent permitted by law.
- c) Attorneys' Fees. In the event of any litigation between the Parties hereto to enforce any of the provisions of this Agreement, the prevailing party shall be entitled to all costs and expenses, including reasonable attorneys' fees incurred by the prevailing party, all of which may be included as part of the judgment rendered in such litigation.
- d) Entire Agreement. The terms of this Agreement are intended by the Parties as a final expression of their agreement and may not be contradicted by evidence of any prior or contemporaneous agreement. The Parties further intend that this Agreement constitute the exclusive statement of its terms and that no extrinsic evidence whatsoever may be introduced in any judicial proceedings involving this Agreement. No provision of this Agreement may be amended except by an agreement in writing signed by the Parties hereto or their respective successors in interest. This Agreement will be governed by and construed in accordance with the laws of the State of California.
- e) Successors. This Agreement will be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the Parties hereto.
- f) Time of the Essence. Time is of the essence in this Agreement.
- g) Cooperation of Parties. The Seller and the Buyer will, during the Escrow period, execute any and all documents reasonably necessary or appropriate to close the purchase and sale pursuant to the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on or as of the date first above written.

BUYER

Menlo Gateway Inc.,
A non-profit public benefit corporation

Jan Lindenthal
Assistant Secretary

SELLER

APPROVED AS TO FORM:

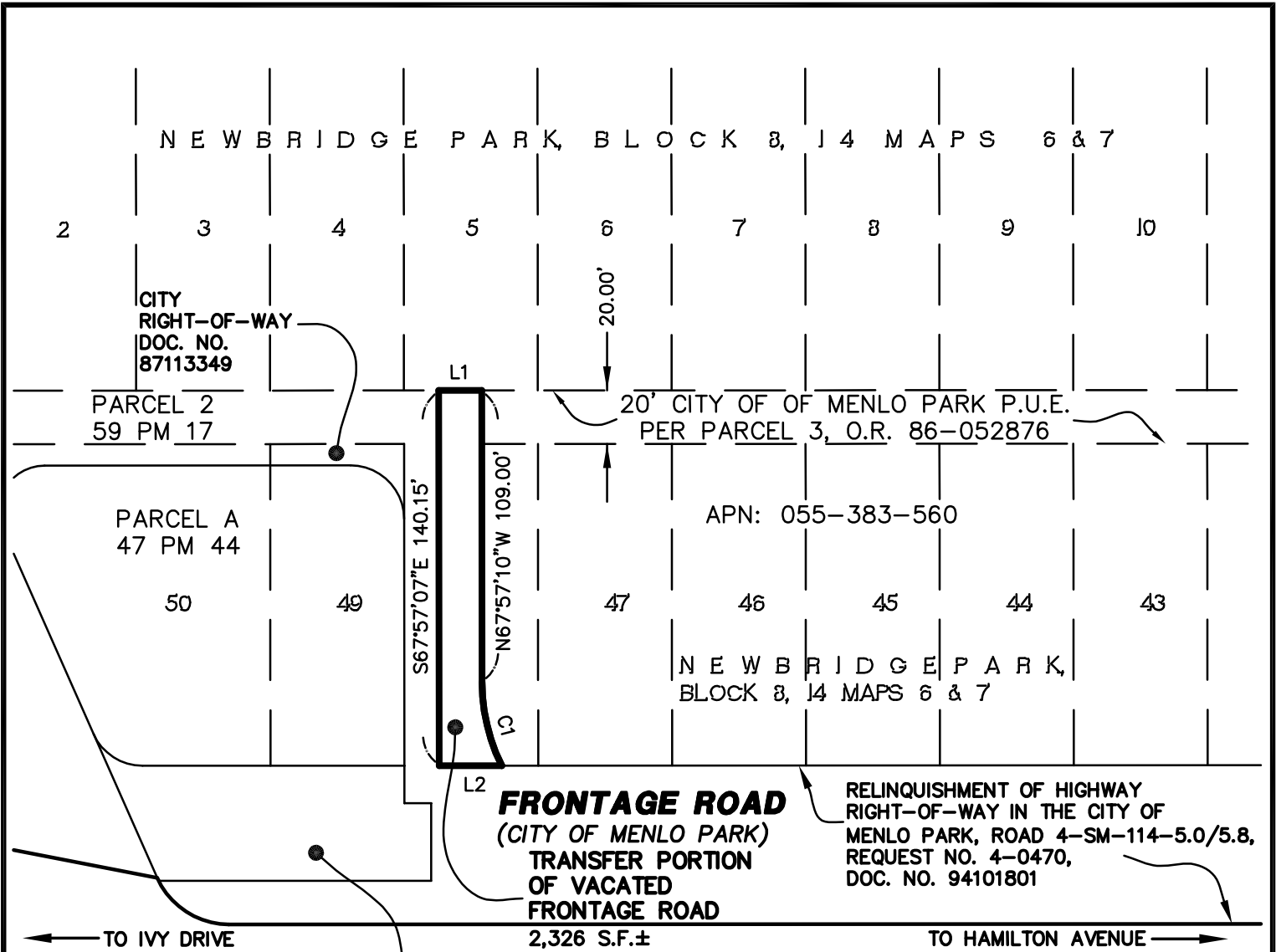
William L. McClure, City Attorney

CITY OF MENLO PARK:

Starla Jerome-Robinson, Interim City Manager

ATTEST:

Judi A. Herren, City Clerk



LINE TABLE		
NO.	DIRECTION	LENGTH
L1	S22°04'54"W	16.06'
L2	S22°05'09"W	23.38'

FRONTAGE RIGHT-OF-WAY
ABANDONMENT
PER CITY OF MENLO PARK
RESOLUTION 3908
PER DOC. NO. 87113348

WILLOW ROAD
(STATE ROUTE 114)
WIDTH VARIES

CURVE TABLE			
NO.	RADIUS	DELTA	LENGTH
C1	70.00'	26°25'27"	32.28'

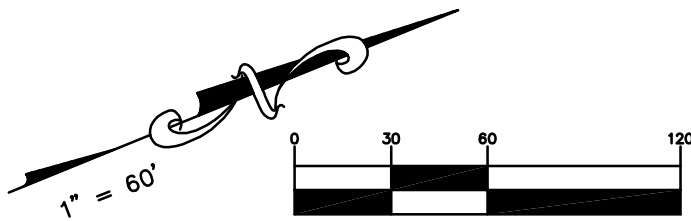


EXHIBIT "B"
PLAT TO ACCOMPANY
LEGAL DESCRIPTION
(INITIAL DRAFT)

PURCHASE AND SALE AGREEMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



This Purchase and Sale Agreement (the "Agreement") is made as of [Click here to enter a date.](#) by and between the City of Menlo Park, a California Municipal Corporation (the "Seller") and Dora L. C. Caballero Trust (the "Buyer"), with reference to the following facts and purposes.

RECITALS:

- A. The Seller is the owner of the real property as described in Exhibit A (the "Property").
- B. Buyer is the owner of the adjacent real property commonly known as 1305 Willow Road, Menlo Park, CA.
- C. Buyer desires to purchase from Seller and Seller desires to sell the Property to the Buyer.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Buyer and the Seller (the "Parties") agree as follows:

1. Purchase and Sale of the Property.

Subject to the terms and conditions set forth below, Seller agrees to sell the Property to the Buyer.

2. Purchase Price.

The purchase price for the Property will be One Hundred Fifty Four Thousand Five Hundred Dollars (\$154,500).

3. Opening Escrow.

Prior to Closing (as defined below), the Parties will establish an escrow ("Escrow") with Lawyer's Title Company ("Escrow Holder").

4. Escrow and Closing.

- (a) The date for Closing will be established through the mutual agreement of the Parties, but in no event will the date of Closing be later than June 30, 2019. This Agreement will terminate and be of no further force and effect if the Closing has not occurred on or before June 30, 2019.
- (b) Subject to satisfaction of the contingencies hereinafter described, Escrow Holder will close this Escrow (the "Closing") by recording one or more grant deeds and other documents required to be recorded and by disbursing the funds and documents in accordance with the joint escrow instructions of Buyer and Seller.
- (c) The Closing is contingent on the following: (1) Seller executing a Purchase and Sale Agreement for the remaining portion of the adjacent right of way with Sequoia Belle Haven, L.P.; and (2)

Buyer submitting a complete application for a lot merger to merge the Property with its adjacent property described in Recital B above.

(d) Within six (6) months following the close of escrow, Buyer shall complete the merger the Property and Buyer's adjacent parcel described in Recital B above.

5. Costs of Escrow.

All costs of Escrow will be paid by Buyer.

6. Indemnification.

Buyer agrees to indemnify, defend and hold Seller and its officers, employees and agents harmless from and against any and all claims, demands, liabilities, losses, costs, and expenses, including, without limitation, attorneys' fees and costs of litigation, which arise out of or in connection with this Agreement; provided, however, that this indemnification shall not extend to any claim to the extent arising from the Seller's acts, omissions or negligence or negligent failure to perform its obligations under this Agreement.

7. Conveyance by Deed.

At the Closing, the Seller will convey title to the Property from the Seller to the Buyer by a grant deed in a form approved by the Buyer and deliver possession of the Property to Buyer.

8. Property Taxes and Assessments.

Property taxes, assessments, utilities and all other charges related to the Property will be prorated between the Seller and the Buyer as of the date of closing. Such prorations will be made on the basis of a 365-day year.

9. "As Is".

Buyer is purchasing the Property "as is" and Seller makes no representations as to the condition of the Property or its suitability for the purpose for which Buyer is acquiring the Property.

10. No Brokers.

Each party represents to the other that it has not had any contact or dealings regarding the Property, or any communication in connection with the subject matter of this transaction, through any real estate broker or other person who can claim a right to a commission or finder's fee. If any broker or finder makes a claim for a commission or finder's fee based upon a contact, dealings, or communications, the party through whom the broker or finder makes this claim will indemnify the other party, defend with counsel of the indemnified party's choice, and hold the indemnified party harmless from all expense, loss, damage and claims, including the indemnified party's attorneys' fees, if necessary, arising out of the broker's or finder's claim.

11. Notices.

Unless otherwise provided herein, any notice, tender or delivery to be given pursuant to this Agreement by either party may be accomplished by personal delivery in writing or by first class certified mail, return receipt requested. Any notice by such mailing will be deemed received four (4) days after the date of mailing. Mailed notices will be addressed as set forth below, but each party may change its address by written notice in accordance with this Section 11.

To Buyer: Dora L. C. Caballero Trust
Attn: Cesar Andre
1305 Willow Road
Menlo Park, CA 94025

To the Seller: City of Menlo Park
Attn: City Clerk
701 Laurel St.
Menlo Park, CA 94025

12. Assignment.

The Buyer will have no right, power, or authority to assign this Agreement or any portion hereof or to delegate any duties or obligations arising hereunder, either voluntarily, involuntarily or by operation of law, except to the owner of the adjacent property described in Recital B above, without Seller's consent, which consent shall not be unreasonably withheld.

13. General Provisions.

- a) Headings. The title and headings of the various sections hereof are intended for means of reference and are not intended to place any construction on the provisions hereof.
- b) Invalidity. If any provision of this Agreement will be invalid or unenforceable the remaining provisions will not be affected thereby, and every provision hereof will be valid and enforceable to the fullest extent permitted by law.
- c) Attorneys' Fees. In the event of any litigation between the Parties hereto to enforce any of the provisions of this Agreement, the prevailing party shall be entitled to all costs and expenses, including reasonable attorneys' fees incurred by the prevailing party, all of which may be included as part of the judgment rendered in such litigation.
- d) Entire Agreement. The terms of this Agreement are intended by the Parties as a final expression of their agreement and may not be contradicted by evidence of any prior or contemporaneous agreement. The Parties further intend that this Agreement constitute the exclusive statement of its terms and that no extrinsic evidence whatsoever may be introduced in any judicial proceedings involving this Agreement. No provision of this Agreement may be amended except by an agreement in writing signed by the Parties hereto or their respective successors in interest. This Agreement will be governed by and construed in accordance with the laws of the State of California.
- e) Successors. This Agreement will be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the Parties hereto.
- f) Time of the Essence. Time is of the essence in this Agreement.
- g) Cooperation of Parties. The Seller and the Buyer will, during the Escrow period, execute any and all documents reasonably necessary or appropriate to close the purchase and sale pursuant to the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on or as of the date first above written.

BUYER

Dora Licia Cornelio Caballero Revocable Family Living Trust

Signature

SELLER

APPROVED AS TO FORM:

William L. McClure, City Attorney

CITY OF MENLO PARK:

Starla Jerome-Robinson, Interim City Manager

ATTEST:

Judi A. Herren, City Clerk

NEW BRIDGE PARK, BLOCK 3, 14 MAPS 6 & 7

2 3 4 5 6 7 8 9 10

CITY
RIGHT-OF-WAY
DOC. NO.
87113349

PARCEL 2
59 PM 17

PARCEL A
47 PM 44

50

49

N67°57'07"W 92.16'

S67°57'07"E 112.18'

APN: 055-383-560

47

46

45

44

43

NEW BRIDGE PARK,
BLOCK 3, 14 MAPS 6 & 7

20.00'

20' CITY OF OF MENLO PARK P.U.E.
PER PARCEL 3, O.R. 86-052876

FRONTAGE ROAD
(CITY OF MENLO PARK)

**TRANSFER PORTION
OF VACATED**

FRONTAGE ROAD
1,545 S.F.±

RELINQUISHMENT OF HIGHWAY
RIGHT-OF-WAY IN THE CITY OF
MENLO PARK, ROAD 4-SM-114-5.0/5.8,
REQUEST NO. 4-0470,
DOC. NO. 94101801

← TO IVY DRIVE

TO HAMILTON AVENUE →

LINE TABLE

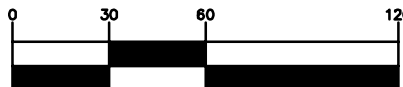
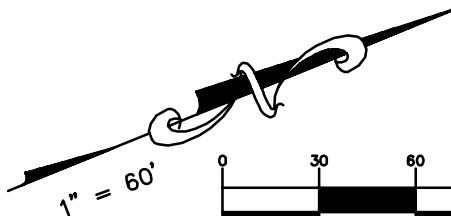
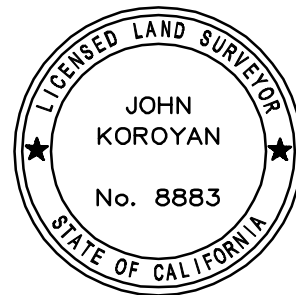
NO.	DIRECTION	LENGTH
L1	N22°02'53"E	32.99'
L2	S22°02'53"W	13.00'

FRONTAGE RIGHT-OF-WAY
ABANDONMENT
PER CITY OF MENLO PARK
RESOLUTION 3908
PER DOC. NO. 87113348

WILLOW ROAD
(STATE ROUTE 114)
WIDTH VARIES

CURVE TABLE

NO.	RADIUS	DELTA	LENGTH
C1	20.00'	89°57'59"	31.40'



SCALE IN FEET

EXHIBIT "B"
PLAT TO ACCOMPANY
LEGAL DESCRIPTION

K:\2015\156154_1300_WILLOW_RD_GATEWAY_FAM\ENG\PLANNING\SHEETS\TMAP\PLATS\MIDPENTRANSFER - CEZAR.DWG

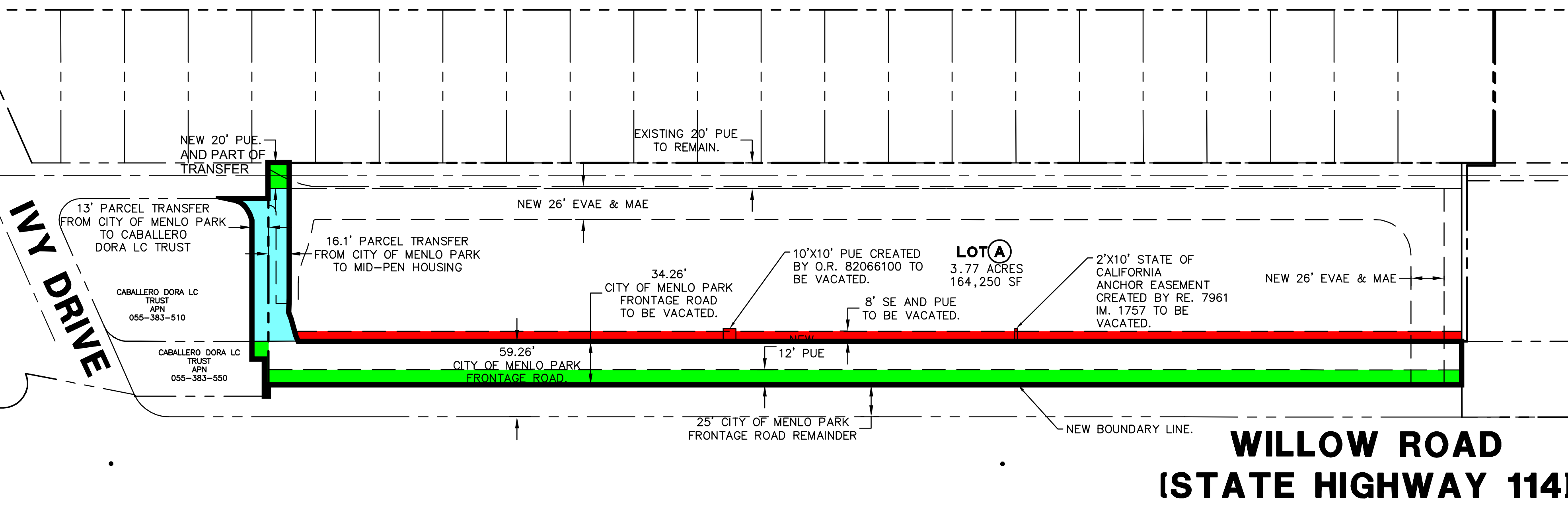


1730 N. FIRST STREET
SUITE 600
SAN JOSE, CA 95112
408-467-9100
www.bkf.com

Subject TRANSFER PORTION OF
VACATED FRONTAGE ROAD
Job No. 20156154
By LP Date 2018-12-14 Chkd. JVK
SHEET 1 OF 1

12-14-18
PLOT BY: peng

CARLTON AVENUE



IVY DRIVE

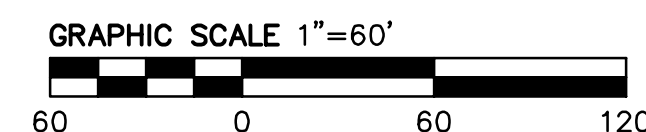
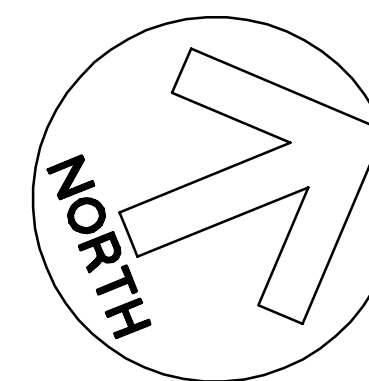
WILLOW ROAD (STATE HIGHWAY 114)

ABBREVIATIONS

- D = DELTA ANGLE
- E = EAST
- EVAE = EMERGENCY VEHICLE ACCESS EASEMENT
- L = LENGTH
- MAE = MAINTENANCE ACCESS EASEMENT
- N = NORTH
- O.R. = OFFICIAL RECORD
- PAE = PUBLIC ACCESS EASEMENT
- PM = PARCEL MAP
- PUE = PUBLIC UTILITY EASEMENT
- R = RADIUS
- R/W = RIGHT-OF-WAY
- ROS = RECORD OF SURVEY
- RTE = ROUTE
- S = SOUTH
- S.E. = SIDEWALK EASEMENT
- W = WEST

LEGEND

- PROJECT PROPERTY LINE
- ADJACENT PROPERTY LINES
- LOT LINES
- CALTRANS RIGHT OF WAY
- STREET CENTER LINE
- EASEMENT LINE
- NEW PUE TO COVER EXISTING MAINS
- EASEMENT TO BE ABANDONED
- FRONTAGE ROAD TO BE VACATED
- FRONTAGE ROAD TO BE TRANSFERRED



**FRONTAGE ROAD VACATION EXHIBIT
GATEWAY FAMILY HOUSING**
1345 WILLOW ROAD
MENLO PARK SAN MATEO CALIFORNIA

BKF100+
YEARS
ENGINEERS · SURVEYORS · PLANNERS

1730 N. FIRST ST.
SUITE 600
SAN JOSE, CA 95112
408-467-9100
408-467-9199 (FAX)

Revisions	
No.	Description

Date: 12.18.18
Scale: 1" = 60'
Design: FCG
Drawn: FCG
Approved: JN
Job No: 20156154

Drawing Number:
EX1
1 OF 1

DRAWING NAME: 1345 WILLOW ROAD - FRONTAGE ROAD VACATION EXHIBIT
PLOT TIME: 12/18/18
CUTS BY: JN

RESOLUTION NO. 6480

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
DECLARING THE INTENTION OF SAID CITY TO ABANDON PUBLIC
RIGHT-OF-WAY AND PUBLIC ACCESS EASEMENTS ADJACENT TO THE
PROPERTY AT 1345 WILLOW ROAD**

WHEREAS, the City Council of the City of Menlo Park has considered the abandonment of public right-of-way and public utility easements adjacent to the property at 1345 Willow Road as shown in Exhibit A, which is attached and made apart thereto; and

WHEREAS, the Planning Commission is scheduled to review the proposed abandonment for consistency with the City's general plan at its meeting on February 25, 2019; and

WHEREAS, the City Council will hold a public hearing on March 12, 2019 at approximately 7 p.m. as required by law to determine whether said public right-of-way and public utility easements shall be abandoned.

NOW, THEREFORE, BE IT RESOLVED, that a Resolution of Intention of the City Council of the City of Menlo Park does hereby propose the abandonment of public right-of-way and public utility easements adjacent to the property at 1345 Willow Road.

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 twenty-ninth day of January, 2019 by the following votes:

AYES: Carlton, Combs, Mueller, Nash, Taylor

NOES: None

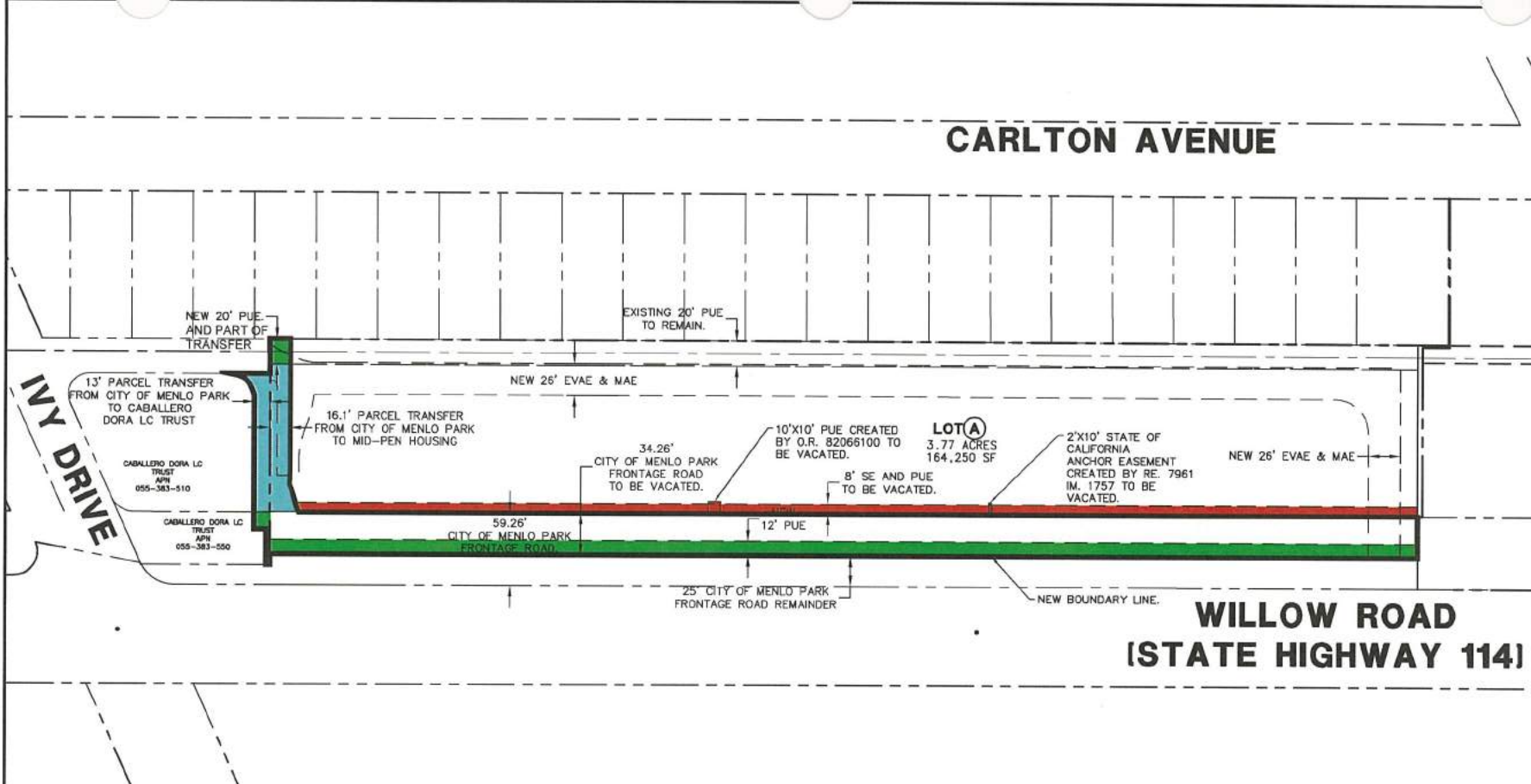
ABSENT: None

ABSTAIN: None

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-ninth day of January, 2019.



Judi A. Herren, City Clerk

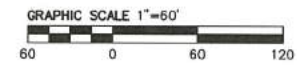


ABBREVIATIONS

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- E = EAST
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- L = LENGTH
- MAE = MAINTENANCE ACCESS EASEMENT
- N = NORTH
- O.R. = OFFICIAL RECORD
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- PM = PARCEL MAP
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- R = RADIUS
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- ROS = RECORD OF SURVEY
- RTE = ROUTE
- S = SOUTH
- S.E. = SIDEWALK EASEMENT
- W = WEST

LEGEND

- PROJECT PROPERTY LINE
- ADJACENT PROPERTY LINES
- LOT LINES
- CALTRANS RIGHT OF WAY
- STREET CENTER LINE
- EASEMENT LINE
- NEW PUE TO COVER EXISTING MAINS
- EASEMENT TO BE ABANDONED
- FRONTAGE ROAD TO BE VACATED
- FRONTAGE ROAD TO BE TRANSFERRED



1735 N. FIRST ST.
SUITE 100
SAN JOSE, CA 95112
408-467-9100
408-467-9199 (FAX)

BKF100
YEARS
ENGINEERS . SURVEYORS . PLANNERS

FRONTAGE ROAD VACATION EXHIBIT
GATEWAY FAMILY HOUSING
1345 WILLOW ROAD
MENLO PARK SAN MATEO CALIFORNIA

No.	Revisions

Date: 12/16/18
Scale: 1" = 60'
Design: FOG
Drawn: FOG
Approved: JN
Job No: 20180154

Drawing Number:
EX1
1 OF 1

BKF ENGINEERS
 1735 N. FIRST ST., SUITE 100, SAN JOSE, CA 95112
 TEL: 408-467-9100 FAX: 408-467-9199
 WWW.BKFENGINEERS.COM

RESOLUTION NO. 6487**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING RESOLUTION NO. 6480 REGARDING THE ABANDONMENT
OF PUBLIC RIGHT-OF-WAY AND PUBLIC UTILITY EASEMENTS
ADJACENT TO THE PROPERTY AT 1345 WILLOW ROAD**

WHEREAS, on January 29, 2019, the City Council of the City of Menlo Park adopted Resolution No. 6480 declaring the intention to abandon public right-of-way and public easements adjacent to the property at 1345 Willow Road and set specific dates for consideration by the Planning Commission and a public hearing before the City Council; and

WHEREAS, it is necessary to reschedule the dates for consideration by the Planning Commission and the public hearing before the City Council

NOW, THEREFORE, BE IT RESOLVED, that Resolution No. 6480 is replaced in its entirety as follows:

WHEREAS, the City Council of the City of Menlo Park has considered the abandonment of Public right-of-way and public utility easements adjacent to the property at 1345 Willow Road as shown in Exhibit A, which is attached and made apart thereto; and

WHEREAS, the Planning Commission is scheduled to review the proposed abandonment for consistency with the City's General Plan at its meeting on March 11, 2019; and

WHEREAS, the City Council will hold a Public Hearing on March 26, 2019 at approximately 7:00 p.m. as required by law to determine whether said public right-of-way and public utility easements shall be abandoned.

NOW, THEREFORE, BE IT RESOLVED, that a Resolution of Intention of the City Council of the City of Menlo Park does hereby propose the abandonment of public right-of-way and public utility easements adjacent to the property at 1345 Willow Road.

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 twenty-sixth day of February, 2019 by the following votes:

AYES: Carlton, Combs, Mueller, Nash, Taylor

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-sixth day of February, 2019.



Judi A. Herren, City Clerk

RESOLUTION NO. 2019-01

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK DETERMINING THAT ABANDONMENT OF PUBLIC RIGHT-OF-WAY AND PUBLIC UTILITY EASEMENTS ADJACENT TO THE PROPERTY AT 1345 WILLOW ROAD IS CONSISTENT WITH THE GENERAL PLAN

WHEREAS, the Planning Commission of the City of Menlo Park has considered the abandonment of Public right-of-way and public utility easements adjacent to the property at 1345 Willow Road as required for the development of a 140-unit, affordable residential development located in the R-4-S (AHO) zoning district; and

WHEREAS, the Planning Commission has held a public meeting on this subject on March 11, 2019, as required by law, having provided public notification by publishing a legal notice in the local newspaper and notification of property owners and occupants within a 300-foot radius of the subject property; and

WHEREAS, the Planning Commission of the City of Menlo Park has determined that said abandonments are consistent with the General Plan in that the right of way to be vacated is not necessary for the functionality of the existing public sidewalk and streets, a public utility easement will be created to allow existing utilities to remain in place, and there have been no objections to the abandonment proposal; and

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Menlo Park hereby recommends that the proposed right-of-way and public utility easements at 1345 Willow Road, as shown in the attached Exhibit, be abandoned as proposed.

I, Mark Muenzer, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted by a majority of the total voting members of the Planning Commission of the City of Menlo park at a meeting held by said Commission on the 11th day of March, 2019 by the following votes:

AYES: Barnes, Doran, Goodhue, Onken, Riggs, Strehl

NOES:

ABSENT: Kennedy

ABSTAIN:

I further certify that the foregoing copy is a true and correct copy of the original of said resolution on file in the office of the Community Development Department, City Hall, Menlo Park, California.

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this 19th day of March, 2019.



Mark Muenzer
Community Development Director
City of Menlo Park



STAFF REPORT

City Council

Meeting Date:

3/26/2019

Staff Report Number:

19-051-CC

Regular Business:

Adopt Resolution No. 6490 to authorize a loan to MidPen Housing of \$6.7 million for an affordable housing development at 1317-1385 Willow Road and authorize the city manager to execute any and all related agreements and loan documents

Recommendation

Staff recommends City Council:

1. Adopt Resolution No. 6490 to authorize a loan from the Below Market Rate (BMR) Housing Fund of \$6.7 million to MidPen Housing for an affordable housing development at 1317-1385 Willow Road.
2. Authorize the city manager to execute any and all subordination agreements and loan documents necessary to consummate such loan and fee payments on behalf of the City of Menlo Park.

Policy Issues

The City Council retains sole discretion to award available BMR housing funds collected in accordance with Menlo Park Municipal Code Chapter 16.96. As an impact fee, the City's use of the BMR housing in-lieu fee funds is subject by state laws governing impact fees which require that impact fees be expended or encumbered within five years of collection.

Background

On July 18, 2017, the City Council received a report on a proposed affordable housing project at 1317-1385 Willow Road by MidPen Housing. As part of the City Council's action that evening, the City affirmed a funding commitment of \$6.7 million from the BMR housing fund to the proposal. For more details regarding the background of the funding commitment a copy of the staff report is provided as Attachment A.

In January 2019, MidPen Housing submitted an updated project proposal letter (Attachment B.) The proposal includes a net increase of 58 affordable units, resulting in a total of 140 units on the site. As a necessary change to balance the site design, this is a decrease of one (1) unit from the July 2017 proposal. A current site design is provided as Attachment C.

All of the affordable units provided on the site will be targeted to households at thirty (30) to sixty (60) percent of area median income (AMI.) The following chart is provided to reflect the current 2018 California State income limits for San Mateo County according to household size and AMI. A breakdown of affordability by unit size based on the AMI can be found on Page 3 (3) of Attachment D.

2018 California State income limits for San Mateo County households		
Household size	30% AMI	60% AMI
1-Person	\$30,800	\$61,620
2-Persons	\$35,200	\$70,380
4-Persons	\$44,000	\$87,960

There are multiple funding sources MidPen Housing will be utilizing for their proposed project. In addition to financial support from the county of San Mateo Affordable Housing Fund (AHF) and the City of Menlo Park, MidPen Housing will be applying for Multifamily Housing Program (MHP) State funding in April 2019. As part of the MHP application, confirmation of development funding sources and uses, approval of the frontage road abandonment and the resulting deed transfer is required to demonstrate that MidPen has site control and affirmed funding resources for the project. To meet the MHP application deadline in April, the approvals are needed in March 2019. If MidPen fails to submit an application for MHP funding during this round of applications, they would not be able to submit until 2020. A detailed breakdown of development costs and sources of funds for the project at 1317-1385 Willow Road is provided as Attachment D.

Analysis

The proposed project is comprised of a 140-unit, 100-percent BMR multifamily affordable housing complex consisting of 66 one-bedroom, 50 two-bedroom and 24 three-bedroom units, along with a variety of common open and indoor spaces, which includes a community room with a landscaped courtyard, an exercise room, a teen room, an after-school program space, two large laundry rooms and a variety of smaller outdoor spaces. All units feature a full kitchen, with an open layout between kitchen, dining and living areas and a private deck.

The site was identified as a housing opportunity site and was rezoned to R-4-S (AHO) (high density residential, special – affordable housing overlay) in 2013 as part of the housing element update. The proposed development would replace the existing 82 residential units known as the Gateway Apartments, for a net new of 58 units. Furthermore, the project would benefit the City in meeting its regional housing needs allocation (RHNA) at the lowest income levels, which are often the hardest to meet due to the high level of subsidy needed for a unit.

The applicant represents to the City that concerns brought forth by Belle Haven neighbors have been addressed and mitigated to provide a project plan that balances the transition from Willow Road into the Belle Haven neighborhood while still delivering a 100 percent affordable residential project with 140 units. A breakdown of affordability by unit size based on the AMI for San Mateo County can be found on Page 3 (3) of Attachment D.

Additionally, a plan to temporarily relocate current tenants during construction has been provided to the City. To allow redevelopment of the property to occur in an orderly and safe manner, the applicant outlined a draft relocation plan (Attachment E) to assist all 82 current households.

The draft relocation plan calls for the relocation of tenants based on individual household needs, e.g., transportation, employment, schools, public/social services, etc. Replacement housing will be comparable

and adequate to the unit a household currently resides in. MidPen Housing will cover the increased housing costs during the displacement period and all reasonable moving expenses. Upon completion of construction and final certification to the Gateway Family Housing apartments, all displaced households will have the first right to move back into a new apartment with the same number of bedrooms previously occupied.

MidPen Housing will be subject to State and Federal requirements with regards to the placement of BMR tenants into the 58 net new units. Pending City Council's approval of public right-of-way and funding for the project, one of City staff's next steps will be to draft an Affordable Housing Agreement for MidPen Housing for BMR units, not requiring State and Federal protocols, to be rented in accordance with applicable sections of the City of Menlo Park BMR housing program guidelines, which will include preference for households who either live or work in the City of Menlo Park.

On July 18, 2017, the City Council affirmed a funding commitment for the development and approved the following live or work preferences predicated upon city attorney legal analysis:

- those who live or work in Belle Haven and displaced from Belle Haven neighborhood
- those who live or work in Menlo Park and displaced from Menlo Park
- families who are homeless from the Ravenswood School District

On March 11, 2019, the Planning Commission approved the proposed vacation of the public right-of-way and public utility easements located on the 1300 block of Willow Road conform to the general plan. The Planning Commission additionally conducted a study session on the proposed residential development as part of the R-4-S compliance review process. The study session provided an opportunity for members of the Planning Commission and the public to provide feedback on the proposal's compliance with the R-4-S development regulations and design standards. No formal action was required by the Planning Commission on the R-4-S compliance review; however, the Planning Commission supported the overall affordable housing development. There was no public comment received on this item. Following the study session and review of the comments received, the community development director will make a final determination regarding the proposed residential development's compliance with the R-4-S zoning district requirements.

Funding

On July 18, 2017, the City Council affirmed a funding commitment of up to \$6,700,000. The proposed loan terms are as follows:

Loan amount:	\$6,700,000
Interest rate:	3.0 percent simple
Term:	55 – 57 years

A repayment provision includes a pro rata share of 50 percent of residual receipts each year, applied to accrued interest first and then to principal. Collateral will be comprised of a subordinate Deed of Trust against the property (1317-1385 Willow Road), with non-recourse to the borrower.

In addition to the City Council's authorization of a loan of \$6.7 million, authorization is also necessary to execute subordination agreements to allow the developer to secure financing for the project. The City has an existing loan with a current balance of approximately \$3.5 million provided to the developer, which will also require subordination. The City's new and existing loans will be subordinate to senior financing the developer will be using to complete this project.

In conjunction with the AHO, MidPen Housing shall be entitled to a fee waiver for all the processing fees associated with the various applications for development. Under the AHO, the project additionally qualifies for a reduction in all other fee amounts that correspond to the increase in allowable density including the

traffic impact fee, building construction street impact fee, general plan fees, technology surcharge and the final sale amount related to the right-of-way abandonment. In regard to the City vacating and selling segments of right-of-way (ROW), the adjacent owners at 1305 Willow (Soleska Market) will purchase a portion of ROW at a price of \$100 per square foot. MidPen Housing's portion of ROW to be purchased will be at a reduced sale price of one dollar (\$1.00). There is a total of 2,326 square feet being acquired from the City, which has a land value of \$232,600, according to the City's evaluation. The City also tracks and bills for staff time on a given project as part of the review process, this expense will be waived as it related to MidPen Housing's affordable housing project. Staff hours from the City attorney's office, planning division, housing and economic development division, engineering division and transportation division have been waived. The City estimates 105 hours of planning staff time have been needed to date on this project and additional staff time is anticipated between now and the issuance of a certificate of occupancy on the new project.

MidPen Housing has been approved previously for similar BMR housing fund contributions from the City. The most recent appropriation of funding came September 9, 2014 when the City Council approved a funding authorization of \$3.2 million for an affordable housing project known as the Sequoia Belle Haven property located at 1221 Willow Road. The redevelopment of that property was the first phase of revitalization of the Gateway Apartments, which were originally developed in the 1960s and purchased by MidPen housing in the late 1980s. With redevelopment completed in 2017, Sequoia Belle Haven provides BMR housing to seniors and includes multiple amenities such as gathering spaces, a shared court yard, laundry facilities, a computer lab and an exercise room. With 48 previously existing units on the site, a net increase of 42 units brought the unit total to 90 affordable senior living units.

Conclusion

This affordable housing project is consistent with the housing production objectives set by the Menlo Park housing element as well as the intent of the R-4-S (high density residential – special) zoning district and the AHO. With the addition of this development project and the net new 58 units, more households will have the opportunity to live in Menlo Park. If the City Council authorizes the loan to MidPen Housing, City staff will then finalize all pertinent and outstanding project requirements as described in this staff report to allow MidPen to move forward with their goal of applying for MHP State funding in April 2019. The city manager and staff would then move forward with the preparation and execution of the required funding agreements and documents with MidPen Housing.

Impact on City Resources

In addition to the \$6.7 million loan, the majority of fees, including staff time and the value of the land acquisition, have been waived or decreased in accordance with the AHO and will be considered as part of the City's overall contribution to the project. Additional staff time will be needed in preparation for the necessary agreements and documents related to project financing, which will also be waived.

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. July 18, 2017, staff report re affirm a funding commitment to MidPen of up to \$6.7 million for an affordable housing development at 1317-1385 Willow Road
- B. Project description letter
- C. Revised site design
- D. Financing summary
- E. Draft tenant relocation Plan
- F. Resolution N. 6490
- G. BMR housing fund financial report

Report prepared by:

Michael Noce, Management Analyst II

Reviewed by:

Rhonda Coffman, Deputy Community Development Director – Housing
Mark Muenzer, Community Development Director

City Manager's Office



STAFF REPORT

City Council

Meeting Date:

7/18/2017

Staff Report Number:

17-171-CC

Regular Business:

Affirm a funding commitment to MidPen of up to \$6.7 million for an affordable housing development at 1317-1385 Willow Road

Recommendation

Staff recommends that the City Council affirm a funding commitment to MidPen of up to \$6.7 million for an affordable housing development at 1317-1385 Willow Road and direct staff to work with MidPen to reduce the funding request if possible, in accordance with the Housing Commission's recommendation.

Policy Issues

The proposed options for mixed-use affordable housing project at 1317-1385 Willow Road is consistent with the goals of the Below Market Rate Housing Program, the City's Housing Element, the City Council's 2017 goals and ConnectMenlo.

Background

Following the completion of ConnectMenlo, MidPen submitted a funding proposal for a mixed-use project (Attachment A), which included project configuration options and policy questions for the Housing Commission and City Council to consider. The Housing Commission reviewed the proposal at their May 10th meeting and recommended that:

- the City Council commit funding not to exceed \$6.7 million with a preference that MidPen work to reduce the City subsidy with a target of \$5 million (i.e. if the income mix or unit total changes then the funding amount should be reduced accordingly)
- the majority of the units be affordable up to 60% of AMI, but some commissioners requested that MidPen explore including some units up to 80% of AMI
- any funding gap created by including retail or other uses not be subsidized by additional BMR funds

June 5th Community Meeting

On June 5th, Mayor Kirsten Keith hosted a community meeting at the Menlo Park Senior Center to provide further opportunity for community members to learn more about the project. Ninety-two residents attended the meeting and provided feedback to representatives from the City as well as MidPen. The feedback was generally positive about the proposal to redevelop the existing 82-unit affordable project. There were a number of aspects to the project for which feedback was elicited, namely: density (number of units), levels of income affordability, proximity to Willow Rd, height, mixes of use (residential and retail or city services). Attendees identified themselves as Menlo Park residents from the Belle Haven neighborhood, from other neighborhoods within Menlo Park and there were some residents from East Palo Alto. There was a good representation from residents who live on Carlton Ave., where residents adjacent to the property live, residents who live in the current development and property owners in Belle Haven.

With such a large number of residents there was a diversity of opinions expressed on all topics. Generally, residents agreed with the Housing Commission's recommendation with regard to the mix of income affordability. With regard to height and density, the residents of Carlton Ave. and other property owners within Belle Haven expressed a preference for 3 stories rather than 4 and that the buildings be closer to Willow Rd. than the buildings in the 1200 block. Renters within the neighborhood and residents from other neighborhoods expressed a desire for greater density to maximize the opportunity to build new affordable housing units. Belle Haven property owners as well as other active residents have expressed the desire that new affordable housing be dispersed throughout Menlo Park and not be concentrated in the Bayfront. With regard to the mix of use, interest in city services such as a new library was lukewarm at best. The strongest support for any use other than housing was for a pharmacy or full service grocery store. This preference is consistent with the community input received during ConnectMenlo. Staff and the applicant reviewed the potential for incorporating those kinds of retail uses at this site and have determined that they would likely not be feasible. In fact, a retail feasibility analysis has been commissioned by the applicant to determine what kind of retail may be feasible on the site. Staff is independently conducting outreach to the representatives of grocery stores and willing property owners to help facilitate the future inclusion of a grocery store on commercial property in or within close proximity to the neighborhood.

June 20th City Council Meeting

The City Council held a study session on the proposed project to provide general direction on the options presented for the project. At that meeting the City Council heard public comment which reflected the prior community input. Specifically, there was a strong preference for 100% affordable units (up to 60% of the area median income), a preference for new units to go to local residents who may be facing displacement, there was minimal support for a mix of uses with retail or some other neighborhood serving amenity and concerns related to privacy of adjacent neighbors who live on Carlton Ave. The City Council directed staff and the applicant to work with the adjacent neighbors who live on Carlton Ave. to address the concerns they raised related to privacy, consider the inclusion of a childcare facility, concentrate on 100% affordable units and return with a request for a funding commitment from the City.

Analysis

Following the June 20th City Council study session, staff met with MidPen to revise the proposal for 1317-1385 Willow Rd. MidPen met with Carlton Ave. residents on Monday July 11th to share the revised site plan (Attachment B) with them. While the design of the project will continue to evolve the applicant feels that there are options for addressing the neighbors' concerns and still deliver a 100% affordable residential project with up to 141 units. Depending on the mix of the size of the units, the number of units may be reduced slightly.

The following description reflects the direction from Council. MidPen is proposing:

- 141 units (59 new units)
- 25'3" City ROW (partial vacation and abandonment of Frontage Road, partial building in area of current Frontage Road)
- 100% residential
- 100% affordable for households at or below 60% AMI
- Reduce height to 3 stories at all wings of the building closest to Carlton neighbors
- Placement of non-residential spaces on all upper levels of central wings

Retail

In addition, MidPen has analyzed the potential of adding neighborhood retail (Attachment D) and determined that the type of retail prioritized by the community (pharmacy or grocery store) would not be appropriate at this location due to site constraints and financial feasibility.

Daycare

Similarly, MidPen analyzed the inclusion of daycare and determined it to be infeasible due to site and financial constraints. It would also result in a significant reduction in the net new units.

For Profit Daycare (Kinder Care model)

- Rent at \$2 per square foot still leaves a substantial gap of approx. \$1 million
- Assumes MidPen could find a provider that would sign a 10 year lease
- State licensing requirements for daycare private open space uses 23% of the residents' ideal common open space; uses cannot be shared.
- Decreases affordable unit count by 8-10 units

Affordable Daycare (Footsteps model)

- Rent at \$.25 per square foot still leaves a substantial gap of approx. \$1.85 million
- Assumes MidPen could find a provider that would sign a 10 year lease
- State licensing requirements for daycare private open space uses 23% of the residents' ideal common open space; uses cannot be shared.
- Decreases affordable unit count by 8-10 units

Land Use

MidPen is proposing a 100% affordable 141-unit residential project for the property located at 1317-1385 Willow Road, located within the R-4-S (AHO) zoning district. The site was identified as a housing opportunity site and was rezoned to R-4-S (AHO) in 2013 as part of the Housing Element Update. The proposed development would replace the existing 82 residential units known as the Gateway Apartments, for a net new of 59 units. The project contains a mix of one-, two-, and three-bedroom units and would be income-restricted for extremely low-, very low- and either low- or moderate-income households. The project would help the City meet its Regional Housing Need Allocation (RHNA) at the lowest income levels, which are often the hardest to meet due to the increased level of subsidy needed for a unit.

The applicant would generally need to apply for the following applications:

- R-4-S study session by the Planning Commission and R-4-S conformance determination by the Community Development Director following input from the Planning Commission's study session.
- Abandonment of a portion of the right of way along Willow Road and the public utility easements (PUE), and potential establishment of new PUEs , depending on the extent of the right of way abandonment. The right of way and PUE abandonments would be reviewed through a three-step process requiring review and action by both the Planning Commission and City Council.

Additional information regarding the impacts to heritage trees is needed to determine whether heritage tree

removal permits are required. Once final plans have been developed, staff will conduct a review of the selected proposal for compliance with the R-4-S development regulations and design standards, and determine whether any additional applications are required as part of the process. For example, any modifications to the R-4-S design standards would trigger architectural control review by the Planning Commission.

The applicant is proposing to apply the Affordable Housing Overlay (AHO), which is outlined in Chapter 16.98 of the Zoning Ordinance. Use of the AHO results in a density bonus and allows prescribed modifications to the development regulations, such as a reduction in parking requirements or an increase in the floor area ratio. The proposal requires a release and vacation of public land. The density would increase to approximately 37 du/ac with a 141-unit development compared to the 30 du/ac that would otherwise be allowed under the R-4-S zoning district. More information is needed to determine compliance with the AHO requirements, which will be analyzed through the development review for the project.

As an alternative, the applicant could also consider the use of State Density Bonus Law (SDBL) for the proposed project. Chapter 16.97 of the Zoning Ordinance outlines the provisions for the City's local SDBL ordinance, and is similar to the AHO in that the intent of the ordinance is to help encourage the production of low-income housing units in the City. In exchange for a density bonus, a project is entitled to incentive(s) that result in cost reductions to make the proposed housing units economically feasible. A project is also entitled to waiver(s), which is a modification to a development standard so that construction at the increased density would be physically possible. The applicant may apply either the AHO or SDBL, but not both to the project. As the project is refined, staff will continue to work with the applicant on addressing project needs while meeting the R-4-S zoning and design requirements.

Next Steps

Following Council action on staff's recommendation, MidPen will apply for funding from the County of San Mateo and the other sources identified in the financing summary (Attachment C). Staff anticipates the release of the San Mateo County's NOFA to be in late July, based on conversations with County housing staff. Menlo Park's commitment of seed funding will assist MidPen in competing for County and other funds. It is important to note that the action before the City Council is not the last time that the Council will vote on this project. After MidPen receives other funding commitments, staff will bring forward to Council a funding agreement as well as the vacation of a portion of the existing right-of-way. In addition, the project will be reviewed by the Planning Commission in a study session and be subject to conformance review by the Community Development Director.

Impact on City Resources

Any of the proposed projects would have a significant impact on BMR funds and would affect development services staffing. Reprioritization of staff resources in Housing and Economic Development, Public Works and Community Development will likely be required to ensure the project meets the performance constraints of its federal tax-credit financing. This reprioritization will likely extend the timeframe of other development projects. Staff will work to ensure that it not be burdensome for other development, however, it is important to note for the Council.

Environmental Review

This discussion is not a project under CEQA, but any project resulting from this discussion will undergo environment review.

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

Attachment A: Project Description

Attachment B: Revised Site Design

Attachment C: Financing Summary

Attachment D: Retail Analysis

Report prepared by:

Jim Cogan, Housing and Economic Development Manager

Contributions and Review:

Meghan Revolinsky, Management Analyst II

Deanna Chow, Principal Planner



January 23, 2019

Mr. Matthew Pruter
Associate Planner
City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025

Re: Gateway Family Housing
R4S Zoning Compliance Submittal
Mithun Project No. 1526000

Dear Mr. Pruter,

We are pleased to submit Gateway Family Housing for the R4S Zoning Compliance Review on behalf of MidPen Housing. The project, located at 1345 Willow Road, is on a prominent corridor and will be transformative for current site residents as well as the neighborhood. We have been working with the City for the past 6 years to create this development opportunity that aligns with the General Plan goals to increase affordable housing supply in this area, and look forward to continuing our work with you as we move the project forward.

mithun.com

Project Description

Project Data

The proposed project consists of 140 affordable housing units and associated common spaces in a 3 and 4 story elevator-served building. Parking is provided on grade along the back of the site. Amenity spaces include a community room, exercise room with a large deck, teen room, after-school program space, 2 large laundry rooms, a landscaped courtyard connected to the community room, and a variety of smaller outdoor spaces for community gardens and lush vegetation. Management offices and services offices are located adjacent to the lobbies to create a welcoming presence for residents and guests. Some parking is available for guests at the main lobby area, while the remaining parking is secured by vehicle access gates.

The proposed project will replace 82 existing low-income housing units with 118 surface parking spaces, which MidPen Housing has owned and managed since 1987. The property was originally built in the 1960s and does not fully meet residents' needs. Lack of accessibility to and within units, lack of community space, and problematic circulation patterns (both vehicular and pedestrian) are just a few of the issues that the new construction will address.

Project Design

Our design approach for Gateway Housing balances the use of a coherent palette of colors and materials with creating variety of form and syncopated rhythm all nestled in to a rich landscape. Along the length of Willow Rd., variations in height and massing stepping up from the street as well as strategic changes in materials work to create a human-scale to the building and landscape. Each of the units has a small deck, creating depth to the façade. Wood railings add texture, and glazed corridor lounges provide transparency through the building towards the landscaped rear yard.

Mithun | Pier 56
1201 Alaskan Way, #200
Seattle, WA 98101

T 206.623.3344
F 206.623.7005

Mithun | Solomon
660 Market Street, #300
San Francisco, CA 94104

T 415.956.0688
F 415.956.1688

The main entry for the project is located at the north end of the site where a new curb cut will provide the site with its own driveway off Willow Road. The lobby and community room create an entry court, with storefront glazing allowing views into the landscaped courtyard. The warm community room and connection to the landscaping welcome residents and visitors, and help create an identity for the site in an otherwise soft color and material palette.

Trees cannot be planted within the existing 20'-0" PUE along the rear of the property. However, trees are planted at the rear of the building inset from the parking lot to fulfill the 40'-0" requirement along the rear of the property. There is one portion of the site in which the 40'-0" requirement could not be accommodated due to limited planting area adjacent to the community room, emergency vehicle access aisle, and the 20'-0" PUE; this dimension has been noted on sheet L2.01. MidPen has worked closely with the Carlton neighbors to establish the building heights and distances from the rear of the property. MidPen has also offered to plant trees in neighbors yards since the PUE is limiting the ability to plant trees closer to the property edge.

Frontage Road Abandonment

The proposed project includes a reconfiguration of Frontage Road at the 1300 block to address current circulation and access challenges by creating distinct public and private areas. We are proposing that the City vacate and abandon a portion of Frontage Road (approximately 37'), and retain the remainder (approximately 25') as pedestrian public right of way. The new pedestrian public right of way will be designed and constructed as part of the project. The existing wall will be demolished and replaced with 2 planting strips on either side of a public sidewalk along with a separate walking path protected by planting and berms set in from Willow Road.

Frontage Road is currently used as parking and circulation for the residential property. The proposed change would formalize the existing use and clearly delineate public and private realms. This same process was approved and constructed at Sequoia Belle Haven, MidPen's property on the 1200 block of Willow Rd. Vacation and abandonment at this property will allow for a continuation of the pedestrian route created at Sequoia Belle Haven, and a site configuration that will greatly benefit residents, staff and the neighborhood.

At the south end of the site, we are requesting a partial abandonment of the piece of Frontage Rd. running east-west along the side property line with Soleska Market. We are proposing that 13' of the Frontage Rd. be vacated to 1305 Willow Rd (Soleska Market), to allow one-way vehicular circulation for the market. The project team has worked closely with the owners of Soleska Market to reach this vacation agreement.

Community Outreach

The project team has been working with residents and neighbors for the past 6 years to ensure a design that meets the City's goals, the owner's criteria, and the residents' needs while also addressing the neighbors' concerns. Initial outreach began as part of the City's Housing Element update in 2012, and has continued throughout the years, with MidPen participating in the Belle Haven Vision and Action Plan meetings and the City's Connect Menlo General Plan update process. Specific Gateway Family outreach to-date includes:

- April/May, 2017: Met one-on-one with community members
- May 3, 2017: Presented at Belle Haven Neighborhood Association Meeting ("BHNA")
- May 17, 2017: Held meeting with existing Gateway residents
- May/June, 2017: Conducted door-to-door outreach on 1200 and 1300 blocks of Carlton

- June 5, 2017: Participated in City sponsored community meeting
- June 13, 2017: Attended house meeting hosted by Carlton Ave homeowner
- June 15, 2017: Hosted Grand Opening for Sequoia Belle Haven. Invited community members, including Carlton Avenue neighbors and BHNA
- June 19, 2017: Hosted Property tour for community. Toured Gateway and Sequoia Belle Haven.
- June, 2017: Conducted door-to-door outreach on 1200 and 1300 blocks of Carlton
- July 10, 2017: Attended house meeting hosted by Carlton Ave homeowner
- July 12, 2017: Held meeting with existing Gateway residents
- July 13, 2017: Met one-on-one with community members
- June 21, 2018: Held meeting with existing Gateway residents
- July 9, 2018: Held meeting with Carlton neighbors at Sequoia Belle Haven
- November 7, 2018: Presented at Belle Haven Neighborhood Association
- December 10, 2018: Held meeting with existing Gateway residents
- December 17, 2018: Held a community meeting at the Senior Center
- January 30, 2019: Held a community meeting at the Senior Center

We have met most extensively with the Carlton neighbors directly behind the project site, as they are the most directly affected by the new development. While they have expressed concern about building height and losing privacy in their yards, they seem to appreciate the importance of increasing the number of affordable housing units. The most active neighbor in our collaboration with the neighbors ultimately spoke in support of the project at the City Council session for funding commitment last summer.

The agreement that we have reached with the neighbors is to pull the building as close to Willow Rd. as possible by relocating several utilities within Frontage Rd., reduce height to 2 or 3 stories where the building gets closer to the Carlton neighbors, and to locate non-residential program spaces in these areas closest to Carlton, to whatever degree possible.

The existing residents are very excited and supportive of the redevelopment of Gateway. Having seen the transformation of the senior property at Sequoia Belle Haven- the more functional and efficient units, expansive community and on-site services spaces, and the rich landscape of the courtyard – they are eager for their new homes. Residents are aware that the redevelopment will require temporary relocation in near-by housing, which will be coordinated by a relocation specialist.

MidPen created a website for the project after hearing from community members that participating in community meetings is challenging for some: <http://www.gatewayfamilyredevelopment-midpen.com/proposal-updates.html>. Also available on the website is the full extent of community outreach that has been done to date.

Zoning and Affordability

The design complies with the R-4-S design standards and guidelines, along with the Affordable Housing Overlay. Units will be targeted at 30-60% of Area Median Income and the density bonus outlined in the AHO has been calculated assuming this level of affordability. We are making use of 3 incentives within the AHO including Stories/ Height, Parking, and Setbacks.

MidPen recognizes the intent of the standards and guidelines to ensure that new building is of high-quality, enhances the neighborhood, and contributes to a healthy environment. The

project is targeting a LEED gold rating, embracing sustainable building principles such as improved indoor air quality, increased durability, and reduction of energy and water use.

Gateway's redevelopment is a valuable opportunity to increase the supply of affordable housing in Menlo Park given the scarcity and high cost of available land. With more than forty years of experience as one of the largest, most trusted developers and owners of high-quality affordable rental housing in Northern California, MidPen is well positioned to develop the Gateway property as a real asset to the City of Menlo Park.

Please don't hesitate to contact us with any questions you have pertaining to the project. We look forward your feedback!

Sincerely,

Kristen Belt

Mithun

cc: Nesreen Kavar, *MidPen Housing*

MITHŪN

SEATTLE (PH: 206) 435-1800 FAX: 435-1800
SAN FRANCISCO (PH: 415) 774-2333 FAX: 415-774-2333
MITHUN.COM

PROJECT
GATEWAY FAMILY HOUSING
LOCATION
1345 WILLOW ROAD
MENLO PARK, CA

PREPARED FOR
MIDPEN HOUSING



2 VIEW FROM COURTYARD
1/12" = 1'-0"



1 VIEW OF ENTRY FROM WILLOW ROAD
1/12" = 1'-0"



NO.	DATE	REVISION

- DESIGNED BY
- AT
- ARCHITECT
- KB
- PROJECT ARCHITECT
- AP
- PROJECT MANAGER
- EO
- DATE

FOR PERMIT ONLY
THIS DOCUMENT HAS BEEN PREPARED FOR PERMIT APPLICATION AND IS SUBJECT TO REVIEW AND ACCEPTANCE BY CONVENTIONAL AGENCIES

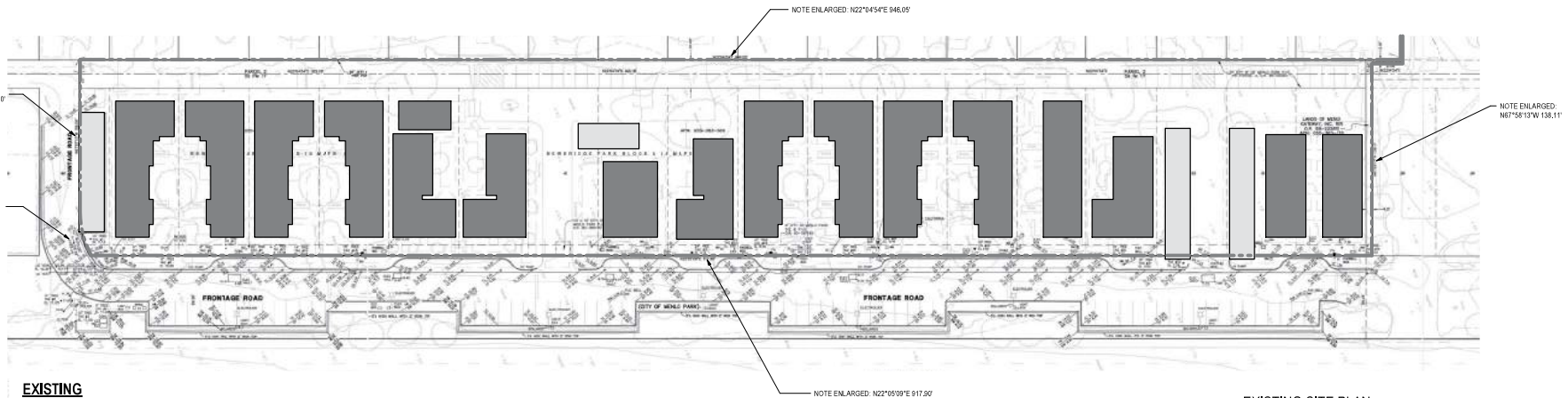
BY
PERSPECTIVES

PROJECT NO.
1526900
DATE
FEBRUARY 25, 2019

PROJECT NO.
G0.03
ZONING COMPLIANCE RESUBMITTAL

GENERAL RELEASE BY: AEC

2/22/2019 12:28:13 PM



2 EXISTING SITE PLAN
 302' x 140'

PROPERTY BOUNDARY

NOTE: PLEASE REFERENCE SHEET L0.01 FOR ALL EXISTING TREES, TREE NUMBERS, SPECIES, AND SIZE IN DIAMETER AS WELL AS ALL TREES TO REMAIN AND TREES TO BE REMOVED.

EXISTING

UNIT COUNT: 82 UNITS
 STUDIO: 2 UNITS
 1BR: 24 UNITS
 2BR: 32 UNITS
 3BR: 24 UNITS

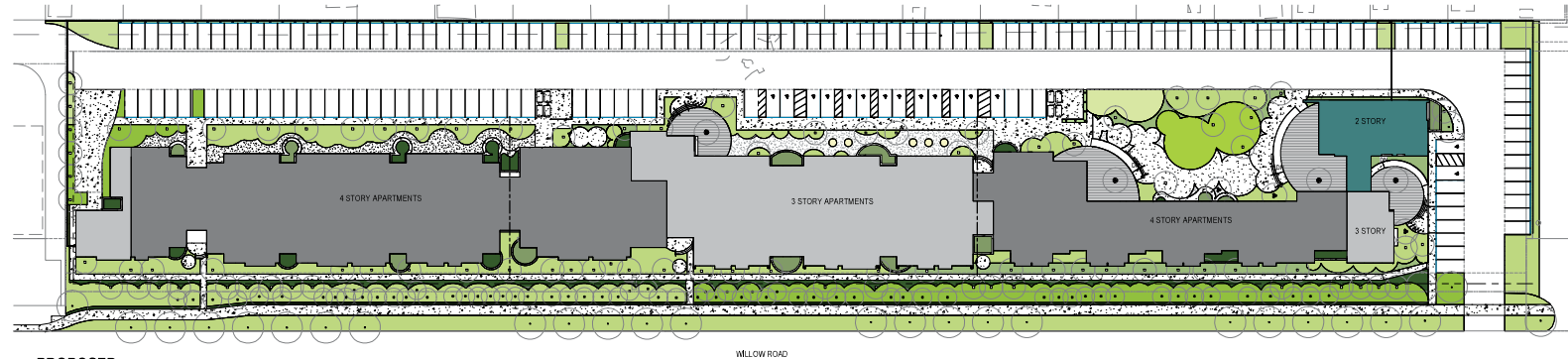
PARKING SPACES: 119 (39 WITHIN EXISTING PROPERTY BOUNDARY, REMAINING ON FRONTAGE RD.)

FAR: 50%

BUILDING HEIGHT: 2 STORIES, +/- 28'-30" MAX

OVERALL LOT DIMS: 917.9' x 140.21'

SETBACKS: FRONT: 10'
 SIDE: 10' (NORTH), 21' (SOUTH)
 REAR: 30'



1 PROPOSED BUILDING FOOTPRINT
 102' x 140'

PROPERTY BOUNDARY

PROPOSED

UNIT COUNT: 140 UNITS
 1BR: 66 UNITS
 2BR: 50 UNITS
 3BR: 24 UNITS

PARKING SPACES: 177

FAR: 103%

BUILDING HEIGHT: 4 STORIES, 54'-3" MAX

OVERALL LOT DIMS: ~941'-3 1/2" x ~174'-2 1/2"

SETBACKS: FRONT: 14'-7"
 SIDE: 6'-4" (SOUTH), 67'-3" (NORTH)
 REAR: 51'-4"

DEVELOPMENT COSTS

DEVELOPER: MidPen Housing Corporation
PROJECT: Gateway Family Housing
DATE: 8.2.18

Number of Dwelling Units	<u>140</u>
Gross Building Area (SF)	<u>168,000</u>
Net Rentable Area (SF)	<u>111,000</u>

	<u>TOTAL COST</u>	<u>\$ PER UNIT</u>	<u>\$ PER SF</u>	<u>% of TOTAL</u>
LAND COSTS				
Acquisition including Closing Costs	11,090,000	79,214	66	9%
TOTAL LAND COSTS	<u>11,090,000</u>	<u>79,214</u>	<u>66</u>	<u>9%</u>
DIRECT CONSTRUCTION COSTS				
Residential Site Work & Structures	64,571,532	461,225	384	54%
Contactor's Overhead & Profit	1,937,146	13,837	12	2%
General Conditions	2,353,509	16,811	14	2%
Construction Contingency	5,525,541	39,468	33	5%
Contractor's Bond & Insurance	968,573	6,918	6	1%
TOTAL CONSTRUCTION COSTS	<u>75,356,301</u>	<u>538,259</u>	<u>449</u>	<u>63%</u>
INDIRECT COSTS				
Local Permits and Impact Fees	1,527,055	10,908	9	1%
Architectural and Engineering Fees	2,989,281	21,352	18	3%
Consultants and Professional Services	102,500	732	1	0%
Developers Fee	12,515,400	89,396	74	11%
Indirect Soft Costs Contingency	265,000	1,893	2	0%
Relocation	6,230,000	44,500	37	5%
Legal	145,000	1,036	1	0%
TOTAL INDIRECT COSTS	<u>23,774,236</u>	<u>169,816</u>	<u>142</u>	<u>20%</u>
FINANCING COSTS				
Construction Loan Interest	5,501,430	39,296	33	5%
Construction Loan Fees/Expenses	704,398	5,031	4	1%
Permanent Loan Fees/Expenses	488,380	3,488	3	0%
Tax Credit Costs	144,001	1,029	1	0%
Capitalized Reserves	847,057	6,050	5.04	1%
Taxes and Insurance during construction	787,032	5,622	5	1%
TOTAL FINANCING COSTS	<u>8,472,298</u>	<u>60,516</u>	<u>50</u>	<u>7%</u>
RENT-UP COSTS				
Marketing /Advertising Expense	185,000	1,321	1	0%
Common Area Furnishings	200,000	1,429	1	0%
TOTAL RENT UP/MARKETING COSTS	<u>385,000</u>	<u>2,750</u>	<u>2</u>	<u>0%</u>
TOTAL DEVELOPMENT COSTS	<u>119,077,835</u>	<u>850,556</u>	<u>709</u>	<u>100%</u>
TOTAL DEVELOPMENT COSTS (NET OF DEFERRED AND RECONTRIBUTED DEVELOPER FEE)	<u>108,562,435</u>	<u>775,446</u>	<u>646</u>	

SOURCES OF FUNDS

DEVELOPER: MidPen Housing Corporation
PROJECT: Gateway Family Housing
DATE: 8.2.18

	CONSTRUCTION	PERMANENT
State, Local, Federal Assistance:		
San Mateo County - AHF 6.0	7,762,606	7,762,606
San Mateo County - AHF 5.0	2,214,779	2,214,779
San Mateo County - AHF 3.0	250,000	250,000
Existing City of Menlo Park Loan	3,527,385	3,527,385
New City of Menlo Park Loan	6,700,000	6,700,000
AHSC or MHP Loan		9,854,526
Construction Loan	80,220,137	
GP Contribution from existing reserve	1,110,000	1,110,000
GP Contribution		5,957,800
Seller Takeback Note	1,847,560	1,847,560
Deferred Developer Fee		4,557,600
Tax Credit Proceeds	2,005,074	40,101,479
Permanent Loan - Tranche A		15,056,700
Permanent Loan - Tranche B		16,637,400
CaHFA Residual Receipts Loan		3,500,000
Total Sources	105,637,541	119,077,835
Total Development Costs	105,637,541	119,077,835
GAP(Surplus)	0	0

RENT SCHEDULE

DEVELOPER: MidPen Housing Corporation
PROJECT: Gateway Family Housing

	% AREA MEDIAN	NO. OF UNITS	MONTHLY GROSS RENT	MONTHLY UTILITY ALLOWANCE	MONTHLY NET RENT	TOTAL MONTHLY RENT	GROSS ANNUAL RENT
ONE BEDROOM	20%						
	30%	<u>3</u>	<u>825</u>	<u>94</u>	<u>731</u>	<u>2,193</u>	<u>26,316</u>
	40%				-	-	-
	50%	<u>26</u>	<u>1,375</u>	<u>94</u>	<u>1,281</u>	<u>33,306</u>	<u>399,672</u>
	60%	<u>37</u>	<u>1,650</u>	<u>94</u>	<u>1,556</u>	<u>57,572</u>	<u>690,864</u>
TWO BEDROOM	20%						
	30%	<u>3</u>	<u>990</u>	<u>126</u>	<u>864</u>	<u>2,592</u>	<u>31,104</u>
	40%				-	-	-
	50%	<u>32</u>	<u>1,650</u>	<u>126</u>	<u>1,524</u>	<u>48,768</u>	<u>585,216</u>
	60%	<u>15</u>	<u>1,980</u>	<u>126</u>	<u>1,854</u>	<u>27,810</u>	<u>333,720</u>
THREE BEDROOM	20%						
	30%				-	-	-
	40%				-	-	-
	50%	<u>23</u>	<u>1,906</u>	<u>162</u>	<u>1,744</u>	<u>40,112</u>	<u>481,344</u>
	60%						
MANAGER		<u>1</u>					
TOTAL HOUSING UNITS		<u>140</u>			<u>9,554</u>	<u>212,353</u>	<u>2,548,236</u>

<i>Units @ or below 20% AMI</i>	<u>0</u>	<u>0%</u>	<i>of total units</i>
<i>Units @ or below 30% AMI</i>	<u>6</u>	<u>4%</u>	<i>of total units</i>
<i>Units @ or below 45% AMI</i>	<u>0</u>	<u>0%</u>	<i>of total units</i>
<i>Units @ or below 50% AMI</i>	<u>81</u>	<u>58%</u>	<i>of total units</i>
<i>Units @ or below 60% AMI</i>	<u>52</u>	<u>37%</u>	<i>of total units</i>

TOTAL VOUCHERS

		PAYMENT STANDARD
<i>1-bedroom</i>	<u>26</u>	<u>2,411</u>
<i>2-bedroom</i>	<u>32</u>	<u>3,018</u>
<i>3-bedroom</i>	<u>12</u>	<u>3,927</u>

30 YEAR CASH FLOW PROJECTION

DEVELOPER: MidPen Housing Corporation
 PROJECT: Gateway Family Housing

	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14
REVENUE														
Tenant Payments	\$ 2,548,236	\$ 2,611,942	\$ 2,677,240	\$ 2,744,171	\$ 2,812,776	\$ 2,883,095	\$ 2,955,173	\$ 3,029,052	\$ 3,104,778	\$ 3,182,398	\$ 3,261,958	\$ 3,343,506	\$ 3,427,094	\$ 3,512,771
Section 8 Payments	\$ 1,406,340	\$ 1,427,435	\$ 1,448,847	\$ 1,470,579	\$ 1,492,638	\$ 1,515,028	\$ 1,537,753	\$ 1,560,819	\$ 1,584,232	\$ 1,607,995	\$ 1,632,115	\$ 1,656,597	\$ 1,681,446	\$ 1,706,667
Other Revenue	\$ 16,800	\$ 16,968	\$ 17,138	\$ 17,309	\$ 17,482	\$ 17,657	\$ 17,834	\$ 18,012	\$ 18,192	\$ 18,374	\$ 18,558	\$ 18,743	\$ 18,931	\$ 19,120
Draw from Transition Reserve														
Less Residential Vacancy	\$ 128,252	\$ 131,445	\$ 134,719	\$ 138,074	\$ 141,513	\$ 145,038	\$ 148,650	\$ 152,353	\$ 156,149	\$ 160,039	\$ 164,026	\$ 168,112	\$ 172,301	\$ 176,595
Less Section 8 Vacancy	\$ 70,317	\$ 71,372	\$ 72,442	\$ 73,529	\$ 74,632	\$ 75,751	\$ 76,888	\$ 78,041	\$ 79,212	\$ 80,400	\$ 81,606	\$ 82,830	\$ 84,072	\$ 85,333
EFFECTIVE GROSS INCOME	\$ 3,772,807	\$ 3,853,528	\$ 3,936,064	\$ 4,020,457	\$ 4,106,751	\$ 4,194,991	\$ 4,285,221	\$ 4,377,489	\$ 4,471,842	\$ 4,568,328	\$ 4,666,999	\$ 4,767,904	\$ 4,871,097	\$ 4,976,631
OPERATING EXPENSES														
Operating Expenses	\$ 964,600	\$ 998,361	\$ 1,033,304	\$ 1,069,469	\$ 1,106,901	\$ 1,145,642	\$ 1,185,740	\$ 1,227,241	\$ 1,270,194	\$ 1,314,651	\$ 1,360,664	\$ 1,408,287	\$ 1,457,577	\$ 1,508,592
Bond Issuer Fee + County \$5,000 Fee	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
Services Fee	\$ 140,000	\$ 144,900	\$ 149,972	\$ 155,221	\$ 160,653	\$ 166,276	\$ 172,096	\$ 178,119	\$ 184,353	\$ 190,806	\$ 197,484	\$ 204,396	\$ 211,550	\$ 218,954
Total Operating Expenses	\$ 1,117,100	\$ 1,155,761	\$ 1,195,775	\$ 1,237,190	\$ 1,280,054	\$ 1,324,418	\$ 1,370,335	\$ 1,417,860	\$ 1,467,047	\$ 1,517,956	\$ 1,570,647	\$ 1,625,183	\$ 1,681,626	\$ 1,740,046
ANNUAL OPERATING EXPENSES	\$ 1,117,100	\$ 1,155,761	\$ 1,195,775	\$ 1,237,190	\$ 1,280,054	\$ 1,324,418	\$ 1,370,335	\$ 1,417,860	\$ 1,467,047	\$ 1,517,956	\$ 1,570,647	\$ 1,625,183	\$ 1,681,626	\$ 1,740,046
NET OPERATING INCOME	\$ 2,655,707	\$ 2,697,767	\$ 2,740,288	\$ 2,783,267	\$ 2,826,697	\$ 2,870,572	\$ 2,914,886	\$ 2,959,629	\$ 3,004,794	\$ 3,050,372	\$ 3,096,351	\$ 3,142,722	\$ 3,189,470	\$ 3,236,585
REPLACEMENT RESERVES														
Replacement Reserves	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000
Debt Service - Tranche A	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658
Debt Service - Tranche B	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753
Debt Service MHP or Other	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110	\$ 38,110
NET ANNUAL CASH FLOW	\$ 338,186	\$ 380,246	\$ 422,767	\$ 465,746	\$ 509,176	\$ 553,051	\$ 597,365	\$ 642,108	\$ 687,273	\$ 732,851	\$ 778,830	\$ 825,201	\$ 871,949	\$ 919,064
USES OF AVAILABLE CASH														
Asset Management Fee	\$ 7,500	\$ 7,725	\$ 7,957	\$ 8,195	\$ 8,441	\$ 8,695	\$ 8,955	\$ 9,224	\$ 9,501	\$ 9,786	\$ 10,079	\$ 10,382	\$ 10,693	\$ 11,014
Partnership Mgmt. Fee	\$ 25,000	\$ 25,750	\$ 26,523	\$ 27,318	\$ 28,138	\$ 28,982	\$ 29,851	\$ 30,747	\$ 31,669	\$ 32,619	\$ 33,598	\$ 34,606	\$ 35,644	\$ 36,713
Deferred Developer Fee	\$ 152,844	\$ 173,506	\$ 194,389	\$ 215,489	\$ 236,804	\$ 258,330	\$ 280,064	\$ 302,000	\$ 324,134	\$ 346,462	\$ 368,978	\$ 391,675	\$ 414,547	\$ 437,588
NET CASH FLOW	\$ 152,842	\$ 173,265	\$ 193,899	\$ 214,743	\$ 235,793	\$ 257,045	\$ 278,494	\$ 300,137	\$ 321,969	\$ 343,983	\$ 366,175	\$ 388,538	\$ 411,065	\$ 433,774
DISTRIBUTION OF RESIDUAL RECEIPTS														
City	\$ 45,853	\$ 51,979	\$ 58,170	\$ 64,423	\$ 70,738	\$ 77,113	\$ 83,548	\$ 90,041	\$ 96,591	\$ 103,195	\$ 109,853	\$ 116,561	\$ 123,319	\$ 130,125
County	\$ 45,853	\$ 51,979	\$ 58,170	\$ 64,423	\$ 70,738	\$ 77,113	\$ 83,548	\$ 90,041	\$ 96,591	\$ 103,195	\$ 109,853	\$ 116,561	\$ 123,319	\$ 130,125
CalHFA	\$ 15,284	\$ 17,326	\$ 19,390	\$ 21,474	\$ 23,579	\$ 25,704	\$ 27,849	\$ 30,014	\$ 32,197	\$ 34,398	\$ 36,618	\$ 38,854	\$ 41,106	\$ 43,375
MHP or Other	\$ 45,853	\$ 51,979	\$ 58,170	\$ 64,423	\$ 70,738	\$ 77,113	\$ 83,548	\$ 90,041	\$ 96,591	\$ 103,195	\$ 109,853	\$ 116,561	\$ 123,319	\$ 130,125
Seller Take Back														
NET CASH FLOW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Assumptions:	
Vacancy	5.0%
Debt Svc Coverage	1.15
Permanent Loan Amount: Tranche A	\$15,056,700
Interest Rate:	6.45%
Amortization Term (months):	480
Permanent Loan Amount: Tranche B	\$16,637,400
Interest Rate:	6.45%
Amortization Term (months):	480
Tax Credit Equity Pricing	\$1.00
Out-year calculations:	
Rental Income	2.50%
Section 8 Income	1.50%
Operating Exp	3.50%
Fee Escalator	3.00%
Replacement Reserves	0.00%

30 YEAR CASH FLOW PROJECTION

	Y15	Y16	Y17	Y18	Y19	Y20	Y21	Y22	Y23	Y24	Y25	Y26	Y27	Y28	Y29	Y30	30 Year Total
REVENUE																	
Tenant Payments	\$ 3,600,591	\$ 3,690,606	\$ 3,782,871	\$ 3,877,442	\$ 3,974,378	\$ 4,073,738	\$ 4,175,581	\$ 4,279,971	\$ 4,386,970	\$ 4,496,644	\$ 4,609,061	\$ 4,724,287	\$ 4,842,394	\$ 4,963,454	\$ 5,087,540	\$ 5,214,729	\$ 111,874,449
Section 8 Payments	\$ 1,732,267	\$ 1,758,251	\$ 1,784,625	\$ 1,811,395	\$ 1,838,565	\$ 1,866,144	\$ 1,894,136	\$ 1,922,548	\$ 1,951,386	\$ 1,980,657	\$ 2,010,367	\$ 2,040,522	\$ 2,071,130	\$ 2,102,197	\$ 2,133,730	\$ 2,165,736	\$ 52,792,149
Other Revenue	\$ 19,311	\$ 19,504	\$ 19,699	\$ 19,896	\$ 20,095	\$ 20,296	\$ 20,499	\$ 20,704	\$ 20,911	\$ 21,120	\$ 21,332	\$ 21,545	\$ 21,760	\$ 21,978	\$ 22,198	\$ 22,420	\$ 584,386
Draw from Transition Reserve																	\$ -
Less Residential Vacancy	\$ 180,995	\$ 185,505	\$ 190,128	\$ 194,867	\$ 199,724	\$ 204,702	\$ 209,804	\$ 215,034	\$ 220,394	\$ 225,888	\$ 231,520	\$ 237,292	\$ 243,208	\$ 249,272	\$ 255,487	\$ 261,857	\$ 5,622,942
Less Section 8 Vacancy	\$ 86,613																\$ 1,173,038
EFFECTIVE GROSS INCOME	\$ 5,084,561	\$ 5,282,856	\$ 5,397,067	\$ 5,513,866	\$ 5,633,316	\$ 5,755,476	\$ 5,880,413	\$ 6,008,189	\$ 6,138,874	\$ 6,272,534	\$ 6,409,239	\$ 6,549,063	\$ 6,692,077	\$ 6,838,358	\$ 6,987,982	\$ 7,141,027	\$ 158,455,004
OPERATING EXPENSES																	
Operating Expenses	\$ 1,561,393	\$ 1,616,041	\$ 1,672,603	\$ 1,731,144	\$ 1,791,734	\$ 1,854,445	\$ 1,919,350	\$ 1,986,528	\$ 2,056,056	\$ 2,128,018	\$ 2,202,499	\$ 2,279,586	\$ 2,359,372	\$ 2,441,950	\$ 2,527,418	\$ 2,615,877	\$ 49,795,235
Bond Issuer Fee + County \$5,000 Fee	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 375,000
Services Fee	\$ 226,617	\$ 234,549	\$ 242,758	\$ 251,255	\$ 260,048	\$ 269,150	\$ 278,570	\$ 288,320	\$ 298,412	\$ 308,856	\$ 319,666	\$ 326,103	\$ 326,023	\$ 325,481	\$ 324,450	\$ 322,900	\$ 7,077,937
Total Operating Expenses	\$ 1,800,510	\$ 1,863,090	\$ 1,927,861	\$ 1,994,899	\$ 2,064,283	\$ 2,136,095	\$ 2,210,421	\$ 2,287,348	\$ 2,366,968	\$ 2,449,374	\$ 2,534,665	\$ 2,618,189	\$ 2,697,895	\$ 2,779,930	\$ 2,864,367	\$ 2,951,278	\$ 57,248,171
ANNUAL OPERATING EXPENSES	\$ 1,800,510	\$ 1,863,090	\$ 1,927,861	\$ 1,994,899	\$ 2,064,283	\$ 2,136,095	\$ 2,210,421	\$ 2,287,348	\$ 2,366,968	\$ 2,449,374	\$ 2,534,665	\$ 2,618,189	\$ 2,697,895	\$ 2,779,930	\$ 2,864,367	\$ 2,951,278	\$ 57,248,171
NET OPERATING INCOME	\$ 3,284,051	\$ 3,419,765	\$ 3,469,206	\$ 3,518,968	\$ 3,569,033	\$ 3,619,381	\$ 3,669,992	\$ 3,720,841	\$ 3,771,906	\$ 3,823,160	\$ 3,874,575	\$ 3,930,873	\$ 3,994,183	\$ 4,058,427	\$ 4,123,614	\$ 4,189,750	\$ 101,206,833
REPLACEMENT RESERVES																	
Replacement Reserves	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 63,000	\$ 1,890,000
Debt Service - Tranche A	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 1,054,658	\$ 31,639,740
Debt Service - Tranche B	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 1,161,753	\$ 34,852,590
Debt Service MHP or Other	\$ 38,110																\$ 571,650
NET ANNUAL CASH FLOW	\$ 966,530	\$ 1,140,354	\$ 1,189,795	\$ 1,239,557	\$ 1,289,622	\$ 1,339,970	\$ 1,390,581	\$ 1,441,430	\$ 1,492,495	\$ 1,543,749	\$ 1,595,164	\$ 1,651,462	\$ 1,714,772	\$ 1,779,016	\$ 1,844,203	\$ 1,910,339	\$ 32,252,853
USES OF AVAILABLE CASH																	
Asset Management Fee	\$ 11,344																
Partnership Mgmt. Fee	\$ 37,815	\$ 38,949	\$ 40,118	\$ 41,321	\$ 42,561	\$ 43,838	\$ 45,153	\$ 46,507	\$ 47,903	\$ 49,340	\$ 50,820	\$ 52,344	\$ 53,915	\$ 55,532	\$ 57,198	\$ 58,914	
Deferred Developer Fee	\$ 460,789																
NET CASH FLOW	\$ 456,582	\$ 1,101,405	\$ 1,149,677	\$ 1,198,236	\$ 1,247,061	\$ 1,296,133	\$ 1,345,428	\$ 1,394,923	\$ 1,444,592	\$ 1,494,409	\$ 1,544,344	\$ 1,599,118	\$ 1,660,857	\$ 1,723,484	\$ 1,787,005	\$ 1,851,425	\$ 26,366,376
DISTRIBUTION OF RESIDUAL RECEIPTS																	
City	\$ 136,974	\$ 165,211	\$ 172,452	\$ 179,735	\$ 187,059	\$ 194,420	\$ 201,814	\$ 209,238	\$ 216,689	\$ 224,161	\$ 231,652	\$ 239,868	\$ 249,129	\$ 258,523	\$ 268,051	\$ 277,714	\$ 4,634,198
County	\$ 136,974	\$ 165,211	\$ 172,452	\$ 179,735	\$ 187,059	\$ 194,420	\$ 201,814	\$ 209,238	\$ 216,689	\$ 224,161	\$ 231,652	\$ 239,868	\$ 249,129	\$ 258,523	\$ 268,051	\$ 277,714	\$ 4,634,198
CalHFA	\$ 45,658	\$ 55,070	\$ 57,484	\$ 59,912	\$ 62,353	\$ 64,807	\$ 67,271	\$ 69,746	\$ 72,230	\$ 74,720	\$ 77,217	\$ 79,956	\$ 83,043	\$ 86,174	\$ 89,350	\$ 92,571	\$ 1,544,733
MHP or Other	\$ 136,974	\$ 165,211	\$ 172,452	\$ 179,735	\$ 187,059	\$ 194,420	\$ 201,814	\$ 209,238	\$ 216,689	\$ 224,161	\$ 231,652	\$ 239,868	\$ 249,129	\$ 258,523	\$ 268,051	\$ 277,714	\$ 4,634,198
Seller Take Back		\$ 550,703	\$ 574,838	\$ 599,118	\$ 623,531	\$ 648,066	\$ 672,714	\$ 697,462	\$ 722,296	\$ 747,204	\$ 772,172	\$ 799,559	\$ 830,428	\$ 861,742	\$ 893,502	\$ 925,712	\$ 10,919,048
NET CASH FLOW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Assumptions:	
Vacancy	5.0%
Debt Svc Coverage	1.15
Permanent Loan Amount: Tranche A	\$15,056,700
Interest Rate:	6.45%
Amortization Term (months):	480
Permanent Loan Amount: Tranche B	\$16,637,400
Interest Rate:	6.45%
Amortization Term (months):	480
Tax Credit Equity Pricing	\$1.00
Out-year calculations:	
Rental Income	2.50%
Section 8 Income	1.50%
Operating Exp	3.50%
Fee Escalator	3.00%
Replacement Reserves	0.00%

San Mateo County – Department of Housing Application for AHF 6.0 Funds (FY 2018-19)

Gateway Family Housing

1317-1385 Willow Road, Menlo Park, CA

Attachment III.E

Relocation Plan

Draft Relocation Plan prepared by Autotemp dated August 2017.

A U T O



T E M P

**Gateway Apartments
1317-1385 Willow Road
Menlo Park, CA**

RELOCATION PLAN

**Prepared for
MidPen Housing
303 Vintage Park Dr., Suite 250
Foster City, CA 94404**

by

**Autotemp
373 4th Street Suite 2A
Oakland, CA 94607**

August 2017

INTRODUCTION

Since its inception in 1970, MidPen Housing Corporation (MidPen or Developer) has earned a reputation as one of northern California's leading, non-profit sponsors and developers of assisted rental housing for low-, and moderate-income families, seniors, single adults and, persons with special needs.

The Corporation includes two other affiliated corporations; 'Mid-Peninsula Housing Management Corporation (MPHMC)' and, 'Mid-Peninsula Housing Services Corporation (MPHSC)'.

The housing management corporation is the affiliate which manages 86 properties in 29 cities and towns in the San Francisco/Monterey Bay regions. MPHMC has provided professional property management services for over twenty years. The service corporation (MPHSC) provides on-site service coordination; computer education programs for students, seniors and, persons with special needs; summer youth programs; arranges for on-site child care; and, provides a broad range of services and supports for MPHC residents.

MidPen proposes to acquire, and undertake an extensive redevelopment of the Gateway Apartments.

The Project

The proposed project, Gateway Apartments redevelopment, consists of 82 units: two studios, 24 one-bedrooms, 32 two-bedrooms and 24 three-bedroom units within six buildings. One of the three-bedroom units is a manager's unit. The property was originally built in the 1960s. It was purchased and lightly rehabbed in 1987 by MidPen. The property is currently 100% low-income housing, serving families. Given the age of the property, it is in significant need of revitalization.

The apartments are an existing affordable housing with a project based rental subsidy from the San Mateo County Housing Authority. Located at 1317-1385 Willow Road in Menlo Park, the apartments generally have a low vacancy rate, and is currently fully rented. The property currently offers laundry facilities and a community room.

The Developer proposes the demolition and reconstruction of the existing residential structures at 1317-1385 Willow Road. The Project, the proposed reconstruction, includes constructing a single three- and four- story building with up to 140 apartments with one, two, and three-bedroom apartments. The new development will have dedicated spaces for on-site management and resident services. Community spaces will include small flexible spaces that can be used for a wide array of activities and adapt as residents' needs evolve. Also included in the \$42m budget is the construction of a community room with kitchen, a computer lab, a classroom for after school programs, a fitness room, as well as active and passive outdoor common spaces.

The dwelling units which are the subject of this Relocation Program are located in the City of Menlo Park and County of San Mateo. The subject property is located between the Bayfront Expressway (CA 84) and U.S. 101. The area is generally comprised of commercial and residential uses, with nearby parks and schools. For the regional and site-specific locations, the subject property is shown at 'Project Site Maps' (**Attachment 1**).

The project will comply with all General Plan guidelines, housing element and zoning requirements of the City and is compatible with adjacent land uses. There is no foreseen negative impact on the surrounding neighborhood.

Prospective funding sources are conventional financing; 4% low income housing tax credits (LIHTC), City of Menlo Park BMR and former Redevelopment Agency funding, County of San Mateo AHF 3 and AHF 5 funds, along with a Project Based Section 8 (HAP) contract on 8a units from the San Mateo County Housing Authority.

As a result of the Project, all of the current households will be temporarily displaced, to allow redevelopment to occur in an orderly and safe manner. Prior to construction, any vacancies will be held vacant, to minimize disruption through the completion of the Project.

Autotemp, an experienced acquisition and relocation firm, has been selected to prepare this Relocation Plan ('Plan'), and will provide all subsequently required relocation assistance. In compliance with statutory requirements, the Plan has been prepared to evaluate the present circumstances and replacement housing requirements of the current Project occupants. The Developer will provide all

subsequently required relocation assistance to the households which will be temporarily displaced.

This Plan sets forth policies and procedures which would be necessary to conform to statutes and regulations established by the Federal, Uniform Relocation Act (46 U.S.C. § 4600 et seq.), its implementing regulations (49 C.F.R.) Part 24); and, the California Relocation Assistance Law, California Government Code Section 7260 et seq (the “CRAL”) and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section 6000 et seq. (the "Guidelines") for residential displacements and the funding agencies’ own rules and regulations.

It should be noted that, with certain narrow exceptions, Federal funds cannot be used for any “displaced person” who is an alien not lawfully present in the United States.

RELOCATION PLAN

This Relocation Plan has been prepared in accordance with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (the ‘Uniform Act’);); and, the California Relocation Assistance Law, California Government Code Section 7260 et seq (the “CRAL”) and the California Relocation Assistance and Real Property Acquisition Guidelines, Title 25, California Code of Regulations, Chapter 6, Section 6000 et seq. (the "Guidelines") for residential displacements, along with the funding agencies’ own rules and regulations.

No displacement activities will take place prior to the required reviews and approval of this Plan. In order to attain its overall development goals for the Project, it is the Developer’s intention to provide a fair and equitable relocation program for all eligible Project displacees.

A. General Demographic and Housing Characteristics

To obtain information necessary for the implementation of the Plan, interviews will be conducted with the current tenants on the Project site. Inquiries made of the occupants will include primary language in the home, disabilities and health problems, and preferences related to temporary replacement housing and location.

All information of a statistical nature supplied by property management was purely anecdotal in nature and not validated by documentary evidence such as will otherwise be required to comply with relocation qualifying criteria.

The standard housing density utilized provides for two (2) persons per bedroom and one person in a common living area for tenant occupied units although, this can be adjusted to include two persons in the common living area. There is currently no over-crowding.

Relocation activities will consider individual household needs to be close to public transportation, employment, schools, public/social services and agencies, recreational services, parks, community centers, or shopping.

Relocation Assistance information and assistance will be provided in the primary language of the displaced occupants, in order to assure that all displaced occupants obtain a complete understanding of the relocation plan and eligible benefits. Currently, English and Spanish are the spoken languages on site.

B. RELOCATION HOUSING RESOURCES AND NEEDS

The interview process will be used to determine housing preferences or reported need to be close to public transportation, employment, schools, public/social services and agencies, recreational services, parks, community centers, or shopping. In addition, health needs, which will require special consideration for accessibility, and perhaps proximity to medical facilities, will be identified. The interviews will be performed by relocation staff and confidentiality will be maintained.

The rehabilitation is currently scheduled to be completed in one 11.5 month phase. No household will be moved off-site for a period greater than one year.

C. REPLACEMENT HOUSING RESOURCES

A resource survey will be conducted prior to any mandatory displacement to identify available comparable, decent, safe and sanitary units, which are adequate in size, and contain the required number of bedrooms for each household, in the Menlo Park area. Referrals will be made to “open-market” housing. For the purposes of this

Plan, a survey of the nearby area found availability of sufficient housing to accommodate prospectively temporarily displaced households. These temporary resources are corporate housing, unfurnished apartments with all utilities, including local phone, gas, electric, cable and DSL. A per-diem allowance will not be required.

D. CONCURRENT RESIDENTIAL DISPLACEMENT

Based on the needs of the Project, there is no concurrent displacement, either by the Developers or others, which may impact upon the ability to relocate the Project occupants, based upon the findings of the housing resource study.

E. TEMPORARY HOUSING

There is no anticipated need for temporary housing beyond what is outlined in this Plan. Should such a need arise, the Developer will respond appropriately, and in conformance with all applicable laws and requirements.

F. PROGRAM ASSURANCES AND STANDARDS

There shall be adequate funds budgeted to relocate all temporarily displaced households. All displacement and re-housing services will be provided to ensure that displacement does not result in different, or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the California Fair Employment & Housing Act, and the Unruh Act, as well as any otherwise arbitrary, or unlawful discrimination.

All households received a Notice of Non-Displacement/General Information Notice (see Attachment 2) and will receive a minimum of a 90 day notice prior to their need to move, followed by a 30 day notice and a seven day notice, for those households being temporarily displaced. Upon completion of the redeveloped housing, no household will be economically displaced, with rents remaining unchanged due to the redevelopment.

G. RELOCATION ASSISTANCE PROGRAM

Autotemp staff is available to assist the temporarily displaced tenants with questions regarding relocation and/or assistance in relocating. Relocation staff can be contacted **Toll-free** at **888.202.9195** from 8:30 a.m. to 6:00 p.m., Monday through Friday and also available on-site by appointment. The Relocation Office is located at **373 4th Street, Suite 2A, Oakland, CA 94607**.

A comprehensive relocation assistance program, with technical and advisory assistance, will be provided to the households being displaced. Close contact will be maintained with each household. Specific activities will:

1. Fully inform eligible project occupants of the nature of, and procedures for, obtaining relocation assistance.
2. Determine the needs of each residential displacee eligible for assistance;
3. Provide assistance that does not result in different or separate treatment due to race, color, religion, national origin, sex, sexual orientation, marital status or other arbitrary circumstances;
4. Assist each eligible person to complete applications for benefits.
5. Make relocation benefit payments in accordance with the Guidelines, where applicable;
6. Inform all persons subject to displacement of the Developer's policies with regard to eviction and property management; and,
7. Establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of the Developer's decisions with respect to relocation assistance.

H. CITIZEN PARTICIPATION

The Developer will ensure the following:

1. Resident meetings will be held to promote education and understanding of the relocation program;
2. Full and timely access to documents relevant to the relocation program;
3. Provision of technical assistance necessary to interpret elements of the relocation program and other pertinent materials;
4. The Plan will be reviewed to ensure that it is feasible; and complies with locally-adopted rules and regulations governing relocation.

I. RELOCATION BENEFIT CATEGORIES

Benefits will be provided in accordance with URA, the CRAL, the Guidelines, and all other applicable regulations and requirements. Benefits will be paid upon submission of required claim forms and documentation in accordance with approved procedures. The Developer will provide appropriate benefits for any eligible household as required by the above laws and requirements.

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all displaced households. In the course of personal interviews and follow-up visits, each displaced household will be counseled as to available options and the consequences of any choice with respect to financial assistance.

Residential Moving Expense Payments

Any and all temporarily displaced households will be eligible to receive a payment for moving expenses. Moving expenses will be based on **Actual Reasonable Moving Expense Payments** – The displaced tenants will receive the services of a licensed, professional mover to perform the move; the Developer will pay for the actual cost of the move as follows. The payment will be made directly to the mover and may include:

- (a) Transportation of the displaced person and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless the Developer determines that relocation beyond 50 miles is justified.

- (b) Packing, crating, unpacking, and uncrating of the personal property.
- (c) Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property.
- (d) Storage of the personal property for a period not to exceed 12 months, unless the Developer determines that a longer period is necessary.
- (e) Insurance for the replacement value of the property in connection with the move and necessary storage.
- (f) The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.
- (g) Other moving-related expenses that are *not* listed as ineligible under § 24.301(h), as the Developer determines to be reasonable and necessary.

Temporary Relocation

Those households which need to be moved temporarily *off-site* for rehabilitation activities will be offered residential moving payments as outlined above. During their temporary move, housing costs, for eligible households, will be limited to their current rent plus utilities.

The Developer will pay any *increased* costs for housing, for eligible households, directly to the pre-arranged, temporary landlord. If a household does not return to Gateway Apartments upon notification of an available unit, any rental or relocation assistance will be terminated.

These potential replacement housing resources offer full amenities including kitchens and utilities, thus avoiding the need to provide a meal allowance per-diem.

Eligible households, subject to the Developer's approval, wishing to move temporarily from the project for the duration of their displacement, to housing *not* identified by the Developer (such as with family and/or friends) will be reimbursed, pursuant to a pre-determined schedule, for rental assistance to accommodate their household's reasonable preferences.

Due to the temporary nature of such a move, accommodations will also be made for storage of personal property, as *necessary*.

J. PAYMENT OF RELOCATION BENEFITS

Claims and supporting documentation for relocation benefits must be filed with the Developer within eighteen (18) months *from*:

- The date the claimant moves from the acquired property; **or**,
- The date on which final payment for the acquisition of real property is made, *whichever is later*.

The procedure for the preparation and filing of claims and the processing and delivery of payments will be as follows:

1. Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance.
2. Assistance amounts will be determined in accordance with the provisions of Relocation Law and guidelines, as may be applicable.
3. Required claim forms will be prepared by relocation personnel in conjunction with claimant(s). Signed claims and supporting documentation will be submitted by relocation personnel to the Developer.

4. The Developer will review, and approve claims for payment, or request additional information.
5. The Developer will issue benefit checks which will be delivered to the household, unless circumstances dictate otherwise.
6. Final payments will be issued after confirmation that the Project area premises have been completely vacated, and actual residency at the replacement unit is verified.
7. Receipts of payment will be obtained and maintained in the relocation case file.

No household will be displaced until “comparable” housing is located as defined above. Relocation staff will inspect any replacement units to which referrals are made to verify that they meet all the standards of decent, safe, and sanitary as defined in Section 24.2 (a) (8) of the Uniform Act.

No household will be entitled to a rental assistance or replacement housing payment if it chooses to move to a replacement unit which does not meet the standards of decent, safe, and sanitary housing.

K. RELOCATION TAX CONSEQUENCES

In *general*, relocation payments are *not* considered income for the purpose of the Internal Revenue Code of 1986, or the Personal Income Tax Law, Part 10, of the Revenue and Taxation Code. The above statement on tax consequences *is not* intended to be provision of tax advice by the Developer, MidPen, their Agents, Consultants or, Assigns. Displacees are encouraged to consult with their own, independent tax advisors concerning the tax consequences of relocation payments.

L. APPEALS POLICY

The appeals policy will follow the standards described in Section 6150 et seq. of the Guidelines. Briefly stated, the displaced tenants will have the right to ask for review when there is a complaint regarding any of their rights to relocation and relocation

assistance, such as a determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral.

M. EVICTION POLICY

Eviction by the Developer is permissible only as a last alternative. With the exception of persons considered to be in unlawful occupancy, a displaced person's eviction does not affect eligibility for relocation assistance and benefits. Relocation records must be documented to reflect the specific circumstances surrounding the eviction.

Eviction may be undertaken only for one or more of the following reasons:

1. Failure to pay rent, except in those cases where the failure to pay is due to the Lessor's failure to keep the premises in habitable condition; is the result of harassment or retaliatory action; or, is the result of discontinuation or substantial interruption of services;
2. Performance of a dangerous, and/or illegal act in the unit by tenant, tenant's guest(s) and/or invitee(s) or any combination thereof;
3. A material breach of the rental agreement and failure to correct breach within 30 days of notice;
4. Maintenance of a nuisance, and failure to abate within a reasonable time following notice;
5. Refusal to accept one of a reasonable number of offers of replacement dwellings;
6. A requirement under State, or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the public entity.

N. PROJECTED DATES OF DISPLACEMENT

Displaced households will receive a minimum of a Ninety (90)-day Notice-to-Vacate. Redevelopment is anticipated to begin in early 2019. This notice is expected to be

issued in late 2018 for those households being temporarily displaced.

Prior to moving, all temporarily displaced households will enter into a Memorandum of Understanding with the Developer, discussing each party’s responsibilities during the move.

O. ESTIMATED RELOCATION COSTS

MidPen Housing pledges to appropriate the necessary funds, on a timely basis, to ensure the successful completion of the project. Any and all required financial assistance will be provided. The anticipated budget for relocation benefits including implementation services and oversight is as follows:

Temporary Relocation- 82 Households- One Phase

Temporary Housing	\$5,730,000.00
Moving Assistance	\$ 315,000.00
Reasonable Accommodations	\$ 10,000.00
Relocation Services	\$ 175,000.00
Total	\$ 6,230,000.00

(Remainder of page intentionally left blank)

TABLE OF ATTACHMENTS

Attachment 1: Project Site Maps

Attachment 2: Notice of Non-Displacement/General Information Notice

ATTACHMENT 1: PROJECT SITE MAPS

Figure 1. Regional Site Location

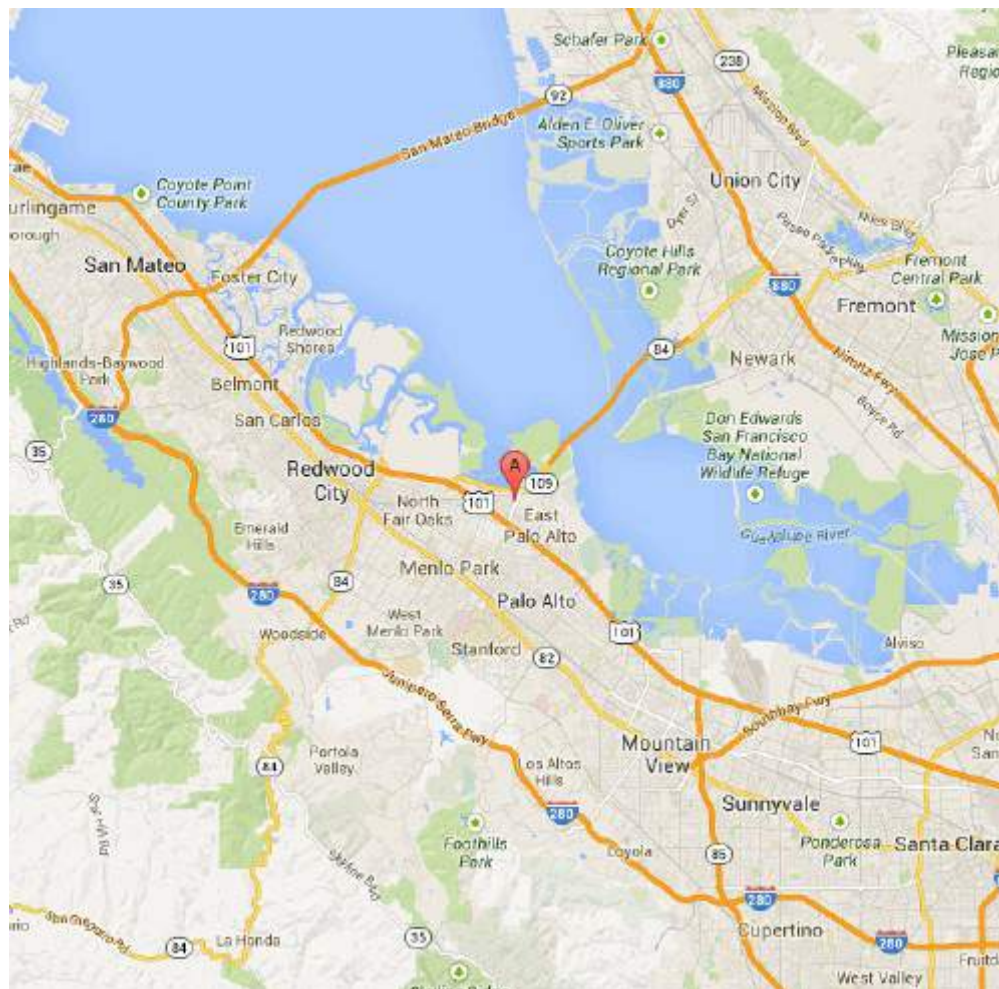


Figure 2. Site-specific Location

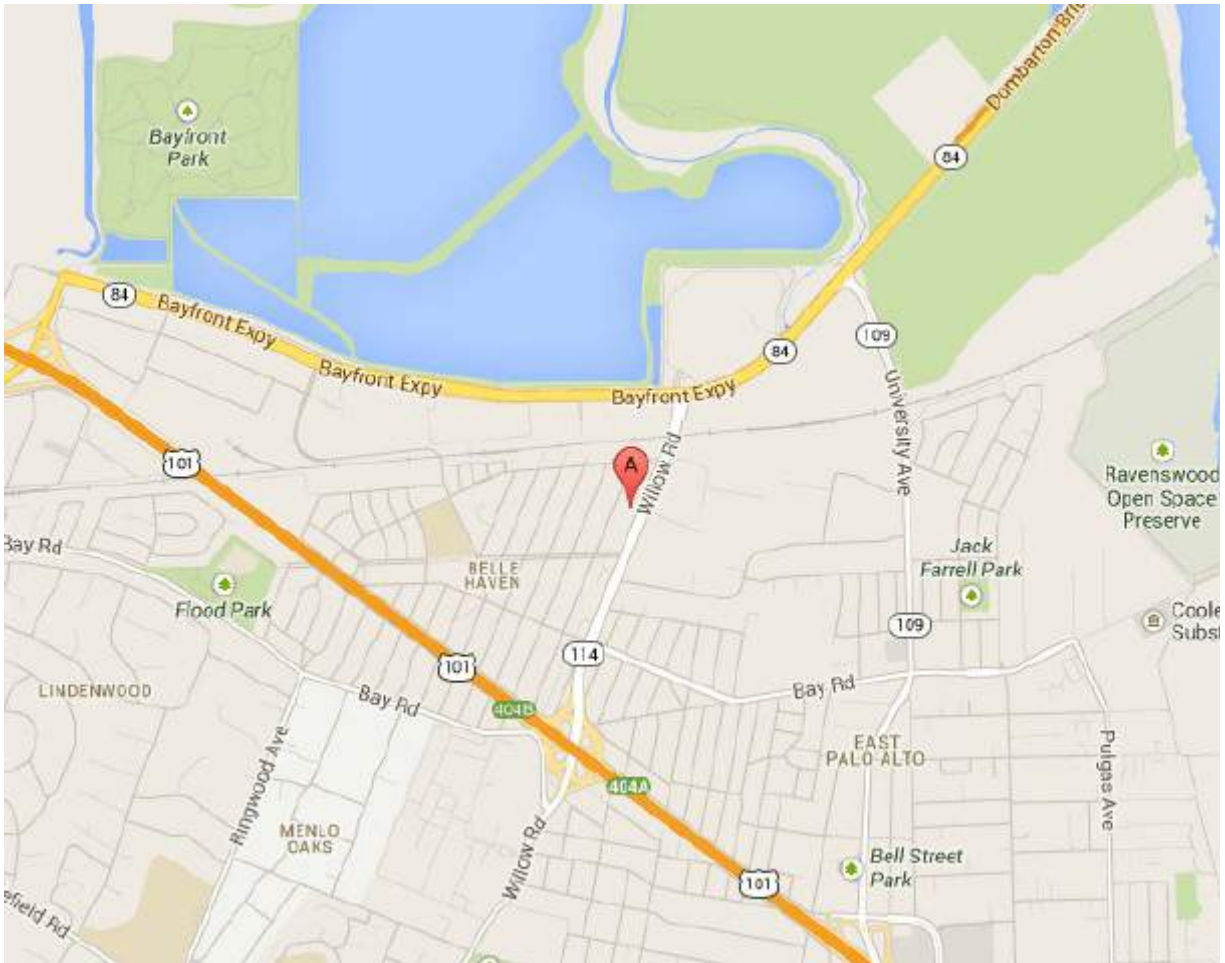
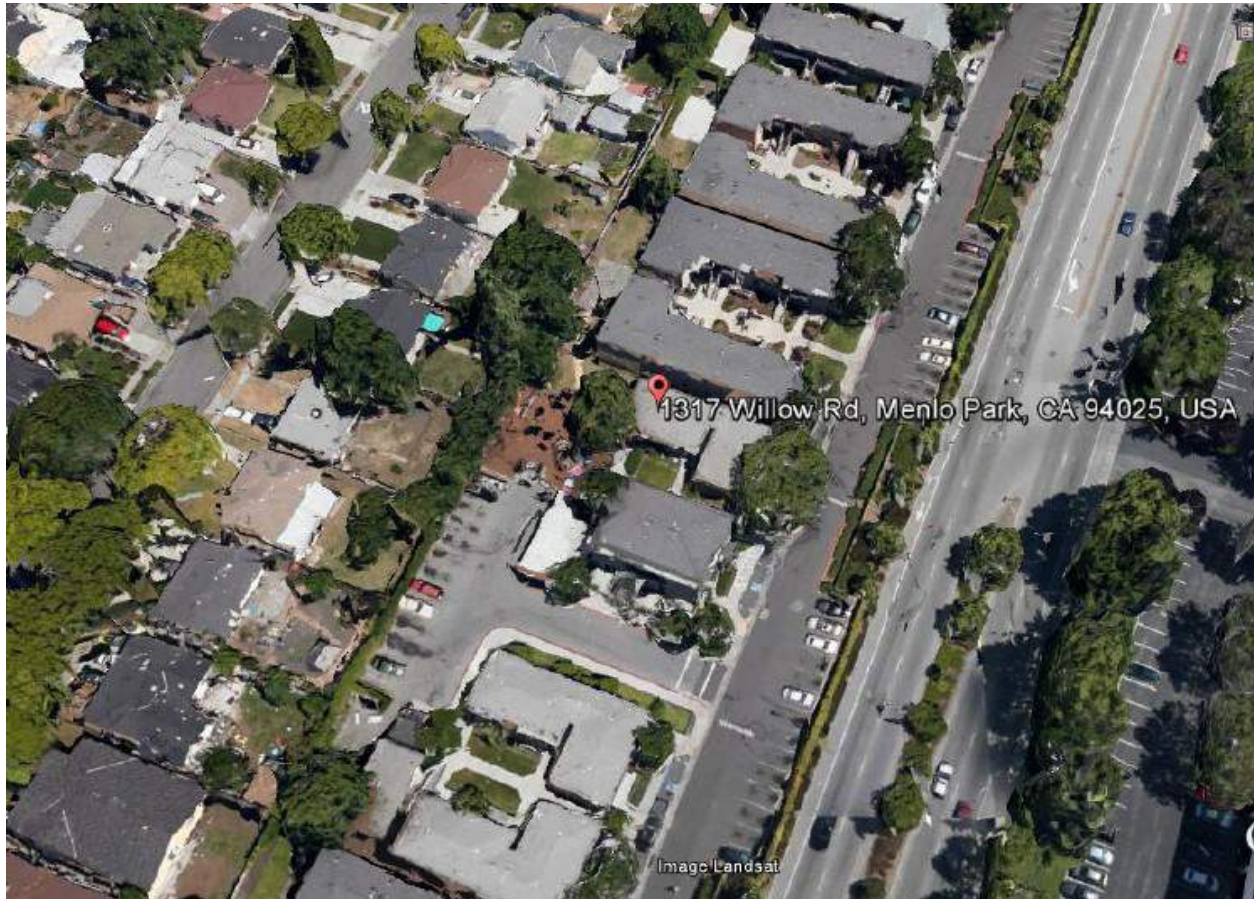


Figure 3. Overhead View



**ATTACHMENT 2:
Notice of Non-Displacement**

Notice of Non-Displacement Residential Occupant

Date:

_____ and All Other Occupants
1317-1333 Willow Road Apt _____
Menlo Park, CA 94025

Dear Gateway Apartments Resident:

MidPen Housing (MidPen) is a non-profit organization whose mission is to develop and operate affordable housing in northern California. MidPen manages the property that you currently occupy at Gateway Apartments in Menlo Park, CA.

As a landlord, MidPen works hard to provide a comfortable living environment for all of its residents. To that end, we are in the preliminary stages of evaluating feasibility, scope, and funding options for the renovation of Gateway Apartments. At this time, there is not a concrete proposal or timeline for work that may be completed.

The purpose of this notice is to inform you that you will not be permanently displaced in connection with the proposed project.

However if MidPen is able to proceed with the rehabilitation plans, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you, including moving costs and any increase in housing costs and you will be reimbursed for all reasonable out of pocket expenses. MidPen has retained the professional firm of Autotemp to assist in the planning and logistics of any temporary relocation that may be required if/when rehabilitation is undertaken.

Again, this is not a notice to vacate the premises or a notice of relocation eligibility. You should continue to pay your monthly rent to your landlord because a failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to temporarily vacate or to move before receiving formal written notice from MidPen. If you move or if you are evicted before receiving such notice, you may not be eligible to receive any assistance.

If MidPen decides to proceed with the rehabilitation and temporary relocation becomes necessary, Autotemp will contact you directly with more information about the proposed project. In the meantime, should you have any questions about this or any other relocation issues please contact Jessica Garliepp by phone at 888.202.9195 ext 5.

Sincerely,

RESOLUTION NO. 6490

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING A LOAN IN THE AMOUNT OF UP TO \$6,700,000 FROM THE
BELOW MARKET RATE (BMR) FUND TO MIDPEN HOUSING FOR THE
CONSTRUCTION AND PERMANENT FINANCING OF A 140-UNIT
APARTMENT COMPLEX LOCATED AT 1317-1385 WILLOW ROAD**

The City Council Finds:

WHEREAS, the opportunity to increase BMR housing remains a need in Menlo Park; and

WHEREAS, the BMR Housing Fund allows the construction of units for inclusion in the BMR Program as an eligible use; and

WHEREAS, MidPen Housing proposes to develop, and manage these units located at 1317-1385 Willow Road in Menlo Park; and

WHEREAS, the City of Menlo Park affirms the City's commitment to assist those eligible for BMR housing by making units available.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Menlo Park hereby (a) approves a funding commitment for the construction of 140 rental units and a total loan of \$6.7 million (b) all loan proceeds shall be funded from the City's BMR Fund with the loan documents and affordability restrictions to be subject to review and approval of the City Attorney and City Manager consistent with the terms of other loans from the BMR Fund; and (c) the City Manager is authorized to execute any and all documents necessary to consummate such loan and fee payments on behalf of the City of Menlo Park.

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 twenty-sixth day of March, 2019, by the following votes:

YES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-sixth day of March, 2019.

Judi A. Herren
City Clerk

**City of Menlo Park
Below Market Rate Housing Financial Report**

Below Market Rate Housing Special Fund	2013-14	2014-15	2015-16	2016-17	2017-18
Beginning balance	\$10,629,904	\$11,751,144	\$14,135,309	\$16,884,108	\$18,652,660
Fiscal Year Activity					
Charges for Services	81,277	2,388,210	3,788,681	1,824,526	6,109,892
Use of Money and Property	114,817	178,194	149,505	125,374	125,117
Expenditures	(155,522)	(182,238)	(97,368)	(181,348)	(217,983)
Proceeds from the Sale of Assets	1,080,667	0	0	0	0
Prior period adjustment	0	0	(1,092,019)	0	0
Ending balance	\$11,751,144	\$14,135,309	\$16,884,108	\$18,652,660	\$24,669,685
Adjustment for notes and interest receivable	(\$3,747,401)	(\$6,170,550)	(\$9,106,832)	(\$8,823,986)	(\$8,861,591)
Adjusted available balance	\$8,003,743	\$7,964,759	\$7,777,276	\$9,828,674	\$15,808,095

Below Market Rate Housing Special Fund Expenditures	2017-18
Project Expenditures:	
Other expenditures	\$217,983
Total Expenditures:	\$217,983

Below Market Rate Housing Special Fund Future Projects	2018-19	2019-23	Total
1317-1385 Willow Road	\$6,700,000	\$0	\$6,700,000
2018 NOFA	0	11,500,000	11,500,000
		Total	\$18,200,000



STAFF REPORT

City Council
Meeting Date: 3/26/2019
Staff Report Number: 19-055-CC

Regular Business: Reaffirm the Transportation Master Plan goals and approve the prioritization strategy for projects identified as part of the Transportation Master Plan

Recommendation

Staff recommends that the City Council reaffirm the Transportation Master Plan goals and approve the prioritization strategy for projects identified as part of the Transportation Master Plan.

Policy Issues

The development of a Transportation Master Plan was included as one of the top six priority projects in the City Council's adopted 2018 work plan and was included again as one of the top five priorities in the 2019 Work Plan. It was also one of the highest priority implementation programs in the 2016 general plan circulation element.

Background

The Transportation Master Plan (TMP) and Transportation Impact Fee (TIF) Program is the highest priority program following the adoption of the ConnectMenlo general plan land use and circulation elements in November 2016. The circulation element was last updated in 1994, although several modal- or area-specific plans (e.g., comprehensive bicycle development plan; sidewalk master plan; El Camino Real/Downtown specific plan) were created since then. The circulation element has seven goals (Attachment A) and 86 policies and programs that establish the framework for the City's priorities related to multi-modal transportation. The TMP builds from the policy context of the circulation element to identify infrastructure projects and strategic programs, then prioritize them for implementation. The TIF Program will assess the responsibility of new development to help fund the infrastructure projects identified in the TMP, and allow the City to update the fee program, which was last updated in 2009.

TMP initiation and current status

The TMP process was kicked off in June 2017 and started with outreach events during the summer and fall of 2017 to collect community feedback on transportation issues within the City. City Council also appointed the 11-member Oversight and Outreach Committee (Committee) in August 2017 to:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft Master Plan materials and submittals
- Guide and keep the project process on track to meet the key milestones
- Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities

Staff has met with the Committee seven times from October 2017 to December 2018, reviewing the goals, prioritization criteria and most recently, the draft strategies and recommendations. At their meeting

December 6, 2018, the Committee requested additional time to regroup the list of projects so that they were easier to understand and prioritize while not delaying the updated to the TIF update program. On February 12, 2019, City Council approved a contract amendment to:

- Separate the TIF Program update from the TMP approval process and beginning the update earlier including preparing cost estimates for the proposed improvements
- Regroup and reorganize the list of projects prior to prioritization
- Add one additional Committee meeting with additional outreach activities for the community
- Prepare additional analyses to respond to questions on traffic flow, vehicle miles traveled (VMT) projections and net new trip generation from future development

Since approval of the contract amendment, the consultant team has started preparing the cost estimates for the projects to include in the TIF program, and staff has met with the Complete Streets Commission (CSC) TMP subcommittee to get feedback on the regrouping and reorganizing of the project list. The CSC subcommittee also provided additional feedback on bicycle routes and how they would connect various destinations within the city which staff is incorporating into the prioritization criteria.

Materials, including staff reports, presentations, and outreach materials from the prior meetings are available at the City's project website (Attachment D.)

Analysis

When the City Council made their commission and committee appointments for 2019, Mayor Mueller and City Councilmember Nash were appointed to serve as the City Council representatives to the Transportation Master Plan Oversight and Outreach Committee (Committee.) As new members to the Committee, staff met with the two City Councilmembers to brief them on the Committee's work. To ensure that the final recommendation from the Committee is consistent with the current City Council's goals and confirm that the Committee and staff continue to head in the direction desired by the City Council, staff was asked to present this report regarding the TMP project prioritization process and TMP goals to the City Council for a policy discussion and approval prior to the next Committee meeting.

Goals

City staff and the W-Trans team initiated work on the project with collecting input from the community on how the City should prioritize transportation improvements. Feedback was collected through various methods, attending community events such as the Downtown block party and Summer Concert Series at Kelly Park, hosting a project online open house, and convening three walking workshops held in different parts of the City. From these various mechanisms for feedback and engagement, the top priorities from the community were identified to include:

- Safer bike and pedestrian crossings
- Reducing delays and travel time
- Safe and convenient bicycle connectivity
- Minimizing cut-through traffic on residential streets

Lesser priorities were related to regional and local transit service.

As a result of this feedback and other policies identified through ConnectMenlo and the climate action plan, three key goals focused around safety, sustainability, and mobility choice were identified for the TMP:

1. Safety: Vision Zero – Eliminate traffic fatalities and reduce the number of non-fatal collisions by 50 percent by 2040.
2. Sustainability: Enable the City to meet the goals of the climate action plan, including a 27 percent greenhouse gas emission reduction.

3. Mobility choice: Design transportation projects to accommodate all modes and people of all abilities. Encourage the use of lower emission modes such as walking, biking and transit.

Staff has met with the City Council representatives Mueller and Nash about the goals of the TMP, and received feedback from Mayor Mueller that the goals should include a congestion relief/management goal. Although to-date, congestion relief has not been identified as a TMP goal, it is included as one of the prioritization criteria to rank the projects and was considered as projects were identified to be included in the TMP. It is reflected in one of the seven goals in the ConnectMenlo circulation element under sustainable transportation by increasing mobility options to reduce traffic congestion, greenhouse gas emissions and commute travel time (Attachment A), which in turn are related to two of the TMP goals, sustainability and mobility choice. The Circulation Element also included several policies that are aimed at reducing congestion, minimizing cut-through traffic on neighborhood streets and discouraging the use of city streets as alternatives to, or connectors of, State and federal highways (Attachment A).

Staff would like to confirm that the City Council agrees with the three identified goals of the TMP. Staff recommends the City Council consider the following options, with draft language provided for each:

1. Reaffirm goals as currently stated above.
2. Revise current goals to incorporate reference to congestion management:
Mobility choice: Increase mobility options to accommodate people of all abilities by reducing traffic congestion and travel time by encouraging the use of lower emission modes such as walking, biking and transit.
3. Add a new goal:
Congestion management: Manage traffic congestion to reduce travel time on city streets and minimize cut-through traffic on neighborhood streets.

If the City Council decides to add a congestion management goal, staff recommends increasing the point value for that prioritization criteria as described in the next section, but does not anticipate that the proposed project list would be modified at this time.

Prioritization strategy

The draft strategies and recommendations identified by staff and the consultant team included more than 190 projects. The updated project lists were included in the staff report at the December 6, 2018 Committee meeting and are included as Attachment B. Because there are a large number and some extremely complex projects, it has been challenging for community members to review the project list, and staff anticipates it would continue to be difficult to prioritize them without additional context or a framework to further categorize them. Following TMP adoption, the City's 5-year Capital Improvement Program (CIP) would be used to execute on project planning, design and construction phases for implementation of each project. To improve transparency between the TMP and future CIP programming efforts, staff has grouped the projects into five categories as described in Table 1 based on implementation timing and cost. A detailed list of the projects in each category is included in Attachment C.

Table 1: Implementation groups		
Category	Description ¹	Approximate number of projects
Relatively straightforward projects	Projects that are easy to implement and lower in costs	35
Design-complex projects	Projects that require more design, but cost less than \$1 million	42
Outreach-complex projects	Projects that require more outreach due to on-street parking removal	29
Large infrastructure projects	Projects that require more design and outreach and cost more than \$1 million	15
Regional projects	Projects where the City would not be the Lead Agency	4
¹ More detailed cost estimates for each project will be developed in the future.		

The projects in each of these categories can then be prioritized against each other. By prioritizing projects within each implementation group, there would no competition for resources across projects that can be implemented quickly (e.g., repainting a crosswalk) versus those that will need more dedicated staff time or significant financial resources.

Based on community input during the initial outreach phase of the TMP in summer and fall 2017 and Committee feedback, staff and the consultant team identified nine prioritization criteria. These criteria would be used to rank and prioritize the projects identified in the master plan and include the following:

Table 2: Prioritization criteria	
Safety	Congestion relief/management
Ease of implementation*	Transportation sustainability
Greenhouse gas reduction/person throughput	Location of school
Opportunities for green stormwater infrastructure	Sensitive populations (daycares, senior centers, communities of concern)
Cost*	
*These criteria were used to develop project Implementation Groups, assess feasibility and to develop the TIF. However, they will not be scored for each project since generally projects within each Implementation Group will have a similar cost and ease of implementation.	

Each prioritization criteria would be given a numerical value. A few of the criteria including safety, transportation sustainability, greenhouse gas reduction, schools and congestion management/relief were given additional weight based on the TMP goals and feedback we received from the Committee. Each project could receive a maximum score of 70 points. Should the City Council decide to add a congestion management goal as described in the prior section, staff recommends increasing the potential points for that criteria to correspond to its importance as a TMP goal (see Table 3 below.)

Table 3: Proposed scoring system		
Criteria	Description	Potential points
Safety	Improves safety and closes gaps in pedestrian and bicycle infrastructure	20 points
Transportation sustainability	Promotes the use of bicycle, pedestrian and transit modes	10 points
Greenhouse gas reduction	Promote fewer emissions and helps to achieve climate action plan goals	10 points
Schools	Improves access and accommodates all modes to schools	10 points
Congestion relief/management ¹	Manages congestion and minimizes cut-through traffic	10 points ¹
Sensitive population	Located near daycares, senior centers or communities of concern	5 points
Green stormwater infrastructure	Provide ways to include green stormwater infrastructure	5 points
Subtotal		70 points ²
¹ Staff recommends increasing the points attributed to this criterion if it is added as a modification to the existing Mobility Choice goal to 15 points. If it is added as a new goal (option 3), increasing to 20 points. ² The modifications described in footnote 1 would increase the total points to 75 or 80, respectively.		

Each individual project’s total score would be calculated based on this scoring system and then ranked against each other in their respective categories. Staff is seeking City Council confirmation regarding the prioritization criteria and the relative importance of each of the criteria as defined by the maximum number of points for that criteria. If the City Council agrees with this methodology, staff will score the projects within each implementation group and share the results with the Committee at their next meeting for their feedback prior to the next round of community engagement.

Next steps and schedule

Following this City Council meeting, staff plans to meet with the Committee April 23, 2019. An online survey and community open house would follow in May/June 2019. It is critical to meet this May/June 2019 community meeting milestone to provide the community a chance to weigh in on projects under consideration in the TMP prior to summer, when it is more challenging to schedule community meetings.

Below is the proposed project schedule which includes advancing the TIF Program update in parallel:

Table 4: Revised project schedule	
Task	Schedule
City Council review of prioritization process	March 26, 2019
Committee meeting No. 8 review of project groupings and prioritization process	April 23, 2019
Community workshop and online open house	May/June 2019
City Council study session of draft TIF Program update	Summer 2019
City Council adoption of TIF Program update	Fall 2019
Committee meeting No. 9 and CSC review of draft TMP	Fall 2019
City Council review and adoption of TMP	End of 2019

Impact on City Resources

No additional funding or resources are being requested at this time.

Environmental Review

The City Council’s authorization to reaffirm the goals and approve the prioritization strategy for projects amend the agreement for the TMP is not a project under the California Environmental Quality Act Guidelines. Future project actions will comply with environmental review requirements under the California Environmental Quality Act.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. An update was distributed to the Transportation Master Plan email list Friday, March 22, 2019, to notify interested stakeholders about this agenda item.

Attachments

- A. Circulation Element Goals and Policy Excerpts
- B. Hyperlink – Transportation Master Plan Committee staff report: menlopark.org/DocumentCenter/View/19083/SR-D2---OOC-Feedback-on-Updated-MP-recommendations
- C. Project groupings by implementation timing and cost
- D. Hyperlink – City’s project website: menlopark.org/TMP.

Report prepared by:
Kristiann Choy, Senior Transportation Engineer

Report reviewed by:
Nicole H. Nagaya, Assistant Public Works Director

The Circulation Element adopted in 2016 has seven goals, as summarized below, with references to traffic congestion underlined for emphasis.

1. Safe Transportation System	Provide and maintain a safe, efficient, attractive user-friendly circulation system that promotes a healthy, safe and active community and quality of life throughout Menlo Park
2. Complete Streets	Increase accessibility for and use of streets by pedestrians, bicyclists and transit riders.
3. Sustainable Transportation	Increase mobility options to reduce <u>traffic congestion</u> , greenhouse gas emissions, and commute travel time.
4. Health and Wellness	Improve Menlo Park's overall health, wellness, and quality of life through transportation enhancements.
5. Transit	Support local and regional transit that is efficient, frequent, convenient and safe.
6. Transportation Demand Management	Provide a range of transportation choices for the Menlo Park community.
7. Parking	Utilize innovative strategies to provide efficient and adequate vehicle parking.

Policy references to congestion relief, management, and reduction of cut-through traffic occur in the Circulation Element as follows, with sections underlined for emphasis:

- CIRC-2.5: Neighborhood Streets. Support a classification system with target design speeds that promotes safe, multimodal streets, and minimizes cut-through and high-speed traffic that diminishes the quality of life in Menlo Park's residential neighborhoods.
- CIRC-2.6: Local Streets as Alternate Routes. Work with appropriate agencies to discourage the use of City streets as alternatives to, or connectors of, State and federal highways; to encourage improvement of the operation of US 101; and to explore improvements to Bayfront Expressway (State Route 84) and Marsh Road (and its connection to US 101), with environmental protection for adjacent marsh and wetland areas, to reduce regional traffic on Willow Road (State Route 114).
- CIRC-2.15: Regional Transportation Improvements. Work with neighboring jurisdictions and appropriate agencies to coordinate transportation planning efforts and to identify and secure adequate funding for regional transportation improvements to improve transportation options and reduce congestion in Menlo Park and adjacent communities.

	LOCATION	PROJECT	PROJECT DETAILS	COST
REGIONAL PROJECTS (City not Lead Agency)				
9	Bayfront Expy	Bayfront Expy Multimodal Corridor Project	<ul style="list-style-type: none"> Install shoulder-running peak hour bus lane on Bayfront Expy Install TSP at signalized intersections 	PP
11	Bayfront Expy	Dumbarton Corridor Project	<ul style="list-style-type: none"> Implement Dumbarton Transportation Corridor Study alternative with improved mixed flow and managed lane connections, including grade separations with revised access at University Ave, Willow Rd, Chilco St, Marsh Rd, and Chrysler Dr 	PP
12	Dumbarton Rail	Dumbarton Corridor Project	<ul style="list-style-type: none"> Support reactivation of Dumbarton Rail service between East Bay and Peninsula 	PP
13	Dumbarton Rail Corridor Trail from Marsh Rd to University Ave	Dumbarton Corridor Project	<ul style="list-style-type: none"> Construct Class I Multi-Use Path 	PP
LARGE INFRASTRUCTURE PROJECTS (\$\$\$ OR MORE)				
1	Haven Ave from Marsh Rd to Haven Court	Bayfront Expy Multimodal Corridor Project	<ul style="list-style-type: none"> Construct Class I Multi-Use Path from Marsh Rd to Atherton Channel Establish Class II Bicycle Lanes from Haven Court to Atherton Channel Install Bicycle and Pedestrian crossing upgrades 	\$\$\$
2	Bayfront Expy & Marsh Rd	Bayfront Expy Multimodal Corridor Project	<ul style="list-style-type: none"> Modify southbound Haven Ave to left turn, shared through-right and right-turn lane Install Bicycle and Pedestrian crossing upgrades 	PF
8	Bayfront Expy & Willow Rd	Bayfront Expy Multimodal Corridor Project	<ul style="list-style-type: none"> Install bike signals across north Bayfront Expy leg and west Willow Rd leg Install high-visibility crosswalks and cross-bike markings Reconstruct eastbound Willow Rd right-turn channelizing island to improve pedestrian access and provide space for shoulder-running bus lane Remove southbound Bayfront Expy channelizing island to provide space for shoulder-running bus lane and restripe with a right-turn lane and add right-turn overlap phase Modify traffic signal to accommodate channelized right turn modifications Install Transit Signal Priority (TSP) for queue jumps by shoulder-running buses on northbound and southbound Bayfront Expy approaches 	\$\$\$
14	Marsh Rd from Bay Rd to Scott Dr	Marsh Rd Bicycle Network Improvement	<ul style="list-style-type: none"> Bay Rd to Florence St: Establish Class II Buffered Bicycle Lanes in both directions (requires removal of parking on the north side of street) Florence St to Scott Dr: Establish Class II Buffered Bicycle Lanes in both directions. Remove or modify existing median to allow the eastbound bike lane to be transitioned to the left of the right-most eastbound through lane at Scott Dr 	\$\$\$
37	Willow Rd b/w Bayfront Expy & US 101 (long-term)	Willow Rd Corridor Improvement Project – Alternative C	<ul style="list-style-type: none"> Install eastbound Willow Rd one-way Class IV separated bikeway between Hamilton Ave and Us 101 Willow Rd interchange Install westbound Willow Rd one-way Class IV separated bikeway between Dumbarton Rail Corridor and US 101 Willow Rd interchange 	\$\$\$\$
47	Willow Rd & Middlefield Rd	Willow Rd Corridor Improvement Project	<ul style="list-style-type: none"> Remove westbound Willow Rd channelized right turn, and modify signal to include westbound right-turn overlap Modify traffic signal to included protected northbound and southbound left-turn phasing. Restripe northbound Middlefield Rd approach to include one left-turn lane, one through lane, one bike lane, and one right-turn lane. Restripe southbound Middlefield Rd approach to include one left-turn lane, one through lane, one through-right turn lane, and one bike lane. Extend bike box on northbound Middlefield Rd approach to encompass both the left-turn lane and the through lane. Install bike boxes on the eastbound and westbound Willow Rd approaches. Construct pedestrian facilities on east side of Middlefield Rd between Woodland Ave and Willow Rd 	\$\$\$

	LOCATION	PROJECT	PROJECT DETAILS	COST
78	Ravenswood Caltrain Crossing	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Safety improvement to separate Ravenswood Ave from Caltrain tracks and Alma St to eliminate at-grade vehicle, pedestrian, and bicycle crossings • Alternative A, which would bring Ravenswood Ave below the Caltrain tracks, was selected as the preferred alternative, though additional study is being conducted to explore other options • Establish Class II Bicycle Lanes from Caltrain Railroad tracks to Noel Drive • Coordinate with future potential Peninsula Bikeway planning efforts PP 	PP
81	Middle Ave Caltrain Crossing	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Construct pedestrian and bicycle crossing at El Camino Real/Middle Ave intersection • Connect to future plaza, to be funded and constructed via private development (Middle Plaza) • Install pedestrian crossing improvements across Alma St from Caltrain Crossing to Burgess Park 	PP
84	El Camino Real within City Limits	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> • Encinal Ave to Valparaiso Ave-Glenwood Ave: Remove parking along east side of El Camino Real. Remove rightmost southbound travel lane on El Camino Real, no parking lane present southbound. • Valparaiso Ave-Glenwood Ave to Oak Grove Ave: Remove parking along both sides of El Camino Real. • Oak Grove Ave to Santa Cruz Ave: Remove parking along both sides of El Camino Real. • Santa Cruz Ave to Ravenswood Ave-Menlo Ave: Remove parking along west side of El Camino Real. Designate Class III Bicycle Route northbound along segment due to right-of-way constraints in lieu of Class II Buffered Bicycle Lane. • Ravenswood Ave-Menlo Ave to Roble Ave: Remove median for entire length of segment. Widen sidewalk facility on east side of El Camino Real to 15 feet for a Class I Multi-Use Path in lieu of Class II Buffered Bicycle Lane. • Roble Ave to Middle Ave: Remove parking along east side of El Camino Real. • Middle Ave to Cambridge Ave: Remove parking along both sides of El Camino Real. • Cambridge Ave to Creek Dr: Remove parking along both sides of El Camino Real. • Creek Dr to Sand Hill Rd: Widen existing bridge over San Fransquito Creek or construct a pedestrian and bicycle bridge to install a Class 1 Multi-Use Path west of El Camino Real to connect from Sand Hill Rd to Creek Dr. 	PP
85*	El Camino Real & Encinal Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> • Transition bicycle lane into bicycle route and install green-backed sharrows on right-turn lane and green conflict striping approaching the right-turn lane • Install crosswalk on south El Camino Real leg • Upgrade all crosswalks to high-visibility • Replace existing southbound El Camino Real shared thru-right turn lane with right-turn lane 	\$\$
86*	El Camino Real & Glenwood Ave-Valparaiso Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> • Restripe crosswalk on south El Camino Real leg to straighten • Upgrade all crosswalks to high visibility • Transition bicycle lane into bicycle route and install green-backed sharrows in right-turn lane and green conflict striping approaching the right-turn lane on northbound El Camino Real • Remove median on north El Camino Real leg for a distance of approximately 300 feet • Install bicycle lane line extensions through intersection in the eastbound Valparaiso Ave and westbound Glenwood Ave directions 	\$\$\$
87*	El Camino Real & Oak Grove Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> • Lengthen existing medians to install pedestrian refuge islands on El Camino Real legs • Upgrade crosswalks on all legs to high-visibility • Transition bicycle lane into bicycle route and install green-backed sharrows on right-turn lane and green conflict striping approaching the right-turn lane on northbound and southbound El Camino Real 	\$\$
88*	El Camino Real & Santa Cruz Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> • Transition bicycle lane into bicycle route and install green-backed sharrows on right-turn lane and green conflict striping approaching the right-turn lane on southbound El Camino Real • Install green-backed sharrows on right-turn lane on northbound El Camino Real 	\$\$

	LOCATION	PROJECT	PROJECT DETAILS	COST
89*	El Camino Real & Ravenswood Ave-Menlo Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> Widen sidewalk facility to 15 feet to provide a Class I Multi-Use Path on east side of El Camino Real Install northbound El Camino Real right-turn overlap and bike signal and prohibit right-turn on red movements Remove median on south leg of El Camino Real and install an additional northbound El Camino Real right-turn lane Transition bicycle lane into bicycle route and install green-backed sharrows on right-turn lane and green conflict striping approaching the right-turn lane on southbound El Camino Real Establish Class II Bicycle Lanes on westbound Ravenswood Ave approach (requires fire hydrant relocation and widening) 	\$\$\$\$
90*	El Camino Real & Live Oak Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> Install bicycle lane line extensions through intersection in the southbound El Camino Real directions Install high-visibility crosswalk across Live Oak Ave 	\$
91*	El Camino Real & Roble Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> Install bicycle lane line extensions through intersection in the northbound and southbound El Camino Real directions Install high-visibility crosswalk on north El Camino Real leg 	\$\$
92*	El Camino Real & Middle Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> Continue buffered bicycle lane striping through intersection Install bicycle crossing improvements in the eastbound and westbound Middle Ave directions 	PF
95*	El Camino Real & Cambridge Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> Continue buffered bicycle lane striping through intersection 	PF
97	El Camino Real & Creek Dr	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> Install "bulb-outs" and curb ramps on northwest and southwest corners of intersection Install high-visibility crosswalk on west Creek Dr leg Install ADA compliant curb ramp for southbound bridge crossing 	\$\$\$
111	Santa Cruz Ave between El Camino Real and University Dr	Downtown Mobility Improvements	<ul style="list-style-type: none"> Convert all angled parking to parallel on-street parking Install parklets on each block Designate at least 60 feet toward flexible curb use on each block face for passenger loading and commercial loading with complementary time restrictions for each activity Widen sidewalks and update streetscape design standards 	\$\$\$
133	Santa Cruz Ave & Orange Ave-Avy Ave	West Menlo Mobility Improvements	<ul style="list-style-type: none"> Install traffic signal Reduce curb radius at southeast corner of intersection Bring bicycle lane to the left of the northbound Santa Cruz Ave right-turn lane 	\$\$\$
152	Sand Hill Rd & I-280 Northbound Ramps	Sand Hill Rd Corridor Project	<ul style="list-style-type: none"> Modify the signal-timing plan during the p.m. peak hour to increase the maximum allocation of green time to the westbound Sand Hill Rd approach Add northbound right-turn lane on the I-280 northbound off-ramp 	\$\$\$
178	Marsh Rd between Independence Dr to Scott Dr	Marsh Road Corridor Mobility Project	<ul style="list-style-type: none"> Establish Class II Bike Lanes Support Caltrans District 4 Bike Plan Project Number SM-101-X14 that calls for the construction of an additional bicycle and pedestrian bridge over US 101 north of Marsh Road. 	\$\$\$
185	Dumbarton Rail Corridor	Dumbarton Corridor Project	<ul style="list-style-type: none"> Construct pedestrian and bicycle crossing over the Dumbarton Rail Corridor at the Onetta Harris Community Center from Chilco St to Terminal Ave 	\$\$\$

OUTREACH-COMPLEX PROJECTS (LESS THAN \$\$\$)

19	Constitution Dr from Independence Dr to Chilco St	Constitution Dr Pedestrian Network Improvement	<ul style="list-style-type: none"> Install sidewalk on both sides of the roadway, to be completed in phases as the properties on Constitution Dr are redeveloped 	\$\$
20	Jefferson Dr from Chrysler Dr to Constitution Dr	Jefferson Dr Multimodal Network Improvement	<ul style="list-style-type: none"> Install sidewalk on both sides of the roadway, to be completed in phases as the properties on Jefferson Dr are redeveloped Establish Class II Bicycle Lanes (requires removal of on-street parking) 	\$\$
30	Adams Dr from O'Brien Dr to University Ave	Adams Dr Pedestrian and Bicycle Network Improvement	<ul style="list-style-type: none"> Install sidewalk on both sides of the roadway, to be completed in phases, as the properties are redeveloped Establish Class II Bicycle Lanes 	PF
32	O'Brien Dr from Willow Rd to University Ave	O'Brien Dr Pedestrian Network Improvement	<ul style="list-style-type: none"> Install sidewalk on both sides of the roadway, to be completed in phases, as the properties are redeveloped Establish Class II Bicycle Lanes (requires the removal of on-street parking) 	PF

	LOCATION	PROJECT	PROJECT DETAILS	COST
45	Willow Rd & Coleman Ave	Willow Rd Corridor Improvement Project	<ul style="list-style-type: none"> • Install right-turn lane on southbound Coleman Ave approach (requires removal of on-street parking for 150 feet along the west side of Coleman Ave) • Refresh decorative crosswalk • Install bike detection on the southbound Coleman Ave approach • Evaluate protected-permitted left-turn phasing on Willow Road 	\$\$
46	Willow Rd & Gilbert Ave	Willow Rd Corridor Improvement Project	<ul style="list-style-type: none"> • Install a painted median and vertical traffic control device (e.g. planters, bollards) around heritage oak on Gilbert Ave 150 feet north of Willow Rd • Prohibit parking for a distance of 40 feet to the north and south of the oak tree on the east side of Gilbert Ave • Restrict on-street parking on Gilbert Ave South of Willows Rd during school hours • Evaluate protected-permitted left-turn phasing on Willow Road 	\$
61	Coleman Ave from Ringwood Ave to Willow Rd	Menlo Oaks Bicycle Network Improvement	<ul style="list-style-type: none"> • Establish Class II Bicycle Lanes from Willow Rd to City Limits (requires removal of parking on one side of the street) • Coordinate with San Mateo County between City Limits and Ringwood Ave regarding bicycle facilities 	\$
71	Laurel St from Encinal Ave to Glenwood Ave	Laurel St Corridor Improvement Project	<ul style="list-style-type: none"> • Install sidewalk or asphalt pathway on western side of Laurel St 	\$\$
74	Ravenswood Ave & Laurel St	Laurel St Corridor Improvement Project	<ul style="list-style-type: none"> • Remove parking south of Ravenswood Ave on west side of Laurel St for a distance of 150 feet and shift northbound Laurel St lanes to add bicycle lane to the left of right-turn lane • Widen and modify eastbound Ravenswood Ave to shared thru-left lane and a right turn lane with the bicycle lane transitioning to the left of the right turn lane • Upgrade existing crosswalks to high-visibility 	PF
75	Laurel St from Burgess to Willow	Laurel St Corridor Improvement Project	<ul style="list-style-type: none"> • Establish Class II Bicycle Lanes (requires removal of parking on both sides of the street) 	\$
77	Alma St from Oak Grove Ave to Ravenswood Ave	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Convert angled on-street parking on both sides of street to parallel parking, designate some parking spaces as passenger loading zones from 6:30 a.m. to 7:30 p.m. weekdays, 9 a.m. to 4 p.m. Saturdays and Sundays, unrestricted time limit parking otherwise, with at least three unrestricted ADA spaces • Remove duplicate driveway curb cuts • Designate Class III Bicycle Route 	\$\$
82	Encinal Ave from Garwood Wy to El Camino Real	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Establish Class II Bicycle Lanes (requires removal of parking on both sides of the street) 	\$
107	Oak Grove Ave from Middlefield Rd to Crane St	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Establish Class II Bicycle Lanes on Oak Grove Ave between Crane St and University Dr (requires parking removal on the north side of the street) 	\$\$
108	Oak Grove Ave & Hoover St	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Remove on-street parking space located on Oak Grove Ave in the middle of the intersection on the south side of Oak Grove Ave • Install high-visibility crosswalk on north Hoover St leg 	\$
110	Oak Grove Ave & University Dr	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Evaluate the installation of a westbound Oak Grove Ave left turn lane during Bicycle Lane design process • Install high-visibility crosswalks on all three legs of intersection 	\$
118	Middle Ave from University Dr to Olive St	Middle Ave Mobility Improvements	<ul style="list-style-type: none"> • Establish Class II Bicycle Lanes (requires removal of on-street parking on one side of the street) • Install new sidewalk or replace existing asphalt pathway on both sides of Middle Ave, to be completed in phases 	\$
128	Elder Ave from Valparaiso Ave to Elder Ct	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Restrict on-street parking on the north side of Elder Ave during school hours to provide a clear walkway 	\$
129	Olive St from Oak Ave to Santa Cruz Ave	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Establish Class II Bicycle Lanes between Santa Cruz Ave and Middle Ave (requires parking removal on at least one side of the street) • Designate Class III Bicycle Route between Middle Ave and Oak Ave • Implement Bicycle Boulevard design features • Install High visibility crosswalk across the north leg of the intersection at Stanford Ave and Olive Ave 	\$\$
134	Avy Ave from Santa Cruz Ave to Monte Rosa Dr	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Establish Class II Bicycle Lanes (parking removal required) • Coordinate with County on bicycle facility connectivity 	\$\$

	LOCATION	PROJECT	PROJECT DETAILS	COST
136	Sharon Rd from Altschul Ave to Alameda de las Pulgas	West Menlo Mobility Improvements	• Install sidewalk on the north side of Sharon Rd (requires parking removal on one side of the street)	F
140	Sharon Park Dr from Klamath Dr to Eastridge Ave	West Menlo Mobility Improvements	• Restrict on-street parking on Sharon Park Dr during school hours to provide a clear walkway	\$
142	Oak Ave from Oak Knoll Ln to Sand Hill Rd	West Menlo Mobility Improvements	• Restrict on-street parking on the east side of Oak Ave during school hours to provide a clear walkway	\$
179	Encinal Ave between Middlefield Ave and Train Tracks	Encinal Ave Corridor Mobility Project	• Install sidewalk or pathway on the north side of the street (requires removal of parking and landscaping)	\$
182	Sharon Rd & Eastridge Ave	Sharon Road Corridor Mobility Project	• Stripe east curb face red • Install bulb-out on northeast corner extending into Sharon Rd • Install high visibility crosswalk across the west leg	\$
184	Marsh Rd between Page St and Florence St	Marsh Rd Pedestrian Network Improvement	• Install sidewalk on north side of Marsh Rd (requires the removal of parking and existing landscaping.	\$\$
186	Chrysler Dr between Constitution Dr and Commonwealth Dr	Chrysler Dr Bicycle Network Improvement	• Establish Class II Bicycle Lanes (requires removal of parking)	\$
189	University Dr between Oak Grove Ave and Santa Cruz Ave	Downtown Mobility Improvements	• Establish Class II Bicycle Lanes on University Dr (requires removal of parking on at least one side of University Dr)	\$\$
190	O'Connor St between Elliot Dr and City Limits	The Willows Pedestrian Network Improvement Project	• Construct sidewalk on the east and west side of O'Connor St (requires removal of parking and landscaping)	\$\$
191	Menalto Ave between O'Connor St and Haight St	The Willows Pedestrian Network Improvement Project	• Construct sidewalk on the south side of Menalto Ave (requires removal of parking and landscaping)	\$\$
193	Menlo Ave between University Dr and El Camino Real	Downtown Mobility Improvements	• Establish Class II Bicycle Lanes on Menlo Ave (requires the removal of on-street parking on one side of the street)	\$\$

DESIGN-COMPLEX PROJECTS (LESS THAN \$\$\$)

16	Constitution Dr & Chrysler Dr	Menlo Gateway Mitigation	• Install westbound Chrysler Dr left turn lane (widening of Chrysler Dr west of Constitution Dr may be required pending final design) • Install crosswalks across all legs	PF
17	Chrysler Dr & Jefferson Dr	Chrysler Ave Intersection Improvements	• Install traffic signal	\$\$
18	Chrysler Dr & Independence Dr	Chrysler Ave Intersection Improvements	• Install traffic signal	\$\$
27	Ivy Dr from Willow Rd to Chilco St	Ivy Dr Pedestrian Network Improvement	• Widen sidewalks on both sides of Ivy Dr and narrow existing median • Coordinate with San Francisco Public Utilities Commission	\$\$
28	Newbridge St from Market Pl to Carlton Ave	Newbridge St Pedestrian Network Improvement	• Widen sidewalks on both sides of the roadway by narrowing the travel lanes	\$
31	University Ave & Adams Dr	University Ave & Adams Dr Intersection Improvements	• Install traffic signal • Coordinate with City of East Palo Alto and Caltrans	\$\$
38	Willow Rd & Hamilton Ave	Willow Rd Corridor Improvement Project	• Modify southbound Hamilton Ave to shared left-thru lane and time of day right turn lane • Implement evening peak period parking restriction on west side of southbound Hamilton Ave for 400 feet to increase right-turn storage • Modify northbound and southbound Hamilton Ave to split phase	\$\$
39	Willow Rd & Ivy Dr	Willow Rd Corridor Improvement Project	• Install right-turn overlap on southbound Ivy Dr and restrict eastbound Willow Rd U-turns • Widen pedestrian refuge island to match crosswalk width on east Willow Rd leg • Convert existing crosswalks to high-visibility crosswalks • Extend pedestrian crossing time	\$\$
40	Willow Rd & O'Brien Dr	Willow Rd Corridor Improvement Project	• Install curb ramps at all corners of intersection • Install high-visibility crosswalks on all legs and add pedestrian signals (including new crosswalks crossing Willow Rd) • Install bulb-outs into O'Brien Dr on northeast and southeast corners	\$\$

	LOCATION	PROJECT	PROJECT DETAILS	COST
41	Willow Rd & Newbridge St	Willow Rd Corridor Improvement Project	<ul style="list-style-type: none"> Convert existing crosswalks to high-visibility crosswalks Modify signal timing to lead-lag operation on Newbridge St with the leading left-turn phase on the southbound Newbridge St approach and lagging left-turn phase on the northbound Newbridge St approach 	\$
43	Willow Rd & Bay Rd	Willow Rd Corridor Improvement Project	<ul style="list-style-type: none"> Modify southbound Bay Rd to two left turn lanes and a right-turn lane Narrow existing median on north Bay Rd leg Install westbound Willow Rd right-turn lane Install high-visibility crosswalk on east Willow Rd leg with curb ramps Install pedestrian signals 	\$\$
44	Willow Rd from Bay Rd to O'Keefe St	Willow Rd Corridor Improvement Project	<ul style="list-style-type: none"> Establish Class II Bicycle Lane on eastbound Willow Rd from O'Keefe St to Bay Rd, connecting to US 101 Willow Rd interchange bicycle facilities Establish Class II Bicycle Lane on westbound Willow Rd from Bay Rd to Durham St Remove or reconstruct existing median to allow for Class II Bicycle Lanes where right-of-way is insufficient 	\$\$
51	Bay Rd from Del Norte Ave to Ringwood Ave	Flood Park Triangle Improvement Project	<ul style="list-style-type: none"> Install sidewalk along east side of Bay Rd to provide access to Flood County Park 	PF
53	Bay Rd & Ringwood Ave-Sonoma Ave	Flood Park Triangle Improvement Project	<ul style="list-style-type: none"> Convert the west legs Sonoma Ave and Ringwood Ave to one-way couplets with Ringwood Ave serving eastbound traffic and Sonoma Ave serving westbound traffic Bay Rd/Ringwood Ave becomes a four-legged intersection Add left-turn lanes, as deemed necessary during design phase, on eastbound Ringwood Ave and northbound Bay Rd approaches (requires full use of public right-of-way and this would require the removal of existing landscaping and the relocation of existing utilities) Install traffic signal 	\$\$
56	Bay Rd from Van Buren Rd to Willow Rd	Flood Park Triangle Improvement Project	<ul style="list-style-type: none"> Upgrade existing off-street path to Class I Multi-Use Path along west side of Bay Rd and integrate into proposed bicycle improvements on Willow Rd Coordinate with Veterans Administration Medical Center 	\$\$
59	The Willows	The Willows Bicycle Network Improvement Project	<ul style="list-style-type: none"> Designate Class III Bicycle Route Implement Bicycle Boulevard design features on Gilbert Ave, Pope St, Walnut/O'Connor streets, O'Keefe St, and O'Connor St Construct Class I Multi-Use Path from Willow Oaks Park to Pope Street (coordinate with Ravenswood School District) 	\$\$
63	Middlefield Rd & Ravenswood Ave	Menlo-Atherton High School Safe Routes to School	<ul style="list-style-type: none"> Remove eastbound Ravenswood Ave channelized right-turn lane, install right-turn overlap phase, modify signal timing Install crosswalk and cross-bike markings on north Middlefield Rd leg, install bike signal Construct "jughandle" bicycle left-turn on east side of Middlefield Road to allow bicycle left-turns onto Ravenswood Ave Install "bicycle leaning rail" with push button for bicycles to initiate crossing phase on "jughandle" left-turn Coordinate with Town of Atherton 	\$\$
64	Middlefield Rd & Ringwood Ave-D St	Menlo-Atherton High School Safe Routes to School	<ul style="list-style-type: none"> Remove southbound Middlefield Rd channelized right turn Reconstruct curb ramp and reduce curb radius on northwest corner Replace crosswalks on north and west legs Install Two-Stage Left-Turn Queue Boxes for cyclists traveling from Middlefield Rd to Ringwood Ave 	\$\$
65	Middlefield Rd & Linfield Dr-Santa Monica Ave	Middlefield Rd Safety Improvements	<ul style="list-style-type: none"> Install Pedestrian Hybrid Beacon (HAWK) or traffic signal with emergency pre-emption on Middlefield Rd at Linfield Dr-Santa Monica Ave Install "Keep Clear" striping at Menlo Fire Protection District Station No. 1 Close sidewalk/pathway gap on eastern side of Middlefield Rd between Linfield Dr and Santa Monica Ave Coordinate with Menlo Fire Protection District 	\$\$
66	Santa Monica Ave from Middlefield Rd to Nash Ave	Santa Monica Ave Pedestrian Network Improvement	<ul style="list-style-type: none"> Install sidewalk or asphalt pathway on the north side of Santa Monica Ave 	\$\$
69	Middlefield Rd from Willow Rd to Palo Alto Ave	Middlefield Rd Multimodal Improvements	<ul style="list-style-type: none"> Establish Class II Bicycle Lanes (City has a plan line to allow for widening as properties are redeveloped) Coordinate with future potential Peninsula Bikeway planning efforts 	\$\$

	LOCATION	PROJECT	PROJECT DETAILS	COST
70	Middlefield Rd & Woodland Ave	Middlefield Rd Multimodal Improvements	<ul style="list-style-type: none"> • Install a traffic signal • Install crosswalks on all intersection approaches • Install bicycle crossing improvements to connect Woodland Ave, Middlefield Rd, and Palo Alto Ave 	\$\$
72	Laurel St & Glenwood Ave	Laurel St Corridor Improvement Project	<ul style="list-style-type: none"> • Install traffic signal • Coordinate with Town of Atherton 	\$\$
79	Alma St from Ravenswood Ave to Burgess Dr	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Install sidewalk on the east side of Alma St to connect to Burgess Park path • Upgrade crosswalks to high-visibility • Ensure project is consistent and provides connectivity to Middle Ave Pedestrian and Bicycle Rail Crossing • Construct green infrastructure 	\$\$
80	Burgess Park	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Widen existing path to meet current Class I Multi-Use Path design standards 	\$\$
112	Santa Cruz Ave & University Dr (North)	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Install traffic signal • Install a bike boxes on the north and west legs 	\$\$
113	University Dr & Menlo Ave (South)	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Remove westbound Menlo Ave right turn lane • Install bulb-out at northeast corner into Menlo Ave • Replace crosswalk with straightened crossing 	\$
120	Blake St from Middle Ave to College Ave	Allied Arts Neighborhood Project	<ul style="list-style-type: none"> • Install sidewalk or asphalt pathway on at least one side of Blake St 	\$
123	Arbor Rd from Valparaiso Ave to Santa Cruz Ave	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Install asphalt pathway on the north side of Arbor Rd 	\$\$
125	Santa Cruz Ave & San Mateo Dr	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Install more prominent wayfinding signage for bike bridge • Install bulb-out on southwest corner into San Mateo Dr • Install high-visibility crosswalk on south San Mateo Dr leg 	\$
127	San Mateo Dr & Middle Ave	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Install bulb-outs on the northwest and northeast corners into Middle Ave • Install a high visibility crosswalk across the east leg • Install curb ramps on the northeast and southeast corners • Move existing curb ramp into extended area. Restripe existing high-visibility crosswalk to reduce crossing distance 	PF
130	Santa Cruz Ave & Sharon Rd-Oakdell Dr	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Evaluate relocation of existing crosswalk 	\$\$
132	Santa Cruz Ave from Olive St to Orange Ave	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Install new sidewalk or replace existing asphalt pathway on both sides of Santa Cruz Ave 	\$
135	Harkins Ave from Altschul Ave to 170 feet east of Altschul Ave	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Close pedestrian infrastructure gap on northern side of Harkins Ave with sidewalk or asphalt pathway 	\$
137	Altschul Ave & Harkins Ave	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Install curb ramp at southeast corner with extended curb into Altschul Ave • Extend curb into Altschul Ave at existing ramp at southwest corner such that resulting path of travel is 24 feet across south leg of Altschul Ave 	\$
138	Altschul Ave from Avy Ave to Sharon Rd	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Designate southbound Class III Bicycle Route • Establish contraflow Class II Bicycle Lane northbound (may require additional pavement) 	\$
143	Sand Hill Rd & Oak Ave	Sand Hill Rd Corridor Project	<ul style="list-style-type: none"> • Reconstruct northwest corner and move pedestrian signal pole and signal • pole for westbound traffic to meet ADA requirements • Increase pedestrian crossing time • Convert existing north Oak Ave leg crosswalk to high-visibility • Install wayfinding signage to trail • Install high-visibility crosswalks on west Sand Hill Rd leg • Remove finger median located within intersection • Install two-stage left-turn boxes on westbound Sand Hill Rd and southbound Oak Ave • Install two-way bicycle signals on northwest and southwest corners • Prohibit southbound Oak Ave and westbound Sand Hill Rd right-turns on red 	\$\$

	LOCATION	PROJECT	PROJECT DETAILS	COST
144	Sand Hill Rd & Santa Cruz Ave	Sand Hill Rd Corridor Project	<ul style="list-style-type: none"> • Install high-visibility crosswalks • Install LED sign for southbound Santa Cruz Ave right-turn on red restriction • Coordinate with San Mateo County 	\$\$
145	Sand Hill Rd & Santa Cruz Ave Pedestrian Network Improvements	Sand Hill Rd Corridor Project	<ul style="list-style-type: none"> • Repair existing asphalt path along the south side of Sand Hill Rd for a length of 400 feet west of Santa Cruz Ave • Reconstruct path east of Santa Cruz Ave, south of Sand Hill Rd to meet current Class I Multi-Use Path design standards 	\$\$
146	Sand Hill Rd & Sharon Park Dr	Sand Hill Rd Corridor Project	<ul style="list-style-type: none"> • Upgrade existing crosswalks to high-visibility • Install high-visibility crosswalk and pedestrian signal heads on west leg of Sand Hill Rd • Would require construction of curb ramps and reconstruction of existing median on west Sand Hill Rd leg • Reconstruct nose in front of traffic signal on east Sand Hill Rd leg to provide clear crosswalk 	\$\$
180	Encinal Ave & Laurel Way	Encinal Ave Corridor Mobility Project	<ul style="list-style-type: none"> • Install a bulb-out on the southwest corner extending into Encinal Ave 	\$
188	El Camino Real between Creek Dr and Cambridge Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> • Widen existing sidewalk on east side of El Camino Real (requires relocation of existing landscaping) 	\$\$

STRAIGHTFORWARD PROJECTS

19	Constitution Dr from Independence Dr to Chilco St	Constitution Dr Pedestrian Network Improvement	<ul style="list-style-type: none"> • Install sidewalk on both sides of the roadway, to be completed in phases as the properties on Constitution Dr are redeveloped 	\$\$
25	Ivy Dr from Willow Rd to Market Pl	Belle Haven Bicycle Network Improvement Project	<ul style="list-style-type: none"> • Designate Class III Bicycle Route 	\$
36	Willow Rd b/w Bayfront Expy & US 101 (short-term)	Willow Rd Corridor Improvement Project - Alternative B	<ul style="list-style-type: none"> • No widening • Buses allowed to use existing right turn lane at O'Brien location for queue jump with TSP • Bicycle lanes would remain 	\$\$
49	Willow Rd	Willow Rd Corridor Improvement Project	<ul style="list-style-type: none"> • Install new green bike paint treatments from Bayfront Expy to Bay Rd and refresh existing green bike paint treatments from Bay Rd to Middlefield Rd at interaction zones on Willow Rd 	\$
50	Willow Rd between Bayfront Expy & Newbridge St	Willow Rd Corridor Improvement Project	<ul style="list-style-type: none"> • Work with Caltrans to modify signal timing at Caltrans intersections to include All-Red clearance time 	\$
52	Sonoma Ave & Oakwood Pl	Flood Park Triangle Improvement Project	<ul style="list-style-type: none"> • Install compact roundabout or neighborhood traffic circle (or other vertical delineator) around existing tree to increase visibility 	\$
54	Ringwood Ave from Bay Rd to Van Buren Rd	Flood Park Triangle Improvement Project	<ul style="list-style-type: none"> • Designate Class III Bicycle Route • Implement Bicycle Boulevard design features 	\$\$
55	Van Buren Rd from Iris Ln to Bay Rd	Flood Park Triangle Improvement Project	<ul style="list-style-type: none"> • Designate Class III Bicycle Route 	\$
57	Menalto Ave from US 101 to O'Keefe St	The Willows Bicycle Network Improvement Project	<ul style="list-style-type: none"> • Designate Class III Bicycle Route • Implement Bicycle Boulevard design features 	\$\$
58	Durham St from Willow Rd to Menalto Ave	The Willows Bicycle Network Improvement Project	<ul style="list-style-type: none"> • Designate Class III Bicycle Route • Implement Bicycle Boulevard design features 	\$\$
62	Seminary Dr from Middlefield Rd to Santa Monica Ave	Menlo Oaks Bicycle Network Improvement	<ul style="list-style-type: none"> • Designate Class III Bicycle Route 	\$
67	Santa Monica Ave from Coleman Ave to Middlefield Rd	Santa Monica Ave Bicycle Network Improvement	<ul style="list-style-type: none"> • Designate Class III Bicycle Route 	\$
68	Linfield Dr from Waverley St to Laurel St	Linfield Oaks Bicycle Network Improvements	<ul style="list-style-type: none"> • Designate Class III Bicycle Route 	\$
83	Merrill St from Ravenswood Ave to Oak Grove Ave	Downtown Mobility Improvements	<ul style="list-style-type: none"> • Designate Class III Bicycle Route 	\$
93	El Camino Real & College Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> • Install high-visibility crosswalk across College Ave 	\$
94	El Camino Real & Partridge Ave	El Camino Real Corridor Improvement Project	<ul style="list-style-type: none"> • Install high-visibility crosswalk across Partridge Ave 	\$

	LOCATION	PROJECT	PROJECT DETAILS	COST
96	El Camino Real & Harvard Ave	El Camino Real Corridor Improvement Project	• Install high-visibility crosswalk across Harvard Ave	\$
109	Oak Grove Ave & Chestnut St	Downtown Mobility Improvements	• Install high-visibility crosswalk across south Chestnut St leg	\$
114	University Dr & Valparaiso Ave	Downtown Mobility Improvements	• Convert existing crosswalks to high-visibility crosswalks	\$
115	University Dr & Florence Ln	Downtown Mobility Improvements	• Install high-visibility crosswalk	\$
116	University Dr & Middle Ave	Downtown Mobility Improvements	• Convert existing crosswalks to high-visibility crosswalks	\$
124	San Mateo Dr from Valparaiso Ave to City Limit	West Menlo Mobility Improvements	• Designate Class III Bicycle Route	\$
126	Wallea Dr from San Mateo Dr to San Mateo Dr	West Menlo Mobility Improvements	• Designate Class III Bicycle Route	\$
131	Oakdell Dr from Olive St to Santa Cruz Ave	West Menlo Mobility Improvements	• Designate Class III Bicycle Route • Implement Bicycle Boulevard design features	\$\$
139	Sharon Rd from Sharon Park Dr to Alameda de las Pulgas	West Menlo Mobility Improvements	• Designate Class III Bicycle Route	\$
141	Monte Rosa Dr from Avy Ave to Sharon Park Dr	West Menlo Mobility Improvements	• Designate Class III Bicycle Route	\$
147	Sand Hill Rd & Branner Dr	Sand Hill Rd Corridor Project	• Widen pedestrian refuge islands to match crosswalk widths on north and south Branner Dr legs • Reconstruct nose in front of traffic signal on east Sand Hill Rd leg to provide clear crosswalk • Upgrade crosswalks to high-visibility	\$\$
148	Sand Hill Rd & Saga Wy	Sand Hill Rd Corridor Project	• Widen pedestrian refuge islands to match crosswalk widths on north and south Saga Wy legs • Reconstruct nose in front of traffic signal on west Sand Hill Rd leg to provide clear crosswalk • Reduce curb radius of southwest and southeast corners and reconstruct curb ramps • Upgrade existing crosswalks to high-visibility	\$\$
149	Sand Hill Rd & Monte Rosa Wy	Sand Hill Rd Corridor Project	• Reconstruct channelizing island to match pedestrian refuge area to width of crosswalk on Monte Rosa Dr leg • Upgrade crosswalks to high-visibility	\$
150	Sand Hill Rd & 2725-2775 Sand Hill Rd	Sand Hill Rd Corridor Project	• Upgrade crosswalks to high-visibility	\$
151	Sand Hill Rd & 2882-2884 Sand Hill Rd	Sand Hill Rd Corridor Project	• Upgrade crosswalks to high-visibility	\$
181	Santa Cruz Ave & University Ave (South)	Santa Cruz Ave Corridor Mobility Project	• Add a leading pedestrian phase at the intersection	\$
183	Sharon Rd & Sharon Park Dr	West Menlo Mobility Improvements	• Install high visibility crosswalks on all legs • Install curb ramps at all corners	\$
187	Ringwood Ave & Arlington Wy	Menlo-Atherton High School Safe Routes to School	• Evaluate location for the construction of a new crosswalk across Ringwood Ave	\$
192	Valparaiso Ave & Pulitzer Dr	West Menlo Mobility Improvements	• Install high visibility crosswalk on Valparaiso Ave • Install RRFB and advanced yield striping	\$\$



STAFF REPORT

City Council Meeting Date: 3/26/2019
Staff Report Number: 19-042-CC

Informational Item: Belle Haven Branch library space needs study – community survey results and preliminary program matrix

Recommendation

This is an informational item and does not require City Council action

Policy Issues

The Belle Haven branch library project is one of the City Council's top-five work plan priorities for 2019.

Background

In 2017, the City Council provided direction to staff to engage the necessary studies and conduct public outreach to build a new branch library to serve the Belle Haven neighborhood. The project has progressed since that time with the Library Commission incorporating the project in their two-year work plan. On March 5, the City Council identified the Belle Haven branch library one of its top five priorities for 2019.

At City Council's direction, the City retained Noll and Tam Architects in October 2018 to help conduct a thoughtful and focused analysis of the uses and space needs in a new branch library. What follows is a summary list of key activities, milestones and community engagement conducted for the project to date. Additional detail can be found in the analysis section and Attachments to this report.

- October 17, 2017.¹ City Council authorizes the Library System Improvement Project (LSIP) and appropriated \$1 million to fund the project's planning phase
- October 9, 2018.² City Council authorizes the Belle Haven library space needs study including the engagement of lead consultant Noll and Tam Architects.
- November 26-27, 2018. Multiple community stakeholder focus groups are convened at Belle Haven branch library to solicit and collect detailed input and suggestions for space needs in a potential new Belle Haven branch library. A total 24 participants attended the focus groups in small groups of four to six people.
- November 29, 2018 – January 31, 2019.³ Citywide community survey released online; paper versions of the survey mailed to all 2,600 residential households north/east of Bay Road. Over 900 survey responses are received citywide, including over 260 responses from self-identified Belle Haven residents (Attachments D and E.)

¹ *Approve next steps for library system improvements.* City Council, October 17, 2017. menlopark.org/DocumentCenter/View/15775/H1---Library-System-Improvements

² *Approve the library needs assessment for the Belle Haven neighborhood and direct staff to begin a space needs assessment for a new Belle Haven branch library.* City Council, October 9, 2018. menlopark.org/DocumentCenter/View/18751/11---LIB---Belle-Haven-Assessment-18-187

³ *Community Survey: Belle Haven Neighborhood Library Space Needs.* City of Menlo Park, December 11, 2018 – January 31, 2019. surveymonkey.com/r/bellehavenlibrary

- December 2018 – January 2019. Multiple interviews are held with individual community stakeholders to gather input about space needs in a potential new Belle Haven branch library.
- December 13, 2018.⁴ Community workshop No. 1 held at the Menlo Park Senior Center in Belle Haven. Approximately 35 community members attend and participate in an interactive workshop and discussion of desired features for a potential new branch library to serve the Belle Haven area.
- January 15, 2019.⁵ City Council reaffirmed the LSIP's major components and prioritization
- January 18, 2019. Multiple community “intercepts” and on-the-street survey interviews are conducted in public locations throughout the Belle Haven neighborhood, including at the Senior Center, Childcare Center, Belle Haven School and local businesses. Approximately two dozen area residents participate by providing additional input about desired library features.
- January 28, 2019.⁶ Community workshop No. 2 and Library Commission study session at the Belle Haven branch library. Approximately 30 community members attend and participate in an interactive workshop and discussion of hypothetical building programs for a potential new branch library.
- February 6, 2019. Staff present an update on the Belle Haven space needs study and hypothetical building programs at the Belle Haven Neighborhood Association meeting held in the Menlo Park Senior Center. Approximately 15 community members attended the meeting and provided valuable feedback and commentary.
- February 12-13, 2019. Additional community focus groups are held at the Belle Haven branch library to solicit and gather additional detailed feedback and suggestions for the space needs study and hypothetical building programs.
- February 25, 2019.⁷ Library Commission reviews the draft Belle Haven branch library space needs study survey results, preliminary program matrix, and feedback from community focus groups, and provides affirmation of the community indicators and general preferences regarding space needs and building program scenarios received to date.
- March 5, 2019.⁸ City Council adopts the annual work plan and priorities including the Belle Haven branch library project.
- March 18, 2019⁹. Library Commission reviews the draft recommended building program and recommends that City Council receives the Belle Haven branch library space needs study and recommended building program and authorizes staff to proceed to the project's preliminary design phase and issue a request for proposals (RFP) for architectural preliminary design services.

Analysis

Community input methods and process

A variety of traditional and nontraditional methods were used to solicit feedback from a broad range of community members and stakeholders. Community engagement methods included:

- Citywide resident survey
- Individual stakeholder interviews

⁴ *New Belle Haven Library Project - Community Meeting*. City of Menlo Park event calendar, December 13, 2018. menlopark.org/calendar.aspx?eid=4995

⁵ *Approve the proposed Library System Improvements project scope, planning process, goals and tentative timeline*. City Council, January 15, 2019. menlopark.org/DocumentCenter/View/20408/H1---Library-Improve-Projects---staff-report

⁶ *Belle Haven Library Space Needs Study*. Library Commission, January 28, 2019. menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study

⁷ *Update: Belle Haven Library space needs study*. Library Commission, February 25, 2019. menlopark.org/DocumentCenter/View/20694/Staff-report_LC_2019-02-25_Belle-Haven-Space-Needs-Study

⁸ *2019 City Council policy priorities and work plan*. City Council, March 5, 2019. menlopark.org/DocumentCenter/View/20789/E2---Work-plan

⁹ *Belle Haven Branch Library draft recommended building program and recommended next steps*. Library Commission, March 18, 2019. menlopark.org/DocumentCenter/View/20883/Staff-report_LC_2019-03-18_Belle-Haven-Space-Needs-Study-and-Recommended-Next-Steps

- Targeted stakeholder focus groups
- Community workshops
- On-the-street community “intercept” interviews
- Library Commission meetings

Descriptions of the above-noted community outreach methods are provided in Attachment B.

Recommended building program

A key steppingstone in the development of the recommended building program was the creation of a preliminary program matrix and hypothetical building program scenarios to stimulate conversation and more detailed feedback from the community. The scenarios were generated using input and data collected during the community surveys, focus groups and stakeholder interviews, factored in best practices, and synthesized analysis from prior needs assessments and studies of library needs in the Belle Haven and Bayfront neighborhoods.

The hypothetical program scenarios were respectively based in low, moderate, and high population projections for the Belle Haven and Bayfront neighborhoods in the year 2040. The population projections are derived from current census data including the U.S. Census 2017 American Community Survey (ACS) and projections of maximum possible buildout and potential maximum population capacity of the Belle Haven and Bayfront neighborhoods provided by the community development department.

The preliminary program matrix and three hypothetical program scenarios were presented for community discussion and feedback at the January 28, 2019 community workshop and are provided in Attachment F. Additional detailed community feedback about the hypothetical scenarios was collected during the February 12 and 13 focus groups. A follow-up review and discussion of the preliminary program matrix and scenarios was presented for public review and feedback at the February 25, 2019 Library Commission meeting. Community feedback received during the above sessions was robust and detailed, and although individual opinions varied to some degree, the overall feedback clustered around and strongly indicated a desire to combine elements of hypothetical program B with elements of hypothetical program C.

Specifically, the overall community feedback indicated a clear emphasis toward and general community preference for:

- A space where children can receive homework help after school,
- A dedicated, sound-insulated room dedicated for use by teens,
- A 100-seat dividable community meeting room,
- Multiple sound-insulated small study rooms for 2-4 people each,
- Quiet reading areas and seating options geared for adult visitors,
- A space for computer classes, and
- A dedicated space for early childhood education activities like storytimes.

Additionally, community feedback indicated a strong desire for the various spaces to be as flexible and versatile as possible to provide adaptability to changing community needs over time, and a willingness to combine some of the above-noted individual building functions into multipurpose spaces to achieve this end.

Based on all the above noted data and community feedback, the project team prepared a recommended building program (Attachment A) that addresses community needs, responds to broad-based community input, and leverages the use of flexible, multipurpose spaces to incorporate the desired features of a new Belle Haven branch library. The recommended building program proposes a new branch library facility approximately 12,300 total square feet in size, which is approximately 350 percent larger than the current

Belle Haven branch Library facility.

It should be noted that while the space needs study was targeted and is specific to the needs of Menlo Park residents, especially residents in the Belle Haven and Bayfront neighborhoods, data suggests that new library facilities typically draw a two- to threefold increase in visitors, and draw from a broader population given the modern amenities, unique offerings, and inviting designs that are typically incorporated in a modern library facility. A new branch library facility is likely to draw new visitors from Menlo Park who do not use the current branch library facility. Also, it is common for new library facilities to draw new visitors from neighboring communities as well.

The completed Space Needs Study and recommended building program will be formally presented to City Council for review and discussion April 16, 2019. At that time, staff will seek City Council approval to issue a request for proposals for architectural services to develop a preliminary design for a new branch library.

Future considerations

It should be noted that no formal cost analysis has been prepared for a potential new construction branch library facility yet. A formal cost analysis will be prepared in the project's next phase (preliminary design), should City Council authorize staff to proceed to the next phase. However, it is possible to derive a rough estimate of a "base cost" by applying an estimated construction-cost-per-square-foot rate. At present, the cost rate of public library facility new construction in the Bay Area is approximately \$1,200 per square foot. Applying this approximate cost rate to a proposed 12,300 square foot construction project results in an estimated "base cost" of \$14.8 million. This approximate "base cost" does not factor in other potential variable costs such as furnishings, fixtures and equipment, land acquisition, site preparation, demolition and/or abatement, construction cost escalation over time, economic fluctuations and other variables, any of which could be significant factors that would likely increase the overall project cost. It also does not take into account the ongoing costs of operations and maintenance of a new facility. A formal cost analysis would take all of the above factors into account and would be part of the preliminary design process.

It should also be noted that no comprehensive analysis of potential sites for a new branch library has been undertaken yet. A formal analysis of site options will be undertaken in the next project phase (preliminary design), should City Council authorize staff to proceed to the next phase. A comprehensive site analysis is recommended to scan and evaluate the feasibility of multiple potential site options in the Belle Haven and Bayfront neighborhoods including sites currently owned by the City, sites currently owned by other public agencies, vacant sites that could be acquired by the City, and/or new development projects that have a substantial community benefit requirement, among other possible options. The analysis also would include potential cost impacts, feasibility, timeline considerations, traffic, parking, bicycle and pedestrian access, integration with the surrounding neighborhoods and City as a whole, and other noteworthy potential benefits and/or drawbacks of each site for City Council's consideration.

Should City Council authorize staff to proceed to the project's next phase, the above-noted analyses would provide the necessary data to develop potential financing mechanisms for the project. Financing of public construction projects can be achieved through various financing mechanisms and/or combinations thereof. Some financing mechanisms, for example bond issuances supported by new tax revenues, would require voter approval and the City Council would have to authorize a bond measure for either the November 2020 or November 2022 general election. Other financing mechanisms potentially would only require City Council authorization, for example the use of existing general fund balance, private placement financing, earmarking of existing City revenue streams, or leveraging community benefit requirements on new developments, among other options. Private philanthropy and fundraising could also potentially come into play. A deeper analysis of specific site options, associated construction costs and potential public/private partnership options would be required to fully assess the feasibility and impacts of various financing mechanisms.

Impact on City Resources

There is no new substantive impact to City resources related to this project's activities at this time. Funding for current project activities is available in the Library System Improvements Program fund.

Environmental Review

No environmental review is required at this time. An environmental review according to the California Environmental Quality Act (CEQA) will be necessary for the project if it moves forward.

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. Recommended building program
- B. Descriptions of community input methods and process
- C. Community survey – English/Spanish mailer – New Belle Haven branch library
- D. Community survey – Citywide resident survey results
- E. Community survey – Self-identified Belle Haven neighborhood resident survey results
- F. Preliminary program matrix and hypothetical building program scenarios
- G. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/15775/H1---Library-System-Improvements>
- H. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/18751/I1---LIB---Belle-Haven-Assessment-18-187>
- I. Hyperlink: <https://www.surveymonkey.com/r/bellehavenlibrary>
- J. Hyperlink: <https://www.menlopark.org/calendar.aspx?eid=4995>
- K. Hyperlink: https://www.menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study
- L. Hyperlink: https://www.menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study
- M. Hyperlink: https://www.menlopark.org/DocumentCenter/View/20694/Staff-report_LC_2019-02-25_Belle-Haven-Space-Needs-Study
- N. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/20789/E2---Work-plan>
- O. Hyperlink: https://www.menlopark.org/DocumentCenter/View/20883/Staff-report_LC_2019-03-18_Belle-Haven-Space-Needs-Study-and-Recommended-Next-Steps

Report prepared by:

Nick Szegda, Assistant Library Services Director

Report recommended by:

Sean S. Reinhart, Interim Library Services Director

****DRAFT****
Recommended Building Program
Summary

	Current Belle Haven Branch Library	Recommended New Building Program
Population service area (projected)	Approx. 6,700 (current)	12,000 – 18,000 (projected 2040)
Community Learning Center (multipurpose space for afterschool homework tutoring, computer classes, ESL group tutoring, etc.)	-	24 seat classroom
Large community meeting room	-	Dividable 110 seat room
Teen space*	400 sf*	810 sf
Storytime space (floor seating)	-	30 seats
2-seat quiet study rooms	-	3 rooms
4-seat quiet study rooms	-	3 rooms
Conference room *	12 seat room*	10 seat room
Public internet access computers	15	24
In-house collections (books, media, etc.)	13,600 items	14,865 items
Quiet reader seating area	-	12 seats
Unassigned seating (tables, desks, lounge)	64 seats	60 seats
Approximate size of building	3,500 sf	12,300 sf
Square feet per capita	.63	.66 – 1.0

* The current Belle Haven Branch Library conference room is also used as the teen space.

****DRAFT****

Belle Haven Branch Library Recommended Building Program

			Total Net Assignable Square Feet:		8,597
			Total Gross Square Feet @ 70% Efficiency:		12,281
Code	Helper Column	General Area	Specific Area	SF	In GSF
1.04	1.00	Public Areas	Entry Lobby	161	
1.08	1.00	Public Areas	Public Restrooms	-	IN GSF
1.10	1.00	Public Areas	Service Desk	275	
Public Areas Total				436	
2.02	2.00	Adult Services	Adult Books and Magazines	722	
2.04	2.00	Adult Services	New Materials and Media	54	
2.06	2.00	Adult Services	Public Access Computers	160	
2.08	2.00	Adult Services	Quiet Reading	300	
2.10	2.00	Adult Services	Reference Collection	12	
Adult Services Total				1,248	
3.02	3.00	Youth Services	Children's Area	1,168	
3.04	3.00	Youth Services	Family Space	691	
3.06	3.00	Youth Services	Teen Space	810	
Youth Services Total				2,669	
4.04	4.00	Meeting Areas	Meeting Room Storage	201	
4.06	4.00	Meeting Areas	110 Seat Dividable Meeting Room	1,680	
4.08	4.00	Meeting Areas	Group Study/Tutoring Rooms	600	
4.12	4.00	Meeting Areas	10 Seat Meeting Room	250	
4.14	4.00	Meeting Areas	Community Learning Center	600	
Meeting Areas Total				3,331	
5.02	5.00	Staff Areas	Branch Manager Office	100	
5.06	5.00	Staff Areas	Server Room	87	
5.08	5.00	Staff Areas	Staff Lounge	222	IN GSF
5.10	5.00	Staff Areas	Staff Work Area	469	
5.14	5.00	Staff Areas	Janitorial Closet	35	
Staff Areas Total				913	
Grand Total				8,597	

Detail Report

							Total Net Assignable Square Feet:	0
							Total Gross Square Feet @ 70% Efficiency:	0
Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF	
1.04	Public Areas	Entry Lobby	entry lobby	1	space	100	100	
1.04	Public Areas	Entry Lobby	mounted brochure racks, bulletin board and storage below 4' x 4' x 1.25'	1	display uni	16	16	
1.04	Public Areas	Entry Lobby	donor recognition display, wall mounted	1	display uni	0	0	
1.04	Public Areas	Entry Lobby	benches, 5' x 2', 2 person	1	bench	15	15	
1.04	Public Areas	Entry Lobby	display case, glass enclosed, wall-mounted	1	display uni	30	30	
1.08	Public Areas	Public Restrooms	restrooms	GSF			IN GSF	
1.10	Public Areas	Service Desk	staff counter position with computer workstations	2	wkstns	50	100	
1.10	Public Areas	Service Desk	shelving 66" for reserves	2	sections	10	20	
1.10	Public Areas	Service Desk	cash register behind desk	1	machine	6	6	
1.10	Public Areas	Service Desk	book trucks	2	trucks	8	16	
1.10	Public Areas	Service Desk	copy machine, standard	1	machine	25	25	
1.10	Public Areas	Service Desk	storage cabinet w/work counter	1	cabinet	16	16	
1.10	Public Areas	Service Desk	shelving for service desk	1	sections	10	10	
1.10	Public Areas	Service Desk	laptop storage/recharging station (12 laptops)	1	units	12	12	
1.10	Public Areas	Service Desk	self checkout machines	2	machine	35	70	
2.02	Adult Services	Adult Books and Magazines	shelving, 66" for adult fiction				48	
2.02	Adult Services	Adult Books and Magazines	shelving, 66" for adult nonfiction				60	
2.02	Adult Services	Adult Books and Magazines	shelving, 66" for adult Spanish F/NF				48	
2.02	Adult Services	Adult Books and Magazines	shelving, 66" for adult Span/Eng bilingual, adult literacy materials				12	
2.02	Adult Services	Adult Books and Magazines	shelving, 45", for adult/teen magazines and back issues				24	
2.02	Adult Services	Adult Books and Magazines	seating, lounge chairs	8	chairs	35	280	
2.02	Adult Services	Adult Books and Magazines	seating, 4 person tables	4	chairs	25	100	
2.02	Adult Services	Adult Books and Magazines	seating, 2 person tables	6	chairs	25	150	
2.08	Adult Services	Quiet Reading	seating, 1 person tables	12	chairs	25	300	
2.04	Adult Services	New Materials and Media	shelving, 66" for DVDs				24	

Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
2.04	Adult Services	New Materials and Media	display shelving, 66" for new adult fiction and nonfiction				30
2.06	Adult Services	Public Access Computers	computer workstations, sitdown	4	wkstns	30	120
2.06	Adult Services	Public Access Computers	online catalog workstation @stack end	1	wkstns	16	16
2.06	Adult Services	Public Access Computers	networked printer release station	1	printer	24	24
2.10	Adult Services	Reference Collection	shelving, 66" for reference collection				12
3.02	Youth Services	Children's Area	shelving, 45" picture books/EZ readers				300
3.02	Youth Services	Children's Area	shelving, 66" for juvenile fiction and graphic novels				96
3.02	Youth Services	Children's Area	shelving, 66" for juvenile nonfiction				216
3.02	Youth Services	Children's Area	shelving, 66" for juvenile Spanish F/NF and bilingual materials				36
3.02	Youth Services	Children's Area	shelving, 66" for new juvenile fiction and nonfiction				12
3.02	Youth Services	Children's Area	shelving, 66" for youth DVDs				12
3.02	Youth Services	Children's Area	Shelving, 45" for juvenile magazines and back issues				10
3.02	Youth Services	Children's Area	computer workstations, sitdown (low seats)	2	wkstns	30	60
3.02	Youth Services	Children's Area	online catalog workstation @stack end	1	wkstns	16	16
3.02	Youth Services	Children's Area	seating, lounge chairs	6	chairs	35	210
3.02	Youth Services	Children's Area	seating, 4 person tables	4	chairs	25	100
3.02	Youth Services	Children's Area	seating, 2 person tables	4	chairs	25	100
3.04	Youth Services	Family Space	shelving, 45" for Spanish picture books, EZ readers				36
3.04	Youth Services	Family Space	4 person toddler table, round	4	chairs	20	80
3.04	Youth Services	Family Space	seating, lounge chairs	6	chairs	35	210
3.04	Youth Services	Family Space	cabinet for puzzle and toy storage	1	cabinet	15	15
3.04	Youth Services	Family Space	space for interactive manipulatives	1	space	20	20
3.04	Youth Services	Family Space	early learning station	1	wkstns	30	30
3.04	Youth Services	Family Space	carpeted floor space	30	seats	10	300
3.06	Youth Services	Teen Space	shelving, 66" for YA fiction and graphic novels				48
3.06	Youth Services	Teen Space	shelving, 66" for new YA fiction and nonfiction				12

Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
3.06	Youth Services	Teen Space	shelving, 66" for YA nonfiction				12
3.06	Youth Services	Teen Space	shelving, 66" for YA Spanish F/NF				12
3.06	Youth Services	Teen Space	wall-mounted display boards	2	board		0
3.06	Youth Services	Teen Space	seating, lounge chairs	4	chairs	35	140
3.06	Youth Services	Teen Space	seating, 4 person tables	4	chairs	25	100
3.06	Youth Services	Teen Space	seating, 2 person tables	8	chairs	25	200
4.04	Meeting Areas	Meeting Room Storage	folding tables, lightweight, 5' x 2'	20	table	0	0
4.04	Meeting Areas	Meeting Room Storage	table trucks for 20 folding tables	4	dollies	10	40
4.04	Meeting Areas	Meeting Room Storage	dollies, mobile, for stacking chairs	12	dollies	10	120
4.04	Meeting Areas	Meeting Room Storage	podium, portable	1	podium	6	6
4.04	Meeting Areas	Meeting Room Storage	equipment rack/mobile A/V cart	1	rack	10	10
4.04	Meeting Areas	Meeting Room Storage	clear space for storage of programming supplies	1	space	25	25
4.06	Meeting Areas	110 Seat Dividable Meeting Room	stacking chairs	110	chairs	15	1,650
4.06	Meeting Areas	110 Seat Dividable Meeting Room	large screen video monitor, wall-mounted	2	monitor	0	0
4.06	Meeting Areas	110 Seat Dividable Meeting Room	work counter, 6' x 2', w double sink, undercounter refrigerator, cabinets above and below	1	kitchenette	30	30
4.14	Meeting Areas	Community Learning Center	24 seat multiuse space	24	seats	25	600
4.12	Meeting Areas	10 Seat Meeting Room	10 seats at conference table	10	seats	25	250
4.08	Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	6	seats	40	240
4.08	Meeting Areas	Group Study/Tutoring Rooms	4 seats and table	12	seats	30	360
5.02	Staff Areas	Branch Manager Office	desk, computer workstation, printer, task chair	1	desk	50	50
5.02	Staff Areas	Branch Manager Office	guest chair	1	chairs	15	15
5.02	Staff Areas	Branch Manager Office	lateral file, 3 drawer unit	1	cabinet	15	15
5.02	Staff Areas	Branch Manager Office	shelving, 84", wall mounted	2	sections	10	20
5.10	Staff Areas	Staff Work Area	workstations, modular, 8' x 8'	3	wkstns	64	192
5.10	Staff Areas	Staff Work Area	mail and delivery sorting station, 6' x 3'	1	station	30	30
5.10	Staff Areas	Staff Work Area	clear space for receiving and unpacking shipments, donations, etc.	1	space	50	50
5.10	Staff Areas	Staff Work Area	bulletin board, white board, wall mounted	2	board	0	0

Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.10	Staff Areas	Staff Work Area	staff workstation for returns and check ins	1	station	30	30
5.10	Staff Areas	Staff Work Area	delivery box stacking space	2	stacks	4	8
5.06	Staff Areas	Server Room	telecom equipment and patch panels, wall	1	units	30	30
5.06	Staff Areas	Server Room	equipment rack	1	rack	25	25
5.06	Staff Areas	Server Room	monitor on stand	1	printer	12	12
5.06	Staff Areas	Server Room	supply cabinet, 2 door	1	monitor	20	20
5.08	Staff Areas	Staff Lounge	sofa, 2-person	1	sofa	40	40
5.08	Staff Areas	Staff Lounge	work counter, 7' x 2', w double sink, undercounter refrigerator, cabinets above and below	1	kitchenette	45	45
5.08	Staff Areas	Staff Lounge	trash and recycling containers	2	container	4	8
5.08	Staff Areas	Staff Lounge	table and four chairs	1	table	100	100
5.08	Staff Areas	Staff Lounge	bulletin board, white board, wall mounted	2	board	0	0
5.08	Staff Areas	Staff Lounge	supply cabinet, 2 door	1	cabinet	20	20
5.08	Staff Areas	Staff Lounge	wall safe	1	safe	4	4
5.08	Staff Areas	Staff Lounge	lockers, one stack (six lockers)	1	stacks	5	5
5.08	Staff Areas	Staff Lounge	staff restroom	GSF			IN GSF
5.10	Staff Areas	Staff Work Area	materials return slots +2 bins	1	space	12	12
5.10	Staff Areas	Staff Work Area	clear space for receiving and unpacking shipments, donations, etc.	1	space	50	50
5.10	Staff Areas	Staff Work Area	copy machine, standard	1	machine	25	25
5.10	Staff Areas	Staff Work Area	book truck parking	4	trucks	8	32
5.10	Staff Areas	Staff Work Area	shelving, 84" for supplies storage	3	sections	10	30
5.10	Staff Areas	Staff Work Area	shelving, 84" for children's programming materials	1	sections	10	10
5.14	Staff Areas	Janitorial Closet	mop sink, with mop storage	1	space	25	25
5.14	Staff Areas	Janitorial Closet	shelving, 84" for supplies storage	1	sections	10	10
3.06	Youth Services	Teen Space	online catalog workstation @stack end	1	wkstns	16	16
3.06	Youth Services	Teen Space	computer workstations, sitdown	2	wkstns	35	70

Shelving Report

Assumes 12 SF/single sided shelf, standard shelving is 3' x 1'											
General Area	Specific Area	Materials Count	% on Shelf	Items Shelved	Storage Type	No of Shelves or Items	Items/LF	Sections Needed	Section Type	Description	SF
Adult Services	Adult Books and Magazines	516	70%	361	Shelf	4	7	4	Single Sided	shelving, 66" for adult fiction	48
Adult Services	Adult Books and Magazines	700	75%	525	Shelf	4	8	5	Single Sided	shelving, 66" for adult nonfiction	60
Adult Services	Adult Books and Magazines	575	75%	431	Shelf	4	8	4	Single Sided	shelving, 66" for adult Spanish F/NF	48
Adult Services	Adult Books and Magazines	162	75%	122	Shelf	4	8	1	Single Sided	shelving, 66" for adult Span/Eng bilingual, adult literacy materials	12
Adult Services	Adult Books and Magazines	18	100%	18	Shelf	3	1	2	Single Sided	shelving, 45", for adult/teen magazines and back issues	24
Adult Services	New Materials and Media	590	66%	389	Shelf	5	15	2	Single Sided	shelving, 66" for DVDs	24
Adult Services	New Materials and Media	354	50%	177	Shelf	4	8	2	Double Sided	display shelving, 66" for new adult fiction and nonfiction	30
Adult Services	Reference Collection	50	100%	50	Shelf	4	8	1	Single Sided	shelving, 66" for reference collection	12
Adult Services Total											258
Youth Services	Children's Area	4,800	70%	3,360	Shelf	3	15	25	Single Sided	shelving, 45" picture books/EZ readers	300
Youth Services	Children's Area	1,450	70%	1,015	Shelf	4	10	8	Single Sided	shelving, 66" for juvenile fiction and graphic novels	96
Youth Services	Children's Area	3,000	70%	2,100	Shelf	4	10	18	Single Sided	shelving, 66" for juvenile nonfiction	216
Youth Services	Children's Area	470	75%	353	Shelf	4	10	3	Single Sided	shelving, 66" for juvenile Spanish F/NF and bilingual materials	36
Youth Services	Children's Area	120	50%	60	Shelf	4	10	1	Single Sided	shelving, 66" for new juvenile fiction and nonfiction	12
Youth Services	Children's Area	246	65%	160	Shelf	5	15	1	Single Sided	shelving, 66" for youth DVDs	12
Youth Services	Children's Area	8	100%	10	Shelf	3	1	1	Magazines	Shelving, 45" for juvenile magazines and back issues	10
Youth Services	Family Space	669	70%	468	Shelf	3	15	3	Single Sided	shelving, 45" for Spanish picture books, EZ readers	36
Youth Services	Teen Space	777	66%	513	Shelf	4	10	4	Single Sided	shelving, 66" for YA fiction and graphic novels	48
Youth Services	Teen Space	120	50%	60	Shelf	4	10	1	Single Sided	shelving, 66" for new YA fiction and nonfiction	12
Youth Services	Teen Space	120	70%	84	Shelf	4	10	1	Single Sided	shelving, 66" for YA nonfiction	12
Youth Services	Teen Space	120	75%	90	Shelf	4	10	1	Single Sided	shelving, 66" for YA Spanish F/NF	12
Youth Services Total											802
Grand Total											1,060

Seating Report

General Area	Specific Area	Description	No of Tables	Qty	Unit	SF/Unit	SF
Adult Services	Adult Books and Magazines	seating, lounge chairs		8	chairs	35	280
Adult Services	Adult Books and Magazines	seating, 4 person tables	1	4	chairs	25	100
Adult Services	Adult Books and Magazines	seating, 2 person tables	3	6	chairs	25	150
Adult Services	Quiet Reading	seating, 1 person tables	12	12	chairs	25	300
Adult Services Total				30			830
Meeting Areas	10 Seat Meeting Room	10 seats at conference table	1	10	seats	25	250
Meeting Areas	110 Seat Dividable Meeting Room	stacking chairs		110	chairs	15	1,650
Meeting Areas	Community Learning Center	24 seat multiuse space	1	24	seats	25	600
Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	3	6	seats	40	240
Meeting Areas	Group Study/Tutoring Rooms	4 seats and table	3	12	seats	30	360
Meeting Areas Total				162			3,100
Public Areas	Entry Lobby	benches, 5' x 2', 2 person		1	bench	15	15
Public Areas Total				1			15
Youth Services	Children's Area	seating, lounge chairs		6	chairs	35	210
Youth Services	Children's Area	seating, 4 person tables	1	4	chairs	25	100
Youth Services	Children's Area	seating, 2 person tables	2	4	chairs	25	100
Youth Services	Family Space	4 person toddler table, round	1	4	chairs	20	80
Youth Services	Family Space	seating, lounge chairs		6	chairs	35	210
Youth Services	Family Space	carpeted floor space		30	seats	10	300
Youth Services	Teen Space	seating, lounge chairs		4	chairs	35	140
Youth Services	Teen Space	seating, 4 person tables	1	4	chairs	25	100
Youth Services	Teen Space	seating, 2 person tables	4	8	chairs	25	200
Youth Services Total				70			1,440
Grand Total				263			5,385

Computers and Equipment Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.10	Public Areas	Service Desk	laptop storage/recharging station (12 laptops)	1	units	12	12
1.10	Public Areas	Service Desk	self checkout machines	2	machine	35	70
1.10 Total							82
2.06	Adult Services	Public Access Computers	computer workstations, sitdown	4	wkstns	30	120
2.06	Adult Services	Public Access Computers	online catalog workstation @stack end	1	wkstns	16	16
2.06	Adult Services	Public Access Computers	networked printer release station	1	printer	24	24
2.06 Total							160
3.02	Youth Services	Children's Area	computer workstations, sitdown (low seats)	2	wkstns	30	60
3.02	Youth Services	Children's Area	online catalog workstation @stack end	1	wkstns	16	16
3.02 Total							76
3.04	Youth Services	Family Space	early learning station	1	wkstns	30	30
3.04 Total							30
3.06	Youth Services	Teen Space	online catalog workstation @stack end	1	wkstns	16	16
3.06	Youth Services	Teen Space	computer workstations, sitdown	2	wkstns	35	70
3.06 Total							86
Grand Total							434

Description of community input methods and process

Citywide resident survey

A citywide survey was developed and distributed to Menlo Park residents from November 29, 2018 through January 31, 2019. The survey asked Menlo Park residents to indicate their preferred library features and provide basic demographic and library use information for the study. A copy of the survey can be found in Attachment C.

An electronic version of the survey was emailed to every library card holder who resides in Menlo Park and has an email address on file with the library – approximately 22,000 email addresses in total. To maximize opportunities for participation by Belle Haven and Bayfront neighborhood residents, printed versions of the survey were also directly mailed to approximately 2,600 households in those neighborhoods. Printed versions of the survey were also distributed through the library locations, community and senior centers, and other public venues in Menlo Park. The survey was available in English and Spanish, and responses were collected through January 31, 2019.

A total 914 survey responses were received by the January 31, 2019 survey deadline. Approximately 750 of the responses were received electronically and approximately 150 were received on paper. Most of the responses were in English, however a small percentage of the responses were in Spanish.

The survey results have been tabulated in two reports. The full, citywide survey results of 914 responses, Attachment D, includes 666 responses that did not identify as residing in the Belle Haven neighborhood. Attachment E provides the survey results for the 234 respondents who self-identified as a resident of the Belle Haven neighborhood.

Overall, the survey results track closely with the responses received in the stakeholder interviews, focus groups and community meetings.. The response trends among self-identified Belle Haven neighborhood residents were similar to the response trends citywide. Additional discussion and analysis of the survey results accompanies the data and graphs in Attachments D and E.

Stakeholder interviews, focus groups and community workshops

In addition to the citywide survey noted above, numerous stakeholder interviews, focus groups and community workshops were convened throughout October, November, and

December 2018, and January and February 2019, yielding valuable insight and feedback from hundreds of residents about community needs and preferences for a new Belle Haven Branch Library. Participation in the process was strong throughout, and the overall feedback from community members about the process itself was generally positive and appreciative.

Four focus groups were conducted at the Belle Haven Branch Library on November 26 and 27, 2018. Participants were asked to share their perspectives, concerns, and suggestions about current and future library services in the Belle Haven neighborhood. A total 24 participants attended the focus groups in small groups of four to six people. The focus groups sessions were approximately 90 minutes in length each. The participants included Belle Haven neighborhood residents and other neighborhood and community stakeholders, including representatives from the Belle Haven Neighborhood Association, the Belle Haven Neighborhood Library Advisory Committee, the Ravenswood Education Foundation, the Belle Haven Child Development Center, the Sequoia Belle Haven Senior Housing, the Onetta Harris Community Center, and various other community nonprofit and faith-based groups with ties to Belle Haven. Staff also conducted an additional 11 individual interviews with stakeholders who could not attend the focus groups in person.

A community workshop was held at the Menlo Park Senior Center in the Belle Haven neighborhood on December 13, 2018. Participants engaged in an interactive exercise in which they shared their perspectives, suggestions and concerns about various proposed features of a new Belle Haven Branch Library. Approximately 30 community members attended the workshop, and provided robust and valuable feedback.

Additionally, staff engaged in multiple “on-the-street” community interviews at public locations in the Belle Haven neighborhood on January 18, 2019. Staff approached passersby and visitors at those locations to request their thoughts about a potential new Belle Haven Branch Library, and encouraged them to complete the community survey. Interviewees included parents picking up children from Belle Haven Child Development Center, visitors to neighborhood parks near the Belle Haven School, riders waiting at a carpool pickup, and parents and teachers at Belle Haven School, among others. Approximately 75 surveys were collected during this outreach. Many of the interviewees stated that they weren’t previously aware of plans to develop a new Belle Haven Branch Library; and some interviewees indicated that they didn’t know of the library’s existence.

A second interactive community workshop was held on January 28, 2019 at Belle Haven Branch Library in conjunction with the Library Commission meeting. Participants reviewed the preliminary results of the citywide survey (Attachments D and E) and the preliminary program matrix (Attachment F). Approximately 35 community members attended the workshop and provided valuable feedback and commentary.¹

Additional community focus groups were held on February 12 and 13, 2019 at Belle Haven Branch Library to review and discuss the preliminary program matrix in more

¹ *Minutes and presentation slides*. Library Commission, January 28, 2019.
menlopark.org/AgendaCenter/ViewFile/Minutes/_01282019-3218

detail. A total 24 participants attended the focus groups in small groups of four to six people. The focus groups sessions were approximately 60 minutes in length each. The participants included Belle Haven neighborhood residents and other neighborhood and community stakeholders, including representatives from the Belle Haven Neighborhood Association, the Belle Haven Neighborhood Library Advisory Committee, the Belle Haven Child Development Center, the Onetta Harris Community Center, and various other community nonprofit and faith-based groups with ties to Belle Haven.

Library Commission meetings

In addition to the January 28, 2019 Library Commission meeting and community workshop noted above, the Library Commission on February 25, 2019 reviewed the draft Belle Haven Library Space Needs Study survey results, preliminary program matrix, and feedback from community focus groups, and provided affirmation of the community indicators and general community preferences regarding space needs and building program scenarios received to date. The Library Commission on March 18, 2019 reviewed the draft final Space Needs Study and recommended that City Council receive the study and authorize staff to proceed to the project's preliminary design phase.

Attachment C: Community Survey – New Belle Haven Branch Library



Double-sided survey card with English on one side and Spanish on the other. Printed dimensions: 8.5” by 11” on card stock with horizontal perforation for returning responses.

WE WANT TO HEAR FROM YOU!

BELLE HAVEN LIBRARY SURVEY

The City of Menlo Park is taking an important next step toward a new branch library in Belle Haven. We’re focusing in on the specific space needs for a planned new branch library. Your input is welcomed and encouraged. We want to hear from you!

Take our survey at MenloPark.org/mylibrary or fill out and return this survey card

COMMUNITY MEETING #1

- Thursday, December 13, 2018
7:00pm - 8:30pm
Onetta Harris Community Ctr
100 Terminal Ave

Review the project's progress and help us prioritize the community feedback we've heard so far

COMMUNITY MEETING #2

- Monday, January 28, 2019
7:00pm - 9:00pm
Belle Haven Branch Library
413 Ivy Dr

Review the project's progress and help us prioritize the community feedback we've heard so far

COMMUNITY MEETINGS #3, #4

- March 2019 (date TBD), 7:00 pm
City Council study session
Menlo Park City Hall
701 Laurel St
- April 2019 (date TBD), 7:00 pm
City Council public hearing
Menlo Park City Hall
701 Laurel St

COMMUNITY SURVEY - BELLE HAVEN LIBRARY

1. Are you a resident of the Belle Haven neighborhood? (Circle one) YES NO

2. Have you ever used the Belle Haven branch library? (Circle one) YES NO

3. Have you used the Belle Haven branch library in the last six months? YES NO

4. How important are the following features to you? (Circle your answers)

	not at all important	somewhat important	very important
Homework tutoring center for kids to get help with their homework after school	1	2	3
Dedicated spaces for teens to safely gather, socialize, read and study after school and on weekends	1	2	3
Computer classroom for people to learn beginner-to-advanced computer skills	1	2	3
Community Maker Space/ space for arts and crafts	1	2	3
Dedicated quiet spaces for reading and study	1	2	3
Private study/tutoring rooms (1 – 4 people)	1	2	3
Community meeting/ conference rooms	1	2	3
Food/ drink in library	1	2	3
Books, movies, music and periodicals	1	2	3
Access to social services in the library (early childhood development, seniors, homeless/housing, at-risk youth, etc.)	1	2	3
Outdoor spaces connected to the library	1	2	3
Proximity to other services (grocery, café, bank, restaurants, parking, transit, etc.)	1	2	3

5. Please tell us about any other features you would like to see in the new library.

6. What is your age? (Circle one) 6-12 13-17 18-24 25-34 35-44 45-64 65+


7. Do you have children under age 18 living with you? (Circle one) YES NO

PLACE STAMP HERE

or drop off at Library

Please return to:

Belle Haven Library Study
c/o City of Menlo Park Library
800 Alma St.
Menlo Park CA 94025



Presorted
Standard
US Postage
PAID
Permit #

¡QUEREMOS ESCUCHAR SU OPINIÓN!

ENCUESTA COMUNITARIA - NUEVA BIBLIOTECA EN BELLE HAVEN

La ciudad de Menlo Park está desarrollando un plan de espacio para el potencial de obtener una biblioteca nueva en la comunidad de Belle Haven. Por favor ayúdenos llenando la siguiente encuesta.

Tome nuestra encuesta por la red en
www.MenloPark.org/mylibrary

Atendiendo una de las siguientes reuniones para la comunidad:

- Jueves 13 de diciembre 7:00 pm - 8:30 pm en el Centro Para Personas Mayores de Onetta Harris, 100 Terminal Ave.
- Lunes 28 de enero 7:00 pm - 9:00 pm en la biblioteca de Belle Haven, 413 Ivy Dr.
- Marzo 2019 (fecha aún no determinada) en una sesión en el consejo municipal 7:00 pm, 701 Laurel Street.
- Abril 2019 (fecha aún no determinada) en una audiencia pública en el consejo municipal 7:00 pm, 701 Laurel Street.

Encuesta comunitaria - Nueva biblioteca en Belle Haven

1. ¿Vives en el vecindario de Belle Haven? (Circulé uno) SI NO
2. ¿Alguna vez a usado la biblioteca de Belle Haven? (Circulé uno) SI NO
3. ¿En los últimos 6 meses a usado la biblioteca de Belle Haven? (Circulé uno) SI NO
4. ¿Qué importancia le das a las próximas características? (Circule sus respuestas)

	nada de importancia	algo de importancia	mucha importancia
Ayuda para los niños después de clases en un centro de tutoría	1	2	3
Un lugar seguro y dedicado específicamente para jóvenes donde puedan llegar a socializar, leer y estudiar después de clases o los fines de semana	1	2	3
Un salon con acceso al desarrollo de aprendizaje básico a intermedio sobre la computación	1	2	3
Un espacio para artes y manualidades	1	2	3
Un espacio tranquilo y dedicado para estudiar y leer	1	2	3
Salón privado para tutoría o estudiar (1 - 4 personas)	1	2	3
Salón comunitario o para conferencias	1	2	3
Bebidas y comida en la biblioteca	1	2	3
Libros, películas, música y publicaciones periódicas	1	2	3
Acceso a servicios sociales en la biblioteca (desarrollo de la primera infancia, ancianos, indigente/alojamiento, jóvenes en riesgo, etc.)	1	2	3
Espacios al aire libre adjunto a la biblioteca	1	2	3
Cercanía a otros servicios (tienda de comestibles, café, banco, restaurantes, estacionamiento, tránsito, etc.)	1	2	3

5. ¿Qué otras características le gustaría ver en la biblioteca nueva?

6. ¿Cuál es su edad? (Circulé uno) 6-12 13-17 18-24 25-34 35-44 45-64 65+
7. ¿Tiene hijos menores de edad viviendo con usted? (Circulé uno) SI NO

Despegue la tarjeta sobre la línea punteada

COLOQUE
ESTAMPILLA
AQUÍ
o entregue
a la biblioteca

Por favor regrese a:

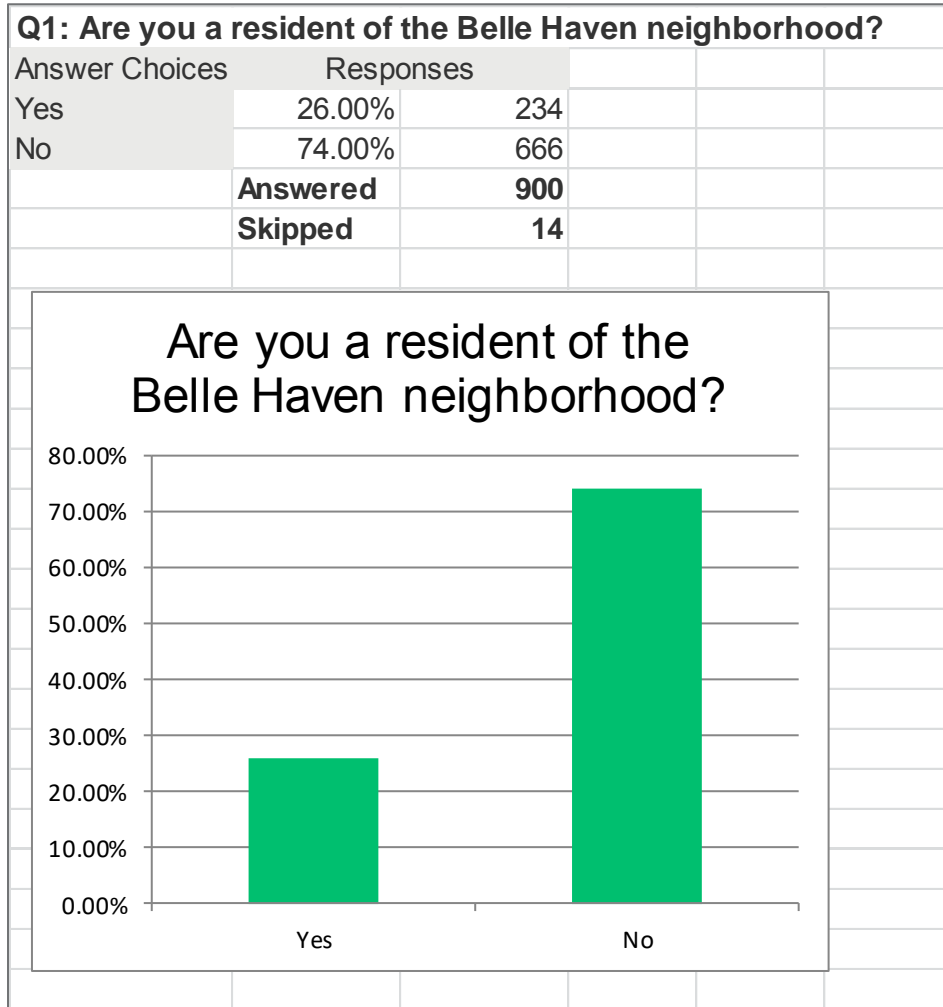
Belle Haven Library Study
c/o City of Menlo Park Library
800 Alma St.
Menlo Park CA 94025



Attachment D: Belle Haven Branch Library Space Needs Study – Citywide Resident Survey Results

Question 1 – “Are you a resident of the Belle Haven neighborhood?”

The survey was only distributed to Menlo Park residents. Approximately 26% of the responses were received from self-identified residents of the Belle Haven neighborhood. This is a strong response rate by Belle Haven neighborhood residents comparative to the total population of Menlo Park. The total population of Menlo Park is roughly 34,000, of which approximately 6,700 or roughly 18% reside in the Belle Haven and Bayfront neighborhoods.

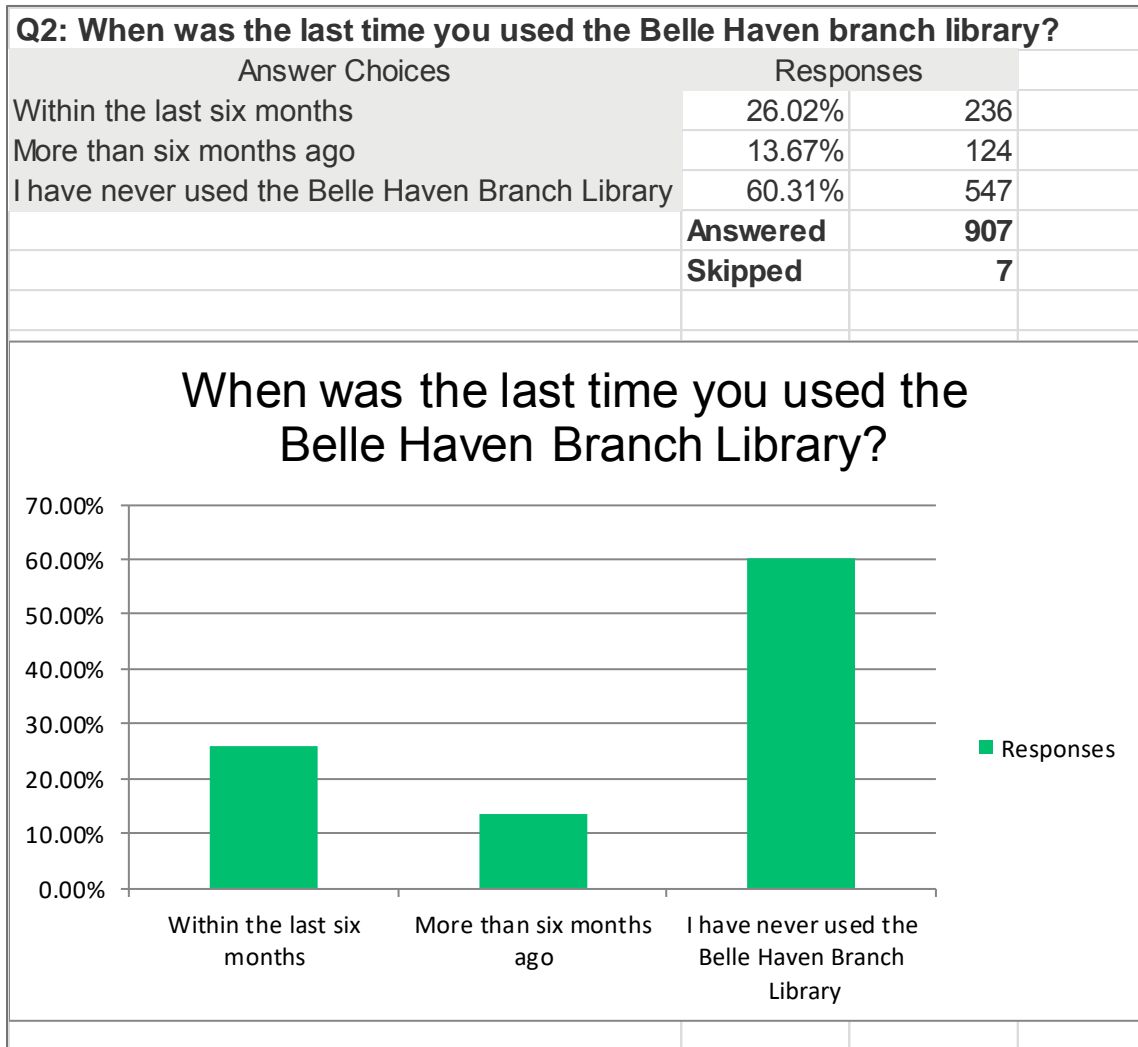


Analysis of the overall survey responses and trends from self-identified Belle Haven neighborhood residents compared to the overall responses and trends from other Menlo Park residents shows no major or substantive differences by neighborhood. Aside from some differences in the age of respondents and the presence of children under 18 in household, the citywide results track very closely to the results from self-identified Belle Haven neighborhood residents. (See Attachment E for comparative analysis.)

Question 2 – “When was the last time you used the Belle Haven Branch Library?”

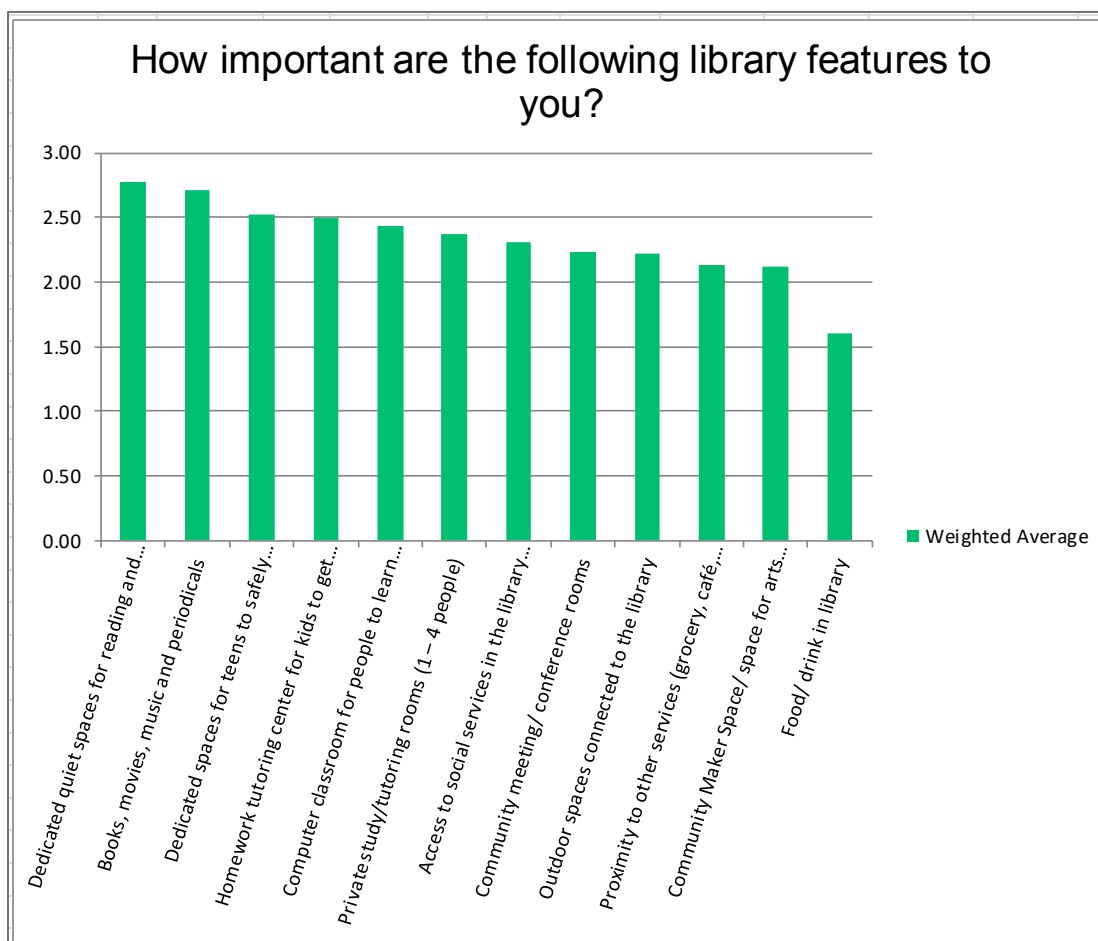
The citywide survey results suggest that three out of five (60%) Menlo Park residents have never used the Belle Haven Branch Library. Approximately one in four (26%) residents have used it recently (defined as “within the last six months”). These results are consistent with the relatively small service area and neighborhood-focused nature of the Belle Haven Branch Library.

Comparative analysis of citywide responses and self-identified Belle Haven neighborhood resident responses indicate that Belle Haven neighborhood residents are far more likely (62%) to have used the Belle Haven Branch Library. (See Attachment E.)



Question 3 – “How important are the following Library features to you?”

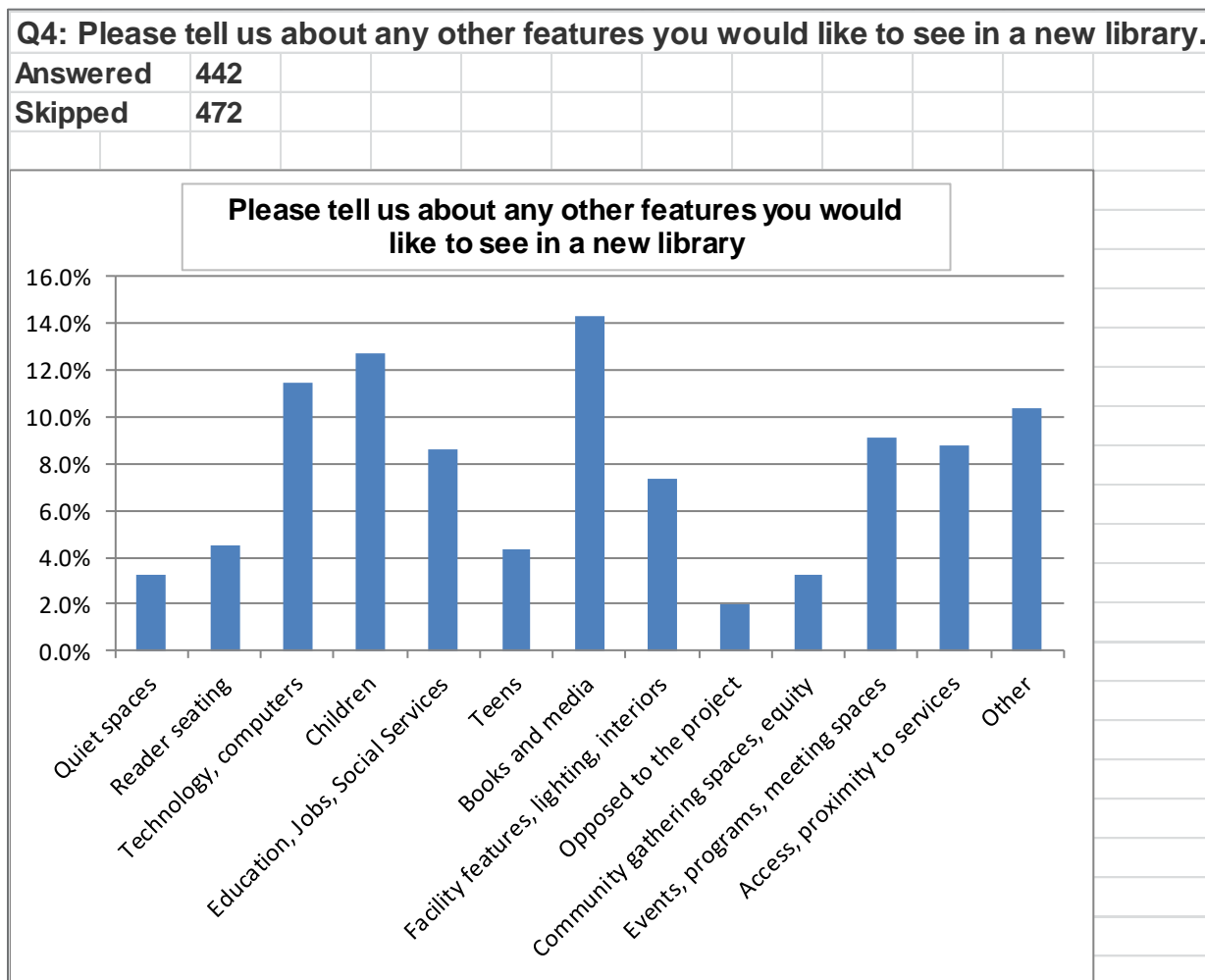
This question asks respondents to indicate how important various proposed library features are to them. The rating scale assigns a point value of 1 for “not at all important”; 2 for “somewhat important”; and 3 for “very important.” The preliminary results indicate that residents find nearly all of the proposed features to be somewhat or very important except for “Food/drink in the library.” The most important features, with weighted average responses ranging from 2.49 to 2.77, are “Quiet spaces for reading,” “Books, movies and periodicals,” “Dedicated spaces for teens,” and “Homework tutoring center for kids.” The next most important features ranging from 2.37 to 2.44 are “Computer training classroom” and “Private study and tutoring rooms.”



Q3: How important are the following library features to you?							Not at all important	Somewhat important	Very important	Total	Weighted Average
Dedicated quiet spaces for reading and study	4.21%	33	16.13%	141	79.66%	737	911	2.77			
Books, movies, music and periodicals	3.65%	32	23.00%	195	73.35%	684	911	2.72			
Dedicated spaces for teens to safely gather, socialize, read and study after school and on weekends	11.78%	96	27.77%	242	60.45%	574	912	2.52			
Homework tutoring center for kids to get help with their homework after school	15.29%	116	25.95%	231	58.77%	566	913	2.49			
Computer classroom for people to learn beginner-to-advanced computer skills	11.64%	91	36.19%	330	52.17%	492	913	2.44			
Private study/tutoring rooms (1 – 4 people)	13.18%	103	42.50%	363	44.32%	443	909	2.37			
Access to social services in the library (early childhood development, seniors, homeless/housing, at-risk youth, etc.)	18.23%	146	40.53%	342	41.23%	420	908	2.30			
Community meeting/ conference rooms	17.67%	151	44.88%	394	37.45%	367	912	2.24			
Outdoor spaces connected to the library	19.92%	161	45.30%	389	34.78%	362	912	2.22			
Proximity to other services (grocery, café, bank, restaurants, parking, transit, etc.)	20.90%	178	51.75%	434	27.35%	297	909	2.13			
Community Maker Space/ space for arts and crafts	28.05%	224	41.09%	351	30.86%	338	913	2.12			
Food/ drink in library	61.85%	510	27.63%	256	10.52%	148	914	1.60			
						Responses	914				

Question 4 – “Please tell us about any other features you would like to see in a new library”

This question is open-ended and respondents are encouraged to write in their thoughts. The complete unedited text of all responses received as of January 23, 2019 is included below, except for two responses which contained profane and/or offensive language and were removed from the list. Staff reviewed all of the responses and attempted to categorize them in order to render the following graph of the most frequent topics. The categorization shown in the graph was not presented to respondents in the survey. The categorization is subject to interpretation and is by no means scientific; however it provides a rough approximation of the general trends and topics in the open-ended responses to this question.



Question 4 – Full text responses to the question, “Please tell us about other features you would like to see in a new library.”

What follows is the full, unedited text of all open-ended responses received as of January 23, 2019, except for two responses which contained profane and/or offensive language and were removed from the list.

1	lots of space to sit down and read
2	Used book store like the one at the library near burgess park; 24 hr secure book return slots; dedicated used book donation drop off location; small soundproof audio recording rooms with latest software and hardware and big enough for 1-3 people; a digital display dedicated as a community bulletin where we can post items of interest (similar to next door but without the ads and better curated; really fast wifi.
3	Longer hours

4	Access for teachers who are part of the community by working in the area but not necessarily reside in Belle Haven.
5	I don't think a new library is necessary.
6	"lucky day" new releases that are on the shelf.
7	it would be very important to have a toddler and pre-school hands on learning opportunities for our youth such as the discovery museum has
8	Clean, well lit. It should mainly provide a quiet place for reading, studying, tutoring, rather than being a community center for activities
9	teen books
10	A strong breadth of books to check out
11	Clubs or social groups would be great additions to the library.
12	Lots of good study spaces (I am a high school student) would be helpful. Also food resources like after school snacks would be wonderful
13	Books, Books and more Books
14	Currently, there aren't many books/magazines for adults. I hope the new library can offer more books and new books for adults.
15	Exhibit space for local artists, laptop and phone recharging stations
16	Some interactive programs (storytelling or reading aloud once a week) for pre-school kids and/or beginning or emerging readers would help kids make reading a lifelong habit.
17	Access to public transit and to bike trails.
18	Room with good acoustics and video equipment for showing movies or having musical performances
19	childrens story time space
20	A kid's reading section; 24/7 drop-off boxes; book reading sessions in English and Spanish, specially for toddlers; Lego building sessions for kids 3-7 years old.
21	Provide children area and books
22	Natural lighting
23	a commitment to the local neighborhood. I think you have covered most of the issues And have Arriagga help fund it.
24	It's of young adult books
25	I don't like the idea of a makerspace or a kitchen or any of that. It would be nice to have a fire place and access to quiet spaces. It would be great to feature local authors too. Also a space for children ideally connected to the outdoors would be very helpful.
26	I think assistance for at-risk youth, the homeless, etc. is very important, but if these services share space with the library, library patrons might be less likely to use the library. Perhaps the services could be provided in a space separate from the library; i.e., in the same building, but in a different part of the building. The Palo Alto Main Library no longer has tables on which work with a number of books and perhaps a document. It has only small tables for use with a computer. Please continue to provide larger tables in the Belle Haven Library.
27	i would rather not build the library at all
28	Easy/Nearby Public Transportation Access (including Menlo Shuttle)!!! Mark this "Very Important" (it/access should have been on the Survey)!!
29	Good outdoor lighting, reasonable parking, safe bike racks, concerned, FRIENDLY & involved staff, community boards, a children's room w/a stall member similar to the main library). TY!!
30	Adult materials for college level interests and reading levels.
31	Comfortable spaces for my students to study (high schoolers) that will be quiet enough for them
32	I like having more space for tutoring and homework help.
33	Just plenty of info and services to help more folks climb the ladder.

34	Spaces for everyone. Services for all.
35	Actual physical books, magazines, and newspapers.
36	Chinese newspaper (World Journal or Sing Tao Daily)
37	Seminars: Personal professional and recreational
38	Bigger space for children. Maybe with a play area (like the one in downtown Redwood City library). Plenty parking space, and lots of resources and activities.
39	connection with Exterior planted area for reading in Summer, Autumn and Spring Improve spaces for interaction of users such as Jigsaw Puzzle, Conferences on subjects that draw the community together leave the I phones out of the library.
40	The primary function of a library is to provide access to books, periodicals and information. The functions of a school or of a community meeting place can be accommodated in other structures designed for those purposes.
41	Studying area
42	Services. Book clubs.
43	I would love to see information about resources with in the community whether it has to do with housing, tutoring, extra curricular classes for the youth. More classes within the library like reading to the kids or different workshops
44	PC education classes and how to use PC software
45	The library is a great resource for the community
46	Free access to video streaming services like Netflix and Hulu. Free use of iPads in the library. This is currently occurring at South San Francisco Libraries
47	Computer terminals with access to internet
48	I think the downtown library near the high school and caltrain is also very important and am disappointed we are not looking at improving it-- especially for all of the teens coming from MAHS and Hillview.
49	books, reading and the promotion of reading ("mystery" readers club or other monthly meetings to promote topics and books available through the library, authors...)
50	Please don't change the Menlo Park library on Alma Street- it is the best library in the area!!!!
51	if possible aquarium
52	I would like the library to open earlier and close later . There is also college and HS student that would benefit off later hours or even weekends
53	It's wonderful to have a library branch right in the neighborhood. We live right across the pedestrian bridge from Belle Haven (in Flood Triangle), and often walk to the Belle Haven branch library with my young kids. By far the biggest frustration for us is the limited weekend hours of the library. It would be awesome if it was open as long as the downtown branch. It would also be nice to have at least a small collection in languages other than English and Spanish, especially for children's books. We speak Russian at home, as do hundreds of other Menlo Park residents. Several other languages are also common in Menlo Park but largely absent from our libraries.
54	Events like movie showings, talks by visiting artists and moviemakers, and games and discussions for both teens and adults; such as the ones held in the Main Library.
55	career info

56	<p>Good lighting Windows thY open Gas fireplace Knowledgeable trlned staff in a safe welcoming environment Shelves & hooks in restrooms A variety of seating - some chairs with arenas, some without AC Librarylink arb Security Fax for public</p>
57	Lacking in this survey is any information about who and why this survey is being promoted. What is the secret?
58	More tables for studying, working, reading- not for loitering/sleeping by homeless. That population needs to be serviced by programs other than the library
59	An auditorium that could be used for performances, presentations and film screenings.
60	Open Hours 7am-9pm M-F, 8am-9pm Sat & Sun
61	Perhaps MP should focus on renovating the main library at Burgess. It's tired looking and not inviting.
62	I'm sure that residents of Belle Haven have better ideas re other features than I do.
63	Good parking and accessibility. I worry that there is so much traffic to get to this area of Menlo Park that the library will not be used much by most Menlo Park residents.
64	The "bring the library into your 2019 life and home" aspect feels important, what with being less tied to physical media I need to be at the library to access aspect is increasingly important, as books, journalism, and social critique move into the digital realm more, as audio books, movies and otherwise accessed through our phones and computers. Good access to that which is easy enough for my grandmother to use and get working is important, whether all she has access to are macintosh / iphone devices or windows / android devices.
65	Enforced "no talking" rules for quiet reading areas
66	A magazine and newspaper room that is quiet and comfortable for reading is very important for older people.
67	Taxes are huge in Sharon Heights, we get NOTHING. You don't even fix huge pot holes on Trinity drive. SHAME on YOU
68	I think study spaces and quiet areas are important in this area for students.
69	Social gathering spaces for small groups. Noise insulated small rooms for music tutoring. Secluded space that can be used for talks, lectures, music, movies, art etc, that can be open or closed.
70	A vending machine or a little bookstore to purchase books like the one at the main library
71	Lectures, free books offered similar to the Menlo Park library Wednesday offerings.
72	Plenty of books -- fiction, nonfiction, reference, language learning, plus CDs and DVDs. Basic library materials!
73	Not other features, but reduced features. This can be done on the cheap. There is no need for extravagance. Also simply study the habits of current students using the libraries, if they are not using books and periodicals and 90% of their resources are cloud based, then invest in small cubicles with power outlets, not volumes of books- just the classics and basics. Space is of a premium. Also you can rent out meeting rooms for revenue to non library card holders to compete with WeWork, Liquid Space, etc. Please contact me if I am not being clear.
74	More books! New, up to date non fiction books. Books for adults. More library events.weve enjoyed the puppet shows and music
75	Large presentation room for speakers, meetings, groups, events
76	I'd like to have more movies and DVD/bluray disks in the library. I would also like to have more books and periodicals available for checkout. Thanks!

77	Community info: voting info, Menlo Park City info—planning, construction, road work, development etc.
78	A lot of good lighting.
79	more ebooks and more audio books!
80	online library. after school program for lower income family
81	I'm glad the city is working on a new library for Belle Haven. Although I would not use any of the teen/homework/tutoring spaces, I think they are very important for this library.
82	More comprehensive collections for children
83	A few public computers with internet access
84	Computers and trainings
85	Office space for remote office work.
86	Dedicated usable space for not only the Belle Haven neighborhood, but for surrounding communities and workers
87	Better/dedicated space for community events (right now they are in the main area so i would imagine it's hard to read/study while they are going on)
88	Very good selection of media. Access to materials in multiple languages. Closeness to public transportation.
89	ease of use, appealing to attract users
90	Lot's of nice seating and electrical outlets everywhere so that people can work on their computers.
91	Offer classes for people who want to learn (languages, math, computer, etc)
92	Children storytimes
93	Books!
94	Comfortable seating for reading.
95	Library is waste of public money in this area. Do you know this area? West menlo people may use library better.
96	BOOKS! Books should be PRIMARY. Children in the US are steadily failing to learn to WRITE COMPETANTLY, from lack of exposure to BOOKS.
97	Longer hours than the MPmain library, coffee shop/ cafe, online subscription to language apps
98	Fun children's area
99	Help desk
100	informational events connected to books and local history
101	A spot for story telling.
102	Performance space for poetry, book readings, community music/singing
103	Regular hours! 9am-9pm
104	I think it is much more important to update the main library.
105	Perhaps movies being shown at the library; literacy efforts for adults, not just children; adult learning, not just children
106	Printed copies of city meetings
107	story time for children
108	Inclusivity - nothing that costs money, but just that it be an open, welcoming soace
109	Interactive learning stations to mirror how children learn today. Take advantage of VR and AR technology.
110	Child story time
111	Hot Water Heater in the library would be very nice
112	Community garden space or outdoor nature learning space. Palo Alto Children's library outdoor space is a good example. A theatre for plays would be great. Sign language classes would be great.
113	Places where silence isn't required
114	Information about taxes

115	Job search resources i.e. Job Train Works info,
116	Local art displays
117	Strong dependable internet / wireless that does not bog down or become unproductive and slow.
118	Counseling services.
119	Longer hours open
120	Early literacy, homework help, safe space for after school, education and enrichment for parents. A family place.
121	Lots of books!
122	Charging stations and outlets for laptops and cellphone. Stations to connect your laptop. Wireless printers. Service to buy Cloud space for a low rate. Copy and scanner machines
123	Used bookstore and donation drop off. Weekly story time in multiple languages.
124	English as a Second Language (ESL) and Basic Literacy tutoring
125	More spaces for kids, specifically ages 10-18.
126	I would like to see a new, updated, large library, but not so much with the social aspects with teens gatherings. I think it would inhibit mature folks to want to go to this library. There should be other places and spaces for teens to gather to 'socialize'
127	Toddler play space
128	Makers room for sewing
129	EV chargers in the parking lot and dedicated spots for only clean air vehicles
130	I am a tutor. Any space for this activity for all ages/levels is important.
131	Avoid wasteful spending
132	I would like to see more space and easy access as well as outlets!
133	Areas for Project Read; some evening hours
134	Makerspace! Hands-on check out tools and access to educational content.
135	B/W and Color printing at cost; 3D-printing at cost.
136	Computers available for job, career and higher educational opportunities.
137	Maybe a cafe style like a Barnes & Noble, creating community. Top notch technology. Being separated with a children's area, teen area, adult area.
138	A connected play area would look good in the new library.
139	Meeting space to accommodate classes eg ESL for approx 12 students whiteboard and smart board access.
140	Computers for young children/ area for younger kids, computers or area for teens separate from adults. Tutoring area with school text books for college students
141	Game room
142	Game room
143	Bing-bags or couches
144	I would like there to be more activities, also bean bags, Piano?
145	More items!
146	Have more programs for the smaller children
147	Workshops for adults
148	Senior tutoring activities Hitech
149	Printer; self-helping printer
150	Expansion on book/ movie selection.
151	CD music listening stations with earphones
152	N ideal play area for children

153	Interactive area for very young kids - babies and toddlers
154	I think this goes more under programming but I loved taking my daughter to story time.
155	Printer access
156	parking for bike, access to bikes.
157	Include traditional library services such as multi-language reading materials, regular storytelling telling for children, computer checkout
158	I'm a frequent user of libraries and I'd like to see a typical library layout used. This includes an open space with a lot of desks for personal use, a computer area, and scattered comfier chairs for light reading. I visit libraries in the evenings and never see the teen spaces, closed-door study areas, outdoor spaces, and community rooms used. I'm assuming it's because the type of activities these spaces are intended for are typically used at senior centers, community centers, and schools. I'm only used to seeing people studying alone or using the computer on their own.
159	A new library is not necessary and a complete waste of city finances
160	I think my main concern would be having safe spaces for the children and teens followed by places for these same people to get tutoring and resources from.
161	inclusion programs for children w/ and w/o spec needs. Accessible books and adapted materials. Partnerships with local schools- Open Mind School, Beechwood, Primary School, Family Connections.
162	Computer and read education
163	Eliminate the Belle Haven Library. It is a school library, subsidized by the city to serve less than 10% of our population in thirty blocks out of 10 square miles. There is another, larger SMC library nearby at 2415 University Avenue that is open more hours with greater options.
164	Near Onetta Harris center
165	Variety of books in Spanish. Space for Infant/toddlers and pre-schools Welcoming space for children with special needs Easy access / close to bus and train stations
166	My concern is that the City of Menlo Park allowed Learning Ally (formerly Reading for the Blind) to close because of lack of funding. Why pretend?... Why even talk about libraries or literacy if the Menlo community can't even support those who needed, and still need, Learning Ally's free services, that is, careful recordings of course materials from students' respective academic programs? Learning Ally supported students with dyslexia, along with blind students, and students with impaired vision. Menlo did not support critical literacy services for this population of learners. What a disappointment. What a very real disappointment.
167	Quiet areas and areas with more activity separated somehow.
168	I think the library has to have more space, because the actual space is very small.
169	Good bike access across 101 — we're in the Willows and Flood Park users would benefit too.
170	Bring library up-to-date
171	comfortable, bedbug free chairs for the homeless to sleep in.
172	Separate adult area away from the children's noisy side
173	Comic books are an excellent way to engage and excite readers of all ages!
174	Play and exploration area for babies/toddlers and older kids
175	I live in Menlo Park, in the Willows. I have taught in Belle Haven for 30 years. BH needs a "fully developed" library, with experienced librarians. Books of all kinds in Spanish and English. Inviting programs for the community, located near public transportation. Hopefully the building will be beautifully designed. Let's provide an area filled with interesting books for sale ,for all ages, at reasonable prices.
176	A quiet place for people to read who want quiet.
177	The library should be a library, not a mini-mall. Social services could be grouped near a library, not in a library.

178	Well trained librarians available to help when needed, enough to actually be there when people need help.
179	updated books, reading areas, toddler activities.
180	The new Half Moon Bay Library is phenomenal. It has a number of things that the BH library could use. Lots of light, bringing in nature, computers to check out, a community room, private study rooms, etc.
181	Adequate PCs for homework & research with associated scanners and printers.
182	quiet areas/no phone use
183	A separate room for those who can't stay quiet.
184	Easily car-accessible after-hours book return ESL programs on nights & weekends
185	lots of light variety of seating 'some chairs with arms for elderly/disabled NO ANIMALS except service ones, no emotional support animals--provide a teddy bear changing table in all bathrooms orr have unisex single use ones with hooks for purses, bags, etc AND shelves in each stall No blow dryers which spread contaminants! color copier knowl;edgeable welcoming staff
186	Excellent internet, access to a variety of research databases for all levels, a variety a author programs
187	Lots of knowledgeable librarians who can help people find information.
188	adequate service hours for folks who may not have computer access after school or work.
189	Special events, after school events or crafts
190	Separation between kids area and quiet areas
191	Longer service hours.
192	Enough staffing so that kids and seniors can easily find someone to ask questions. Lots of cheerful, dedicated librarians and volunteers, with spaces and other accommodations for them so that they will want to come to work.
193	More than one space for groups of approx 12 for classes. Smartboard tech for teaching and conferences.
194	A few internet connected public computers
195	How about a garden tool or other tool lending library for all those tools we only need once in awhile?
196	Funded y corporate taxes
197	Excellent collection of books, especially new releases with long HOLD lists.
198	free local papers like the daily post
199	I think it should be tailored to the needs and desires of the Belle Haven neighbors and their kids, the primary users of the library branch,(I assume.) It should be a neighborhood resource that is well used and encompasses all sorts of activities and uses depending on what the neighborhood needs are.
200	Open during regular hours, not only evening and weekend
201	Ebook rental. Book clubs.
202	Children's area, used book store, lecture/performance space
203	drive thru drop off
204	excellent librarians
205	DVD's by category [ex:action adventure/thriller/drama/etc] other than alphabetized
206	more children books
207	Cell phone charging
208	Equal access. I have lived in the Belle Haven neighborhood all my life and only now with gentrification taking place do we all of a sudden matter. We were always passed aside but now that there are more affluent community members we are seeing improvements. Please take the time to think about us ALL.

209	Printing service.
210	a bright well maintained facility with staff willing and able to be of service.
211	I would like to see this library be an inviting and vibrant learning space for everyone! A multi-cultural space.
212	Mental health/disability education and services, resources for lgbt youth, resources for first generation college students
213	Friends of the Library store Magazine exchange
214	Able to get online book access within the 5 county region. Large monitor computers, higher level reading media for your educated adults. Books of the same caliber as the other MP library
215	A community outreach program so that the families that live in the area know what will be available to them
216	Drinking Fountain restrooms online catalog
217	Open during school hours and larger space
218	Decent access to internet-enabled computers
219	I'd love to see a continuation of a dedicated children's and teen's area.
220	Tool library
221	Lots of windows!
222	Books- when I was there I counted the adult English and Spanish books- the numbers were shamefully low. The books were mostly old and unappealing. No one will use a library if it's not trying. Also, the hours are so bad- parents of preschool children, community college students looking to study, or many other can't get there in the limited hours- again it sends the message that they are not actually welcomed. Let's hope new library leadership understands this.
223	Libraries should be quiet spaces for reading and doing other activities. Not for talking on the phone. activities which require interaction such as children playrooms, book club or other gatherings should be in rooms that do not disturb other patrons.
224	Warm, inviting, useful to a wide range of people and activities.
225	Good bike access.
226	" New Large print books" shelf.
227	Water fountains outside of bathroom
228	Children's story hour
229	Booka or sale-friends of the library-promotes family literacy when books can be bought cheaply and used in the home
230	I'd like to see a branch library modeled after the one that Atherton just tore down. The space was high quality construction with warm and homey details, it had nice large windows that looked out on a beautiful garden, high ceilings for good acoustics, and clearly distinct areas that could be combined for events.
231	Nice seating, please - I frequently visit the Menlo Park branch and wish there were more comfortable chairs (armchairs?) to curl up in to read a book. A large reason I leave is discomfort with the chairs.
232	More downloadable resources available to Menlo Park Library card holders. San Mateo County Library card holders have far more access to such resources.
233	Check out tablets and laptop computers. Access to subscription streaming video service like Netflix, Hulu, etc.
234	A lot of natural light.
235	a great kids area. There is always a good selection of kids books, but sometimes the space is too small to enjoy with kids if there is not enough room. Also need an updated video selection. Maybe we are the only people who like to borrow kids videos from the library. But the selections seem old.
236	open hours day and night. Qualified staff. safe external lighting. Bilingual staff.
237	More recent movies.
238	BOOKS, not coloring books, not DVDs, not community activities. Please counter the degrading of LITERACY.

239	A space where there could be different types of shows (puppeteers, music performers, etc.)
240	I'd like to see the main library get updated since it gets far more traffic.
241	Writing workshops, reading groups/book clubs, poetry readings.
242	robust tutoring services for children with learning needs
243	Friends book sale area
244	Appreciate the educated staff and always want more books or the ability to source books from connected libraries without additional charges.
245	Develop new Belle Haven library BEFORE doing any upgrades to MP library at Ravenswood/Alma.
246	As a resident of the Allied Arts neighborhood, we have made very good use of our local library...especially when our daughter was young. I'd love for the Belle Haven neighborhood to have the same resources. It's invaluable to create safe spaces and to cultivate a love of reading.
247	Public access computers
248	More chairs for comfortable reading"
249	I love it that you're considering access to social services as part of the library's plan. I'd love to see a robust program for people who are at risk of homelessness, so that they can access a food pantry. I assume that the "food/drink in the library" question is about getting a library cafe. I don't see the need for that, but a food pantry could be extremely useful.
250	Summer programs for kids.
251	Better hours - It's hard not being able to use the library until 3:15p on weekdays. I would also like more adult books.
252	More community classes
253	story hour for children in Belle Haven
254	Toddler music classes
255	Enforcement of rules.
256	The redwood shore library is a great example of the multi purpose use of the space.
257	Wider range of reading material for young adults and adults.
258	I think it would be best to go look at some new community library buildings (e.g Mitchell Park in Palo Alto) and assess what worked and what did not especially with regard to kids, youth and young adult spaces. Steal the best ideas for Bellehaven's design.
259	More variety of books especially for teenagers and interesting books in Spanish.
260	Space for Community building events like movie nights etc. Important to remake this library's image from a school library to a public library.
261	I think the Mountain View Library is a great model. I also would love to see a library that is open late on weekends, if possible, even if it becomes a space for board games, music performances, etc.
262	Build a new library
263	It should be a space for community members and children, not Facebook employees.
264	If you build a new library, please make sure it isn't kid focused and unfriendly for adults to use. Also, don't duplicate services already offered through the senior center and community center.
265	Author visits, book clubs, excellent wifi
266	more personnel to answer questions, assist those who have difficulty finding or checking out books
267	Area for bike tools/improved bike parking to help booster traveling by bike. Job/career development area for local youth/teens. Utilizing local tech industries to "host" an area for an ongoing event. IE: Facebook Cares Crafts first Fridays, etc. A multi-use space for young adults and level entry career individuals to utilize. Not everyone that works at Facebook or the tech industry is making a lot of money and has a personal space to resort to to work on projects, graduate school, or even get some sanity from roommates. Thank you so much for your work!
268	No charge programming to assist immigrants with English language acquisition (community partner tutoring program).
269	if you did all of the above I would be happy! I feel Belle Haven has been under served.

270	A teens only book club
271	Bicycle access, public transit access
272	Open 9 am to 9pm
273	Have facebook pay for it!
274	Libraries are America's greatest asset. Everything about them is good.
275	Quiet computer area for internet
276	Some libraries include art on the wall of local artists, have a video game check out option, include a friends of the library section to sell books and videos, and perhaps space for music event once a week.
277	Maybe more computers
278	Having a safe space for kids to go after school hours would be fantastic! ☺
279	We go to the library every weekend. We have two young kids and absolutely love how many kids books there are. The play area and small tables are great. I'm glad the library focuses on young kids. I am not as familiar with the value of offerings for older kids, but I'm glad they exist!
280	More extensive children's library, more graphic novels for adolescents, and to keep to improve the number of community events at the library. The live music, puppet theatre, and reading have been great!
281	The library books are outdated compared to the main library. The space is too small to provide enough choices for me & my kids. I love that it supports the school but that means the library needs more space to provide more after-school opportunities. We visit the library bi-monthly, so I'd be happy to provide more input. Rachael Kaci 650 703-3612 rachpeace@gmail.com
282	Small park for outdoor reading.
283	Have it in Belle Haven. The library in downtown Menlo Park is fine and does NOT need to be replaced
284	Gift shop selling crafts and art work by Belle Haven residents.
285	Extended hour of service
286	A job center
287	Computer checkouts. Steam workshops.
288	Efficient layout with comfortable places to read and work. Iconic recognizable building, maybe a big stained glass window similar to Menlo park
289	It should be a FABULOUS library and community resource center where folks of all ages can gather!
290	Don't spend tax dollars on a whole new library. It's under utilized. New building won't make the difference. Keep it as a community space and stay economical. We can use our money better.
291	Beauty uplifting well lit space showing it values the community Explicit input from the local community and as advisors ongoing
292	Community events that are designed to encourage the attendance of groups that rarely frequent the library
293	It's nice to hear that the City is focusing on the Belle Haven area for a new library instead of the main library at the Civic Center complex
294	Would love to see a safe children's area targeted to pre school age and children activities on weekends.
295	Internet interface for book checkout/renewal
296	cafe, fireplace in a nice reading room
297	Large.
298	library building does NOT need to be a monumental structure of architectural brilliance. Just make it attractive and functional and cost effective.
299	Dedicated space for mental health and suicide prevention awareness.
300	Events related to diverse community to support diversity of the Menlo Park community
301	A library should have good natural light and a lot of windows.
302	Is this a library or a country club? Food? Drink?

303	The children's section is very important to us and as an early elementary teacher I think it is an integral part of a library. Having quiet learning toys and puzzles and soft seating for children to comfortably read with parents is crucial to making the library a fun place to spend time together and enjoy literacy. I also like the cafe aspects that some libraries are doing now. It helps extend one's stay, feels modern and adds a nice perk. Maker's spaces are crucial too. We were spend a lot of time at the library if there was a maker's/creation space! Having a park next to the library is also very helpful for little ones to make a day out of their experience.
304	Good seating
305	I want to see a better infrastructure in the Belle Haven Community. The city seems so hell bent on building a new library. No doubt, there is some self serving intent going on. There has never been a decent amount of commercial resources in this neighborhood. It's high time that the City focus on that. Facebook will no doubt have something to do with that if it happens. Seems they are the only ones in this area of town who's opinion matters.
306	large childrens book area
307	Really? With all the people in need and rents/houses that goes up and up, we need a new library?! Don't you think a set of affordable apartment would be useful? Really.....
308	Computers And scanners that work
309	Stem center
310	More active users, not just homeless people sleeping. Students asleep/ falling asleep while studying should be moderately tolerated
311	You are asking what features are important to ME, which is different from asking what features I think would be important in a library serving the residents of Belle Haven
312	Never used Belle Haven, don't have car. Use Main
313	Flexible spaces that can be used for different kinds of programs and events
314	Security guard; parking or bus route access, showcase local artists, food truck night once a week to encourage community (off the grid)
315	I would love to see a family friendly cafe within a short walk away...like the children's library in PA. This makes it so much easier for families with children or teens to visit and stay a while.
316	events that draw people from other neighborhoods, so Belle Haven is not so isolated from the rest of Menlo Park
317	Books checked out and mailed as a service
318	Investigate what other cities are doing. Is digital access more important than books these days? Perhaps in library use of iPads that can access "the catalog" would be more relevant now than the traditional book shelving?
319	Comic books
320	-Dedicated space for classrooms on finance (budgeting, credit resources, etc.) -Dedicated space to help with mental illness(counseling, resources)
321	more business, consumer and technical magazines
322	I'd really like it to be focused on books and community resources. I have young kids and would love an outside place to read, a great kids section, etc.
323	Have the services that are available at the current Menlo Library.
324	books in Spanish
325	Dedicated quiet space and books for adults.
326	We need a library that can developed for teens. This is critical for supporting youth-- giving them things to do after school, supporting education, etc. To that end, the focus should be on redeveloping the library within walking distance of Menlo Atherton High School. While a smaller REAL library should be built in Belle Haven, it makes much more sense to also redevelop the main branch close to downtown and the high school. We need to stop creating MORE TRAFFIC through neighborhoods and over 101.
327	Space for students to have access to all aspects of learning.

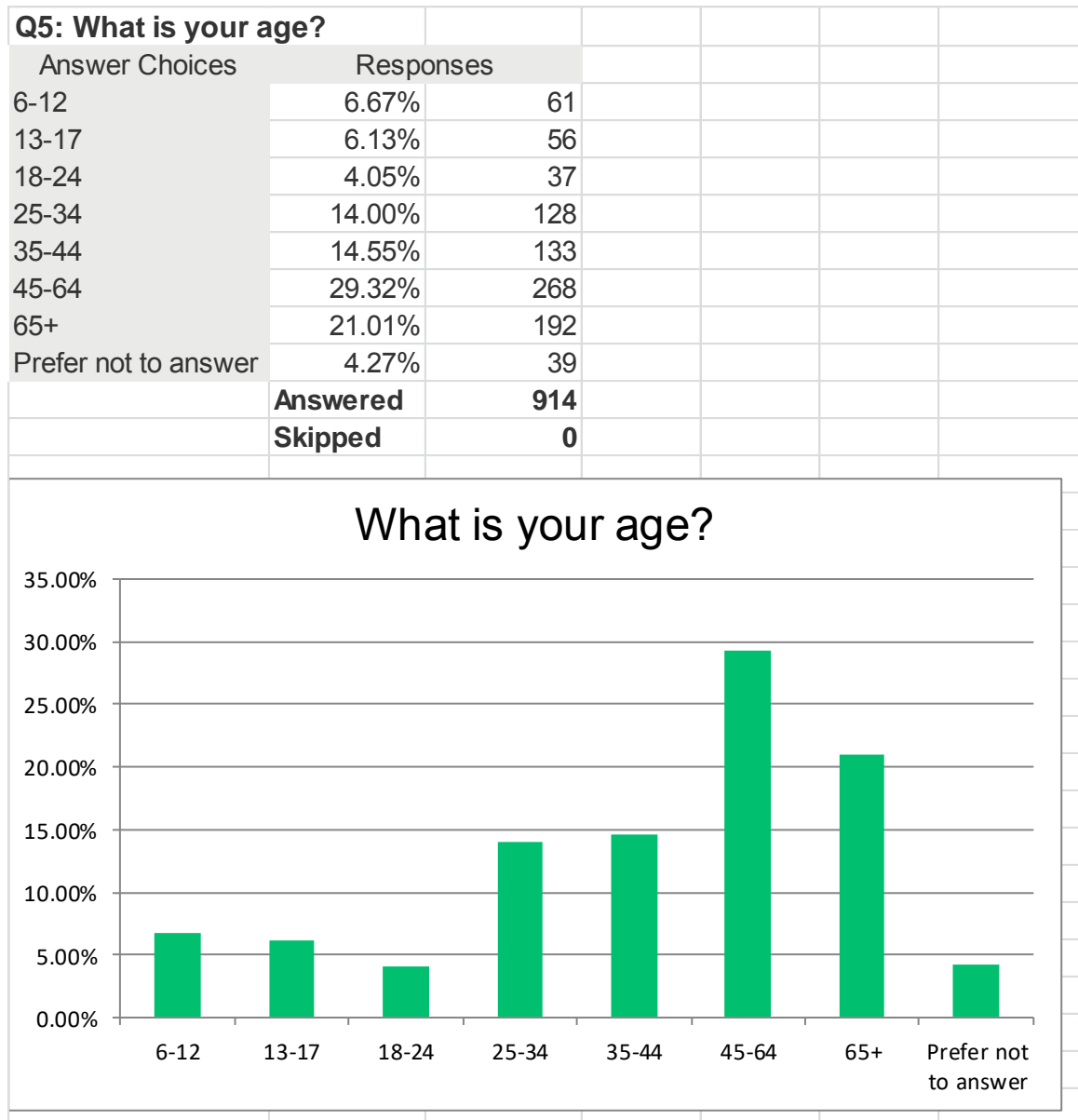
328	College counseling Volunteers
329	Well thought out traffic flow and parking.
330	Access to daily local/state/national newspapers with comfortable seating to read.
331	Opera and theater productions for the kids, music and movie nights
332	A large children's section
333	A seed bank like at the Santa Clara Central Library.
334	Automated check-in and check-out.
335	I don't think we need a new library.
336	Make sure there is public WiFi available a lot of college students do their work like that
337	ESL classes and resources
338	I would like to see more variety of books. I'd like for the library to be constantly updated.
339	Keep the main Menlo Park branch unchanged. The branch is fine as it stands.
340	Comfortable chairs for reading and computers and internet access for users.
341	Lots of light.
342	Unique gathering place such as an indoor amphitheater for speaker events.
343	Longer hours
344	Weekend story time. All local story hours are weekdays which means working parents can't utilize!
345	Transportation options: Secured bike parking, bike share, car parking, shuttle to downtown Menlo Park/train station
346	Better computers
347	I want the new library to be QUIET. I am so sick of library patrons AND STAFF talking loudly. Whatever happened to libraries being places of PEACE & QUIET?
348	wifi enabled computers
349	children's quiet play area
350	natural light
351	*a young child's corner/area to encourage literacy development* *ability to use library during day hours*
352	*multicultural supports (eg., language consideration)* *support for seniors such as large print, books on tape, etc.* *extended programs that may incentivize new library users to visit*
353	1. city council meeting beamed to community room. 2. go to schools & boys & girls club to sign up for kids cards. 3. have moveable book cases
354	a baseball field
355	a better selection og challenging for (and larger) elementary & middle school students. modern & better computers. better printing service. color printing
356	a gymnasium
357	a large selection of books in math, history, biographies in middle school level and 4th grade level. no video games
358	add more outlets + desks
359	bean bags
360	better quality reading materials for higher reading levels
361	beystadium
362	bigger manga collection
363	bike locks. water dispenser for drinking water, more adult collection
364	boys and girls club activities
365	can't think of any
366	community programs, more story times

367	comfortable seating , lots of power plugs
368	dedicated area for small kids ~ reading ~ storytime integrated seating use a la los gatos lib w/ banquette seating near young kids.
369	engineering books, comfy cushions, free books, baby books, outdoor spaces, music, and arts.
370	expand dvd collection, place to study
371	expand the movie collection, cd collection in adults and young adults, bicycle rack, water fountain detached from restrooms!
372	extended library hours and more information about the library
373	feature i would like to see in the library is having more computers
374	for the library to have reasonable hours. and for it to be in the center of town. not too far from everyone.
375	fortnite
376	fortnite
377	free local reservations 4 meeting rooms
378	gaming
379	gymnastics room
380	high level/ advance books for kids in math, science, english -stem-
381	honestly, the most important thing to me besides having an all-encompassing collection of book + a/v items is to make sure there is a space for everyone. adults, children, teens, homeless, visitors, locals, students, retirees, toddlers, and everything in between!
382	i was very disappointed that menlo park could not work together & receive the arrillaga gift. what a loss for our community. now funds need to be raised to cover all expenses.
383	i would like some more restrooms and have a snack shack.
384	i would like the library to be a place where kids in the belle haven community to have access to information media, books, internet. to improve their learning and i think people of all ages deserve a functioning library
385	i would like to see more advanced books. also recommendations for better websites. video games should not be allowed less inappropriate comics.
386	it's a library. it's about books and reading books- don't go overboard on the tech - creatively use space. have sitting, reading tables, as always.
387	less people smoke outside
388	library of "things" that can be checked out. "friends" bookstore.
389	literature in english & spanish on current issues, also on social, cultural, and religious topics.
390	mini puppet show, indoor play area
391	more computers
392	more manga please
393	more manga please
394	more manga, bean bag
395	more movies
396	more space for teens & children.
397	more space, more hours, more resources for adults, more events
398	more spaces for both adults and childrens, study rooms
399	music
400	n/a
401	natural light, display cases
402	near onetta harris
403	new books that came out in 2019
404	none
405	none

406	nothing
407	outdoor play structure nearby, music classes for kids, picninc areas, book clubs, stage in children's section for storytime/playtime
408	outdoor reading benches
409	outside playground
410	parent areas similar to epa library
411	private classes
412	puzzles, small café, snacks area, rent laptops/ipads
413	rather than upgrading the main library i would love to see belle haven library improved and brought to the level of all other san mateo county libraries
414	rental/ loan e-readers/tablets
415	research resources, computer lab, instruction for adults, seniors etc., larger community meeting spaces.
416	robust collection for all ages. welcoming environment. promoting quiet reading and study. close proximity to community-housing-walking distance. *continue working to support school* all equivalent to what provided at main branch -> equity. add english language classes like sequoia adult school?
417	slime room, gymnastics room
418	small business incubator/ support for belle haven residents who want to start and/or run/improve their small business (catering, gardening, day care, adult care, cleaning...etc.)
419	social services
420	space and programs for children 0 to 5 yrs old (storytimes)
421	story time for kids
422	storytime room
423	teen crafts, furniture, movies, manga
424	the library is very nivr and an important community asset. i live just over the freeway.
425	toddler time
426	tool rental/ share like berkeley
427	update resources, my son continually checks out books that are from the 1980's! :(
428	vending machine
429	we need a class to teach english to the parents who don't speak and read english.
430	we think having an upgraded library in belle haven is a wonderful idea
431	we would like the library to stay at the school or very close. we really enjoyed last year when there was dedicated librian during the school day.
432	we would like to have a space for kids separated from adults.
433	when we build computer software, the wisdom is "the most important feature is shipping/ releasing rhw software.along the same line, the most important feature" building and opening the new library.
434	wi-fi and work spaces near it.
435	you have covered everything above.

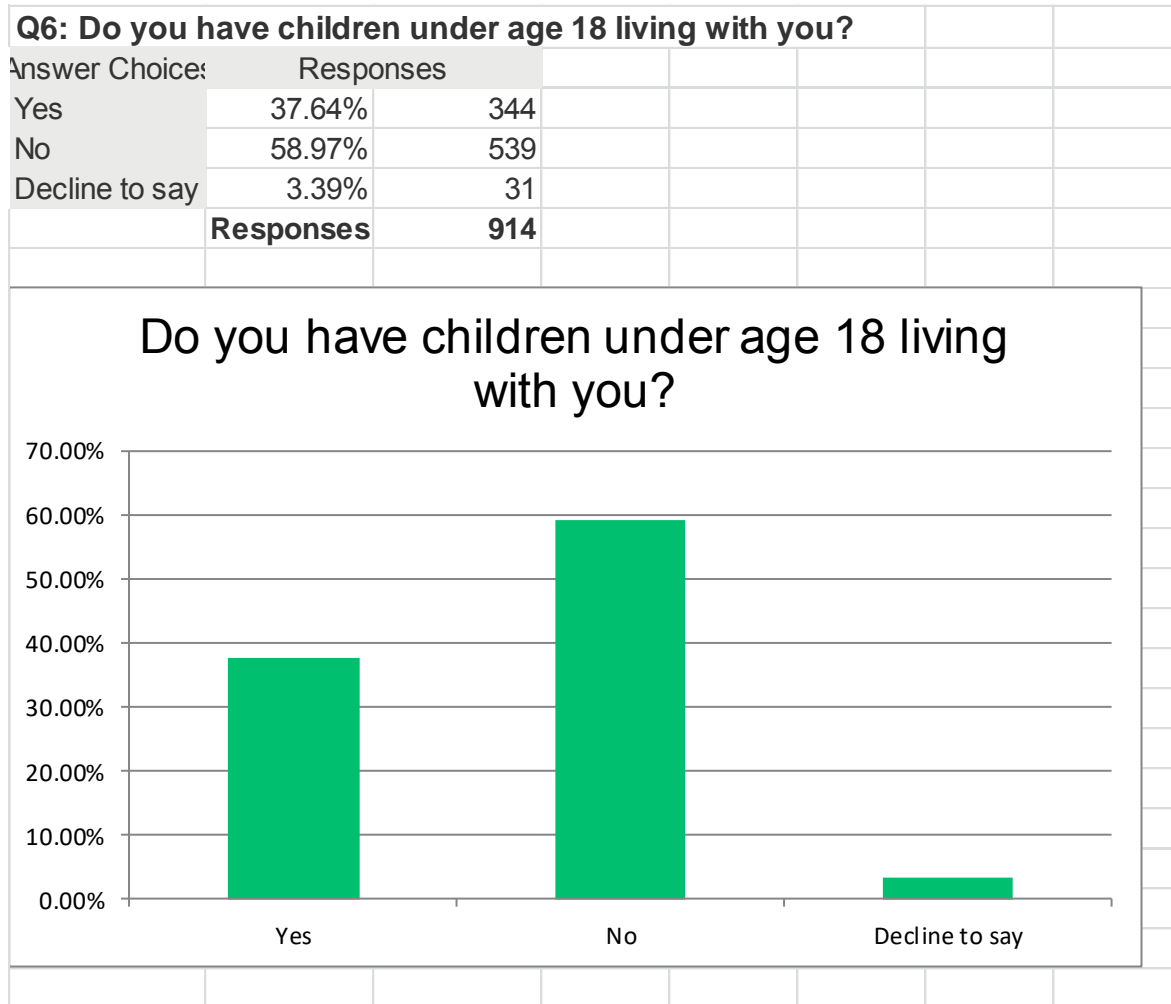
Question 5 – “What is your age?”

One-half of the surveys (50.33%) were completed by adults who self-identified as 45 years of age or older. An additional 28.55% of the surveys were from adults who self-identified as between ages 25-44. Self-identified children and youth between ages 6-17 provided 12.8% of the responses.



Question 6 – “Do you have children under age 18 living with you?”

Roughly two of five (37.64%) citywide respondents indicated that they have children under age 18 living with them. Comparative analysis indicates that self-identified Belle Haven residents are far more likely (50%) to have children under age 18 in the household. (See Attachment C.)



Attachment E: Survey responses from self-identified Belle Haven neighborhood residents

The survey was distributed and made available to Menlo Park residents for approximately seven weeks during December 2018 and January 2019. A total 914 responses were received citywide as of the January 28, 2019 Library Commission meeting. Several responses continued to trickle in by US Mail over the subsequent week, bringing the total number of responses received to 927. What follows is a side-by-side comparison of the citywide survey responses and the self-identified Belle Haven neighborhood residents' responses.

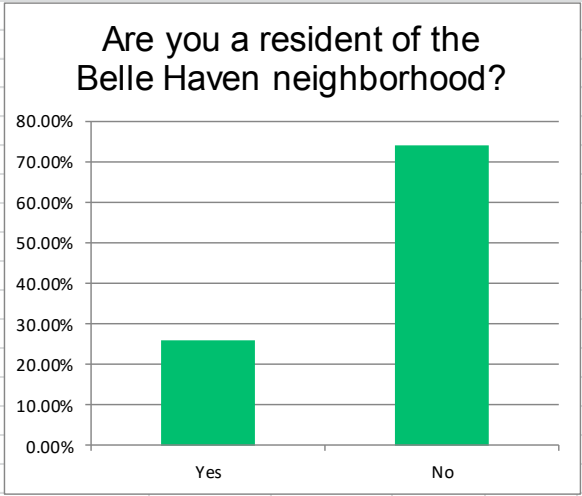
Question 1 – “Are you a resident of the Belle Haven neighborhood?”

The citywide responses as presented during the January 28, 2019 Library Commission meeting are shown on the left in green. The self-identified Belle Haven neighborhood residents' responses (including 13 additional responses that arrived by US Mail after the January 28 meeting) are on the right in blue.

Approximately 26% of the responses were from self-identified residents of the Belle Haven neighborhood. This is a strong response rate by Belle Haven neighborhood residents. The total population of Menlo Park is roughly 34,000, of which approximately 6,700 or roughly 18% reside in the Belle Haven and Bayfront neighborhoods.

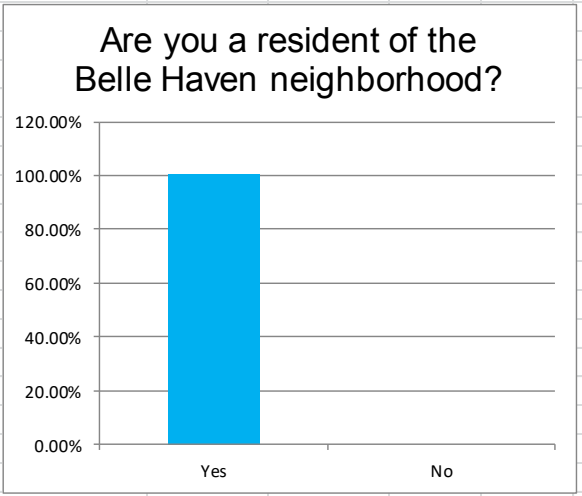
All responses

Q1: Are you a resident of the Belle Haven neighborhood?		
Answer Choices	Responses	
Yes	26.00%	234
No	74.00%	666
	Answered	900
	Skipped	14



Self-identified Belle Haven neighborhood residents

Q1: Are you a resident of the Belle Haven neighborhood?		
Answer Choices	Responses	
Yes	100.00%	247
No	0.00%	0
	Answered	247



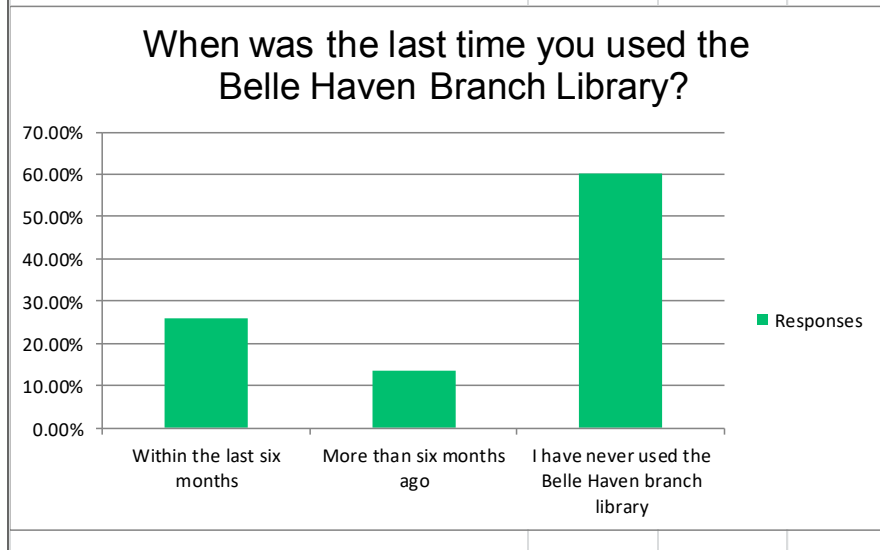
Question 2 – “When was the last time you used the Belle Haven Branch Library?”

The citywide survey results suggest that three out of five (60%) Menlo Park residents have never used the Belle Haven Branch Library. Approximately one in four (26%) residents have used it recently (defined as “within the last six months”). These results are consistent with the relatively small service area and neighborhood-focused nature of the Belle Haven Branch Library.

As expected, use of the Belle Haven Branch Library was much higher among self-identified Belle Haven residents, nearly 83% of whom indicated that they have visited the Belle Branch Library at some point in time. Nearly 62% indicated that they have visited the Belle Haven Branch Library within the past six months.

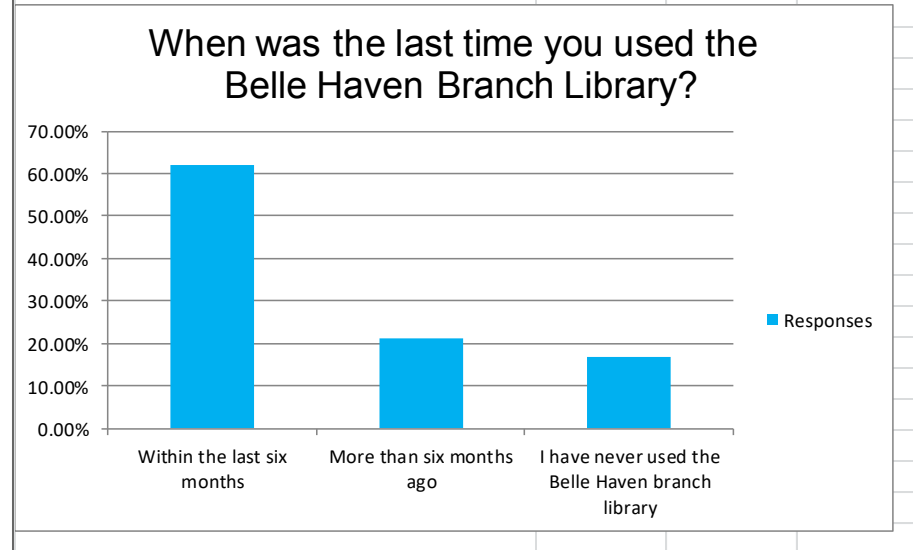
All responses

Q2: When was the last time you used the Belle Haven Branch Library?		
Answer Choices	Responses	
Within the last six months	26.02%	236
More than six months ago	13.67%	124
I have never used the Belle Haven branch library	60.31%	547
	Answered	907
	Skipped	7



Self-identified Belle Haven residents

Q2: When was the last time you used the Belle Haven Branch Library?		
Answer Choices	Responses	
Within the last six months	61.94%	153
More than six months ago	21.05%	52
I have never used the Belle Haven branch library	17.00%	42
	Answered	247



Question 3 – “How important are the following Library features to you?”

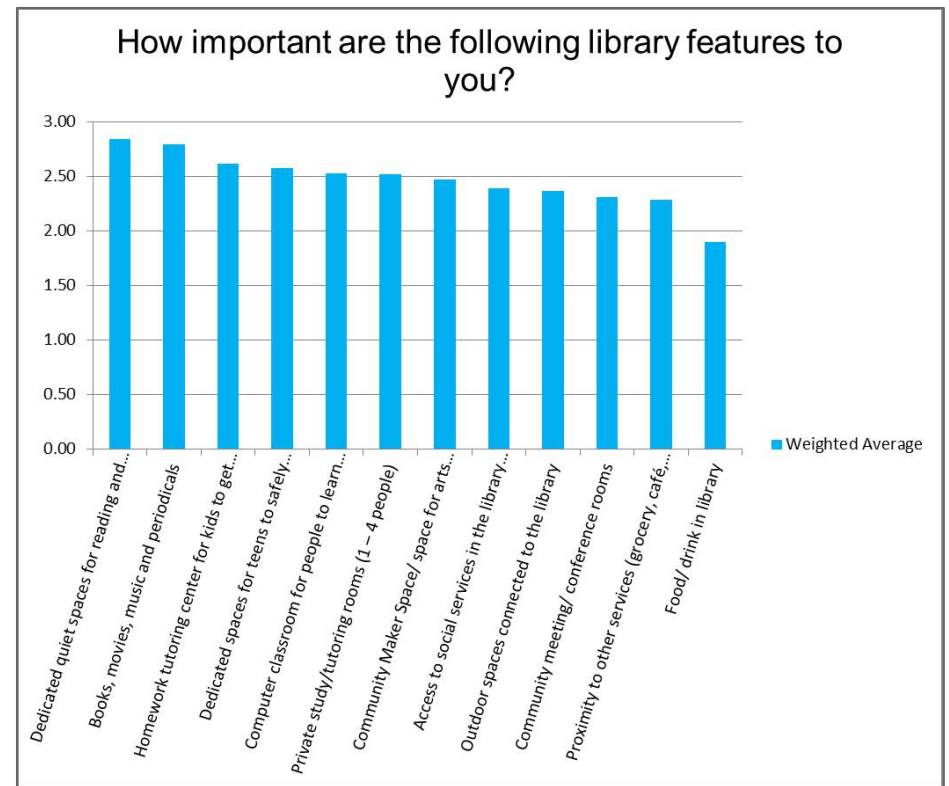
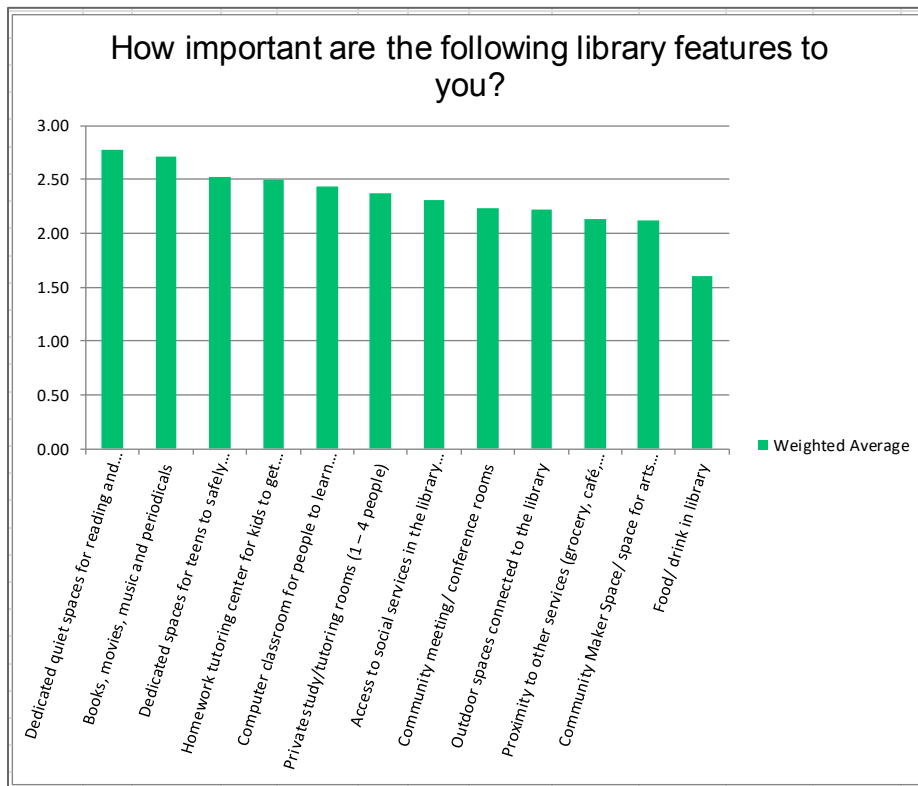
This question asks respondents to indicate how important various proposed library features are to them. The rating scale assigns a point value of 1 for “not at all important”; 2 for “somewhat important”; and 3 for “very important.” The survey results indicate that residents find nearly all of the proposed features to be somewhat or very important except for “Food/drink in the library.”

The responses from self-identified Belle Haven neighborhood residents are similar to the responses received citywide. Self-identified Belle Haven residents assigned slightly higher levels of importance across the board, and rated “Community Maker Space / space for arts and crafts” somewhat higher than the citywide responses, but otherwise the results are nearly identical.

The most important features, with weighted average responses ranging from 2.49 to 2.77, are “Quiet spaces for reading,” “Books, movies and periodicals,” “Dedicated spaces for teens,” and “Homework tutoring center for kids.” The next most important features ranging from 2.37 to 2.44 are “Computer training classroom” and “Private study and tutoring rooms.”

All responses

Self-identified Belle Haven neighborhood residents



Question 4 – “Please tell us about any other features you would like to see in a new library”

This question was open-ended and respondents were encouraged to write in their thoughts. 435 open-ended responses were received citywide. What follows is the full, unedited text of the 137 responses received from self-identified Belle Haven neighborhood residents.

1	Self-service features, wireless internet, internet and laptop rentals
2	More winter activities
3	Audio books.
4	I would like it to be for Belle Haven residents, not Facebook employees.
5	I would like to see a library that reflects the culture of the Belle Haven Community. The current library feels more like an elementary school library--it feels invasive to go in there. I envision a library where the entire community feels comfortable and safe. I also would like work spaces where workshops and classes could happen. The Onetta Harris Center could easily be modified to accommodate the social value of libraries--while enriching the activities already provided there.
6	Near parking transit, etc., YES, but incorporated into Community Center which duplicates services included for the library in the survey.
7	Large windows and light. Hours of operation that go into evening and on weekends.
8	I would like to see a library that is in a safe part of the neighborhood, particularly not right on Willow Road.
9	Research Assistance availability.
10	Used book store like the one at the library near burgess park; 24 hr. secure book return slots; dedicated used book donation drop off location; small soundproof audio recording rooms with latest software and hardware and big enough for 1-3 people; a digital display dedicated as a community bulletin where we can post items of interest (similar to next door but without the ads and better curated; really fast wifi).
11	Longer hours
12	it would be very important to have a toddler and pre-school hands on learning opportunities for our youth such as the discovery museum has
13	Currently, there aren't many books/magazines for adults. I hope the new library can offer more books and new books for adults.
14	A kid's reading section; 24/7 drop-off boxes; book reading sessions in English and Spanish, especially for toddlers; Lego building sessions for kids 3-7 years old.
15	Provide children area and books
16	Adult materials for college level interests and reading levels.
17	Comfortable spaces for my students to study (high schoolers) that will be quiet enough for them
18	Spaces for everyone. Services for all.
19	Seminars: Personal professional and recreational
20	I would love to see information about resources within the community whether it has to do with housing, tutoring, extracurricular classes for the youth. More classes within the library like reading to the kids or different workshops
21	if possible aquarium
22	I would like the library to open earlier and close later. There is also college and HS student that would benefit off later hours or even weekends
23	A vending machine or a little bookstore to purchase books like the one at the main library
24	More books! New, up to date nonfiction books. Books for adults. More library events. We've enjoyed the puppet shows and

	music
25	I'd like to have more movies and DVD/blu-ray disks in the library. I would also like to have more books and periodicals available for checkout. Thanks!
26	More comprehensive collections for children
27	Office space for remote office work.
28	Lots of nice seating and electrical outlets everywhere so that people can work on their computers.
29	Offer classes for people who want to learn (languages, math, computer, etc)
30	Children story times
31	Library is waste of public money in this area. Do you know this area? West Menlo people may use library better.
32	A spot for storytelling.
33	Regular hours! 9am-9pm
34	Interactive learning stations to mirror how children learn today. Take advantage of VR and AR technology.
35	Job search resources i.e. Job Train Works info,
36	Early literacy, homework help, safe space for after school, education and enrichment for parents. A family place.
37	Charging stations and outlets for laptops and cellphone. Stations to connect your laptop. Wireless printers. Service to buy Cloud space for a low rate. Copy and scanner machines
38	Used bookstore and donation drop off. Weekly story time in multiple languages.
39	Toddler play space
40	Avoid wasteful spending
41	Makerspace! Hands-on check out tools and access to educational content.
42	B/W and Color printing at cost; 3D-printing at cost.
43	Computers available for job, career and higher educational opportunities.
44	Maybe a cafe style like a Barnes & Noble, creating community. Top notch technology. Being separated with a children's area, teen area, adult area.
45	A connected play area would look good in the new library.
46	Computers for young children/ area for younger kids, computers or area for teens separate from adults. Tutoring area with school text books for college students
47	Game room
48	Bean-bags or couches
49	I would like there to be more activities, also bean bags, Piano?
50	Have more programs for the smaller children
51	Workshops for adults.
52	Senior tutoring activities Hitech
53	Printer; self-helping printer
54	Expansion on book/ movie selection.
55	Include traditional library services such as multi-language reading materials, regular storytelling telling for children, computer checkout
56	Eliminate the Belle Haven Library. It is a school library, subsidized by the city to serve less than 10% of our population in thirty blocks out of 10 square miles. There is another, larger SMC library nearby at 2415 University Avenue that is open more hours with greater options.
57	I think the library has to have more space, because the actual space is very small.

58	Separate adult area away from the children's noisy side
59	Well trained librarians available to help when needed, enough to actually be there when people need help.
60	updated books, reading areas, toddler activities.
61	The new Half Moon Bay Library is phenomenal. It has a number of things that the BH library could use. Lots of light, bringing in nature, computers to check out, a community room, private study rooms, etc.
62	A separate room for those who can't stay quiet.
63	Ebook rental. Book clubs.
64	more children books
65	Cell phone charging
66	Equal access. I have lived in the Belle Haven neighborhood all my life and only now with gentrification taking place do we all of a sudden matter. We were always passed aside but now that there are more affluent community members we are seeing improvements. Please take the time to think about us ALL.
67	Friends of the Library store Magazine exchange
68	Able to get online book access within the 5 county region. Large monitor computers, higher level reading media for your educated adults. Books of the same caliber as the other MP library
69	Open during school hours and larger space
70	Public access computers
71	Better hours - It's hard not being able to use the library until 3:15p on weekdays. I would also like more adult books.
72	Toddler music classes
73	Wider range of reading material for young adults and adults.
74	More variety of books especially for teenagers and interesting books in Spanish.
75	Author visits, book clubs, excellent Wifi
76	Area for bike tools/improved bike parking to help booster traveling by bike. Job/career development area for local youth/teens. Utilizing local tech industries to "host" an area for an ongoing event. IE: Facebook Cares Crafts first Fridays, etc. A multi-use space for young adults and level entry career individuals to utilize. Not everyone that works at Facebook or the tech industry is making a lot of money and has a personal space to resort to work on projects, graduate school, or even get some sanity from roommates. Thank you so much for your work!
77	Maybe more computers
78	Having a safe space for kids to go after school hours would be fantastic! 😊
79	We go to the library every weekend. We have two young kids and absolutely love how many kids books there are. The play area and small tables are great. I'm glad the library focuses on young kids. I am not as familiar with the value of offerings for older kids, but I'm glad they exist!
80	More extensive children's library, more graphic novels for adolescents, and to keep to improve the number of community events at the library. The live music, puppet theatre, and reading have been great!
81	The library books are outdated compared to the main library. The space is too small to provide enough choices for me & my kids. I love that it supports the school but that means the library needs more space to provide more after-school opportunities. We visit the library bi-monthly, so I'd be happy to provide more input.
82	Small park for outdoor reading.
83	Extended hour of service
84	A job center

85	Don't spend tax dollars on a whole new library. It's under-utilized. New building won't make the difference. Keep it as a community space and stay economical. We can use our money better.
86	Internet interface for book checkout/renewal
87	The children's section is very important to us and as an early elementary teacher I think it is an integral part of a library. Having quiet learning toys and puzzles and soft seating for children to comfortably read with parents is crucial to making the library a fun place to spend time together and enjoy literacy. I also like the cafe aspects that some libraries are doing now. It helps extend one's stay, feels modern and adds a nice perk. Maker's spaces are crucial too. We were spend a lot of time at the library if there was a maker's/creation space! Having a park next to the library is also very helpful for little ones to make a day out of their experience.
88	I want to see a better infrastructure in the Belle Haven Community. The city seems so hell bent on building a new library. No doubt, there is some self-serving intent going on. There has never been a decent amount of commercial resources in this neighborhood. It's high time that the City focus on that. Facebook will no doubt have something to do with that if it happens. Seems they are the only ones in this area of town whose opinion matters.
89	Stem center
90	Dedicated space for classrooms on finance (budgeting, credit resources, etc.) -Dedicated space to help with mental illness(counseling, resources)
91	I'd really like it to be focused on books and community resources. I have young kids and would love an outside place to read, a great kids section, etc.
92	Dedicated quiet space and books for adults.
93	A large children's section
94	I would like to see more variety of books. I'd like for the library to be constantly updated.
95	Longer hours
96	Multicultural supports (eg., language consideration)* **support for seniors such as large print, books on tape, etc.* **extended programs that may incentivize new library users to visit*
97	1. city council meeting beamed to community room. 2. go to schools & boys & girls club to sign up for kids cards. 3. have moveable book cases
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125	Slime room, gymnastics room
126	Small business incubator/ support for belle haven residents who want to start and/or run/improve their small business (catering, gardening, day care, adult care, cleaning...etc.)
127	Space and programs for children 0 to 5 yrs old (storytimes)
128	Story time for kids
129	Toddler time
130	Tool rental/ share like berkeley
131	Update resources, my son continually checks out books that are from the 1980's! :(
132	Vending machine
133	We need a class to teach english to the parents who don't speak and read english.
134	We would like the library to stay at the school or very close. we really enjoyed last year when there was dedicated librian during the school day.
135	We would like to have a space for kids separated from adults.
136	When we build computer software, the wisdom is "the most important feature is shipping/ releasing rhw software.along the same line, the most important feature" building and opening the new library.
137	You have covered everything above.

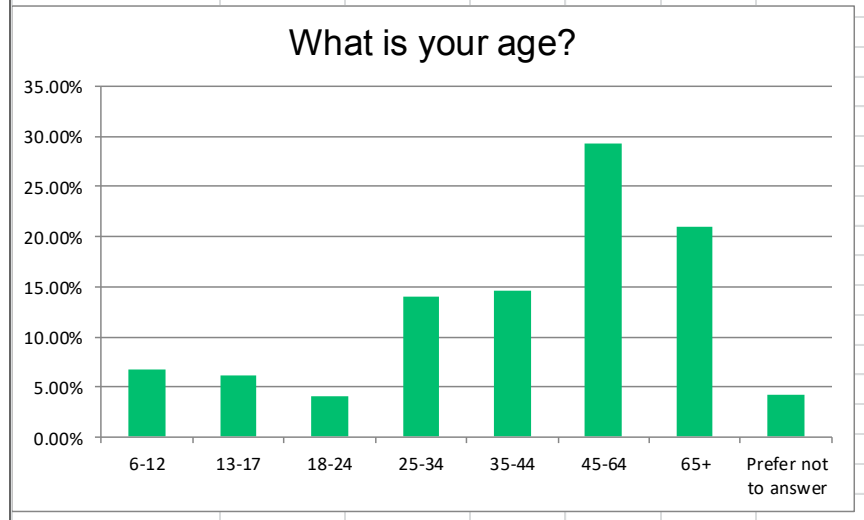
Question 5 – “What is your age?”

Citywide, 50.33% of the surveys were completed by adults who self-identified as 45 years of age or older. An additional 28.55% of the surveys were from adults who self-identified as between ages 25-44. Self-identified children and youth between ages 6-17 provided 12.8% of the responses.

Among self-identified Belle Haven neighborhood residents, the responses skewed younger. 28% of the surveys were completed by self-identified adults 45 or older. Approximately 45% of the responses were from self-identified adults between ages 25-44. Self-identified children and youth between ages 6-17 provided 19.03% of the responses.

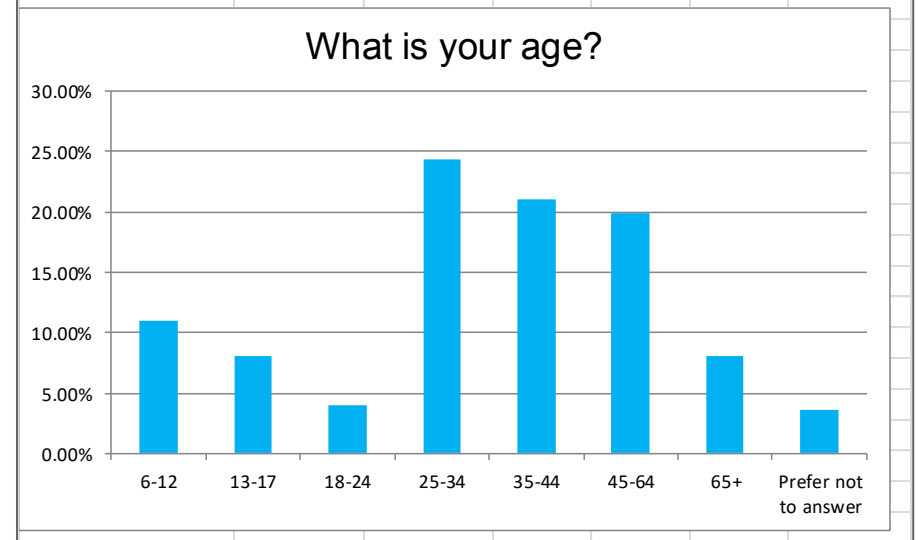
All responses

Q5: What is your age?		
Answer Choices	Responses	
6-12	6.67%	61
13-17	6.13%	56
18-24	4.05%	37
25-34	14.00%	128
35-44	14.55%	133
45-64	29.32%	268
65+	21.01%	192
Prefer not to answer	4.27%	39
	Answered	914
	Skipped	0



Self-identified Belle Haven neighborhood residents

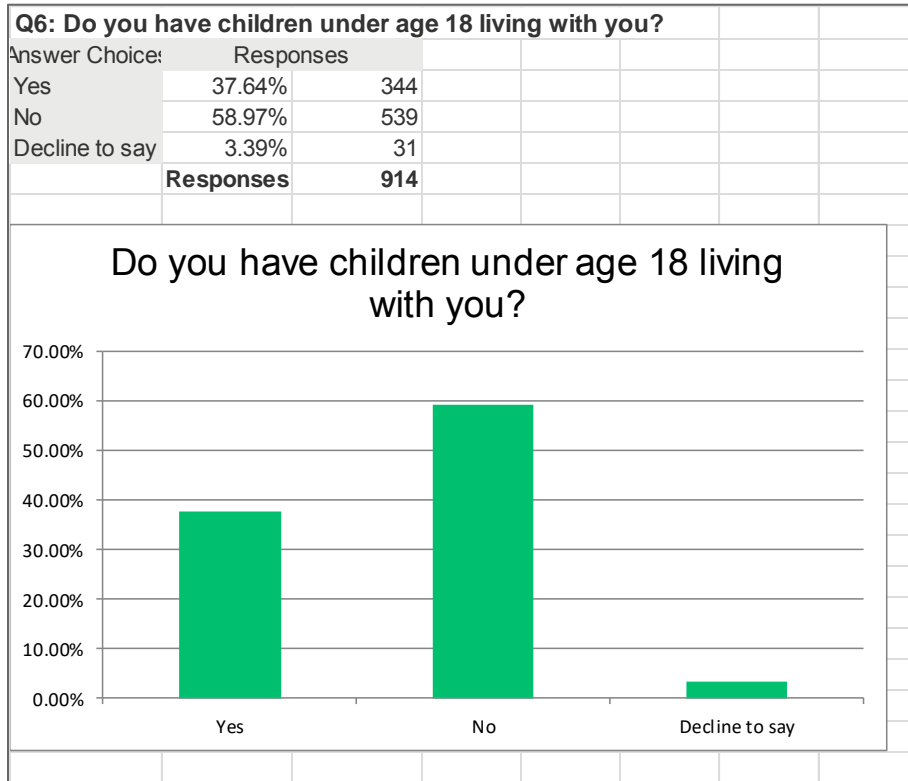
Q5: What is your age?		
Answer Choices	Responses	
6-12	10.93%	27
13-17	8.10%	20
18-24	4.05%	10
25-34	24.29%	60
35-44	21.05%	52
45-64	19.84%	49
65+	8.10%	20
Prefer not to answer	3.64%	9
	Answered	247



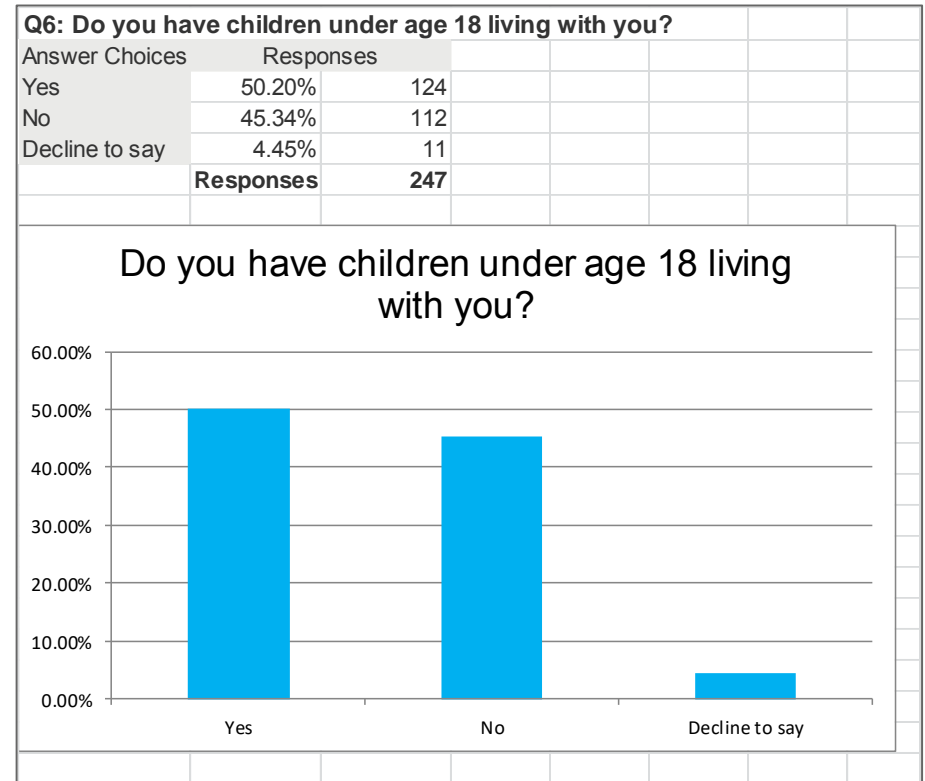
Question 6 – “Do you have children under age 18 living with you?”

Citywide, 37.64% of respondents indicated that they have children under age 18 living with them. Among self-identified Belle Haven neighborhood residents, the percentage of households with children under age 18 in the home was significantly higher at 50.20%.

All responses



Self-identified Belle Haven neighborhood residents



Attachment F: Preliminary Program Matrix and Hypothetical Program Scenarios

This preliminary matrix was developed to stimulate and engage deeper community discussion and feedback about the hypothetical program scenarios it contains. The hypothetical program scenarios were derived from community input received during the study process, population growth projections, current best practices and comparable library facilities. Community feedback received in response to the hypothetical scenarios indicated a clear preference to combine elements of hypothetical scenario B and hypothetical scenario C. The recommended building program is shown in Attachment A.

	Best practice (range)	Current Belle Haven Branch Library	Hypothetical Scenario A	Hypothetical Scenario B	Hypothetical Scenario C
Projected population served	-	Approx. 6,700	Approx. 9,000	Approx. 12,000	Approx. 18,000
Approximate size of collection (books, media, etc.)	-	13,600 items	15,400 items	15,400 items	23,100 items
Reader seating					
Quiet reader seating area	-	-	8 seats	12 seats	20 seats
General seating (tables, desks, lounge seating)	-	64 seats	46 seats	60 seats	166 seats
Seating per 1,000 people	4 – 10	12.0	6.0	6.0	10.3
Study / conference rooms					
2-seat study rooms	-	-	1 room	2 rooms	4 rooms
4-seat study rooms	-	-	1 room	2 rooms	4 rooms
Conference room	-	12 seat room*	-	10 seat room	24 seat room
Homework center / conference room	-	-	20 seat room	20 seat room	35 seat room
Computer training classroom	-	-	-	-	12 seat room
Total seats / Total rooms	24-48 seats 3-6 rooms	12 seats one room	26 seats 3 rooms	42 seats 6 rooms	71 seats 10 rooms
Teen space	-	400 sq. feet*	440 sq. feet	610 sq. feet	1,584 sq. feet
Storytime space (floor seating)	30 – 60+ seats	-	-	30 seats	40 seats
Large community meeting room	100-200+ seats	-	-	Dividable 100 seat room	Dividable 150 seat room
Public internet access computers (including catalogs and laptops)	-	15	24 (incl. laptops)	24 (incl. 12 laptops)	30 (incl. 12 laptops)
Approximate size of building	-	3,500 sq. feet	7,100 sq. feet	11,400 sq. feet	20,600 sq. feet
Square feet per capita	.5 – 1.2	.63	.78	.95	1.1

* The current Belle Haven Branch Library conference room is also used as the teen space.



STAFF REPORT

City Council

Meeting Date:

3/26/2019

Staff Report Number:

19-054-CC

Informational Item:

Update on the Willow Road and U.S. 101 interchange construction, upcoming traffic changes and upcoming landscaping project

Recommendation

This is an informational item and does not require City Council action.

Policy Issues

The Willow Road and U.S. 101 interchange project was included in the fiscal year 2012-13 capital improvement plan and is included in the 2019 City Council work plan. While not a City project, this Caltrans project has significant impacts on Menlo Park. The project is currently in construction and this report is intended to provide an update on the construction staging, upcoming traffic changes and upcoming landscaping project.

Background

Caltrans is modifying the interchange at Willow Road and U.S. 101 from its former “full cloverleaf” style to a “partial cloverleaf” style similar to the Marsh Road and U.S. 101 interchange. This will eliminate the short merge weaves both on Willow Road and the freeway. The project is replacing the existing interchange with a wider bridge built to modern seismic standards; adding sidewalks, striped bicycle lanes and separated bicycle lanes on both sides of Willow Road; and adding two signalized intersections. Caltrans awarded the construction contract in February 2017, and construction began in May 2017. Construction is expected to be complete at the end of May 2019.

The Caltrans construction of the interchange project is being performed in four stages. Stages 1 and 2 were completed as of spring 2018.

Stage 3

The project is currently in stage 3, which began in spring 2018 and includes completion of bridge construction, completion of new ramp location installations, pavement restoration and electrical installations. The beginning of stage 3 included a change in lane locations across the bridge, change in ramp locations, change in temporary traffic signals and a 54-hour weekend closure of Willow Road to make the switch. Stage 3 is anticipated to be completed at the end of this month, March 2019.

Stage 4

During the final stage, the contractor will install all final sidewalks, fencing, signing, striping, street lighting and traffic signals to prepare the interchange for opening the final structure. This stage is anticipated to begin in April 2019 and to be completed by the end of May 2019. During this stage, Willow Road from approximately 250 feet south of Newbridge Street to Bay Road, areas of Pierce Road, Bay Road, Van Buren Road and U.S. 101 will have been repaved prior to installation of the new striping.

The current construction project does not include installation of landscaping, therefore the City has initiated efforts on a separate landscaping project that will include a public process.

On Tuesday, March 12, 2019, the City Council created an ad hoc subcommittee for the Willow Road and U.S. 101 Interchange project comprised of Mayor Pro Tem Taylor and City Councilmember Carlton. This subcommittee was formed to:

1. Provide input on final stages of construction of the interchange
2. Explore potential funding sources and options to finance landscaping installation and maintenance
3. Review the status of temporary turn restrictions from the Willows neighborhood on to Willow Road during the evening commute hours

Analysis

Current schedule

The interchange project is currently approaching the end of stage 3. Remaining efforts include connecting the middle bridge structure to the two outside structures and approaching roadways; installation of electrical components for the street lighting and traffic signals; addition of curbs, gutters and sidewalks; additional pavement for wider ramps; and miscellaneous minor tasks. Stage 4 is the final stage of the interchange construction and is anticipated to begin in April 2019, and continue through the end of May 2019. Upon completion of stage 4, the construction team will perform a final inspection and repairs (“punch lists”) as needed to ensure that no construction elements are left uncompleted or in a non-standard state.

Traffic switch

In order to shift from stage 3 to stage 4, there will be a traffic switch to shift the travel lanes from the outside of the new bridge to the middle of the new bridge and align the approaching lanes accordingly. This switch will require short term closures of the ramps and periodic lane closures on Willow Road and the freeway during off-peak, overnight hours. As part of this traffic switch, the lane configuration will remain the same as it is today with two through lanes and one right turn only lane in each direction. The lanes on the ramps will also remain the same and movements to and from the freeway ramps will remain the same.

This traffic switch is currently scheduled for Thursday and Friday nights, April 5 and 6, 2019, from 9 p.m. until 5 a.m. and the traffic switch is expected to be complete with the stage 4 configuration by the morning commute Monday, April 8, 2019. During this traffic switch, vehicular access across the Willow Road bridge is anticipated to remain. Vehicular detours for ramp closures will be in place. Pedestrian access will be closed during this time. Bicyclists and pedestrians are encouraged to use the Ringwood Avenue bicycle and pedestrian overcrossing during this time. After the traffic switch, bicycle and pedestrian access will be restored across the Willow Road bridge and the vehicle configuration will continue to include two through lanes and one right turn only lane in each direction. The final configuration upon completion of all construction is included as Attachment A.

Sound walls

Community concerns have been raised regarding the segment of Bay Road that did not have sound walls installed. Where no sound wall existed prior to construction, trees and vegetation shielded local residential areas and views. Upon tree removals for the interchange construction, the view became open to the freeway and created privacy, noise and dust concerns. The updated southbound ramp is at a higher elevation than prior to construction, creating a different viewpoint between the southbound ramp and adjacent homes.

Similar circumstances exist along the Pierce Road and East Bayshore Road/Saratoga Avenue sound wall

areas, in that the area where no sound wall existed prior to construction had trees and vegetation shielding the residential neighborhood. The freeway ramps in these areas are not elevated as much as adjacent to Bay Road and the Heritage Place homes.

Staff is currently coordinating with Caltrans, a representative with county supervisor Slocum’s office and various community members on these concerns to coordinate a plan for a solution that is acceptable to all parties.

Landscaping project status

As is typical with a Caltrans construction process, the current construction efforts include only the infrastructure portion of the project. This is typically a more cost effective approach, since designing the landscaping is specialized work and requires the infrastructure (such as irrigation lines, electrical connections, etc.) to be in place. Therefore, the landscaping portion will be performed as a separate follow-up project. Since the landscaping is especially important given the mature trees that were removed as part of the construction, City staff has begun working with a landscape architect to move the landscaping project forward immediately following construction of the interchange. The area of work proposed is shown in Attachment B. This phase of work is expected to be completed under the city manager’s signing authority. This next phase of work will require City funds to prepare the conceptual design, detailed design and maintenance of the landscaping. Additionally, the Willow Road and U.S. 101 Subcommittee will be instrumental to liaise and negotiate with Caltrans to partner on the landscaping installation and maintenance throughout the next steps of the landscaping project.

Staff has been coordinating with Callander Associates, a landscape architect consultant firm that is experienced with the City of Menlo Park’s standards as well as with Caltrans’ standards and processes, to prepare a proposal to develop a range of conceptual plans for community and City Council feedback. As the current construction project began, staff received feedback from the community regarding landscaping preferences and will utilize this to help inform these conceptual plans. Some feedback included the desire for plant types, quantities and spacing that typically exceeds what a standard Caltrans landscaping design would include. The range of concepts to be developed at this phase will include one option similar to a Caltrans standard design (considered the base case) and two enhanced options, including graphics to illustrate the plans and planning-level cost estimates to understand the additional costs required to provide an enhanced design.

Staff and the consultant team will be presenting this range of conceptual plans to the community at an informational meeting for feedback, the Environmental Quality Commission (EQC) for a recommendation, and the City Council for approval of a concept in the coming months.

Table 1		
Phase	Approximate timeline	Anticipated milestone completed
Interchange construction completed		May 2019
Identify conceptual landscape design	4-6 months	Fall 2019
Prepare detailed landscape Design	10-12 months	Fall 2020
Award contract and landscape construction	12 months	Fall 2021

Staff has reached out to the City of East Palo Alto staff to coordinate efforts and keep them informed about

our approach and process since a portion of the interchange and landscaping area is within the City of East Palo Alto. Staff has previously met with Caltrans and San Mateo County Transportation Authority staff and will continue to meet with them to move this project forward and to obtain approvals in a timely manner, which is critical to the preparation of detailed design and schedule for construction.

Temporary turn restrictions in the Willows neighborhood

In November 2017, changes in traffic patterns and activation of the two new traffic signals during construction of the interchange resulted in exacerbated cut-through traffic, congestion and backups in the Willows neighborhood. With City Council direction, the City installed a series of turn restrictions and “no thru traffic” signs in response to these issues, as shown on Attachment C. These restrictions have remained in place since December 2017. As construction is nearing completion, staff has developed a proposed plan to determine whether to make these restrictions permanent, as detailed below.

Task	Schedule
Collect traffic data	March-April 2019
Analyze changes in traffic patterns between spring 2017 and spring 2019	April-June 2019
Present findings to Complete Streets Commission for recommendation to City Council	Summer 2019
Present findings to City Council for action (make restrictions permanent or remove restrictions)	Early fall 2019

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 information regarding the traffic switch will be sent closer to the date via email to the public works project email list, as well as through a NextDoor posting and a City Council Digest article.

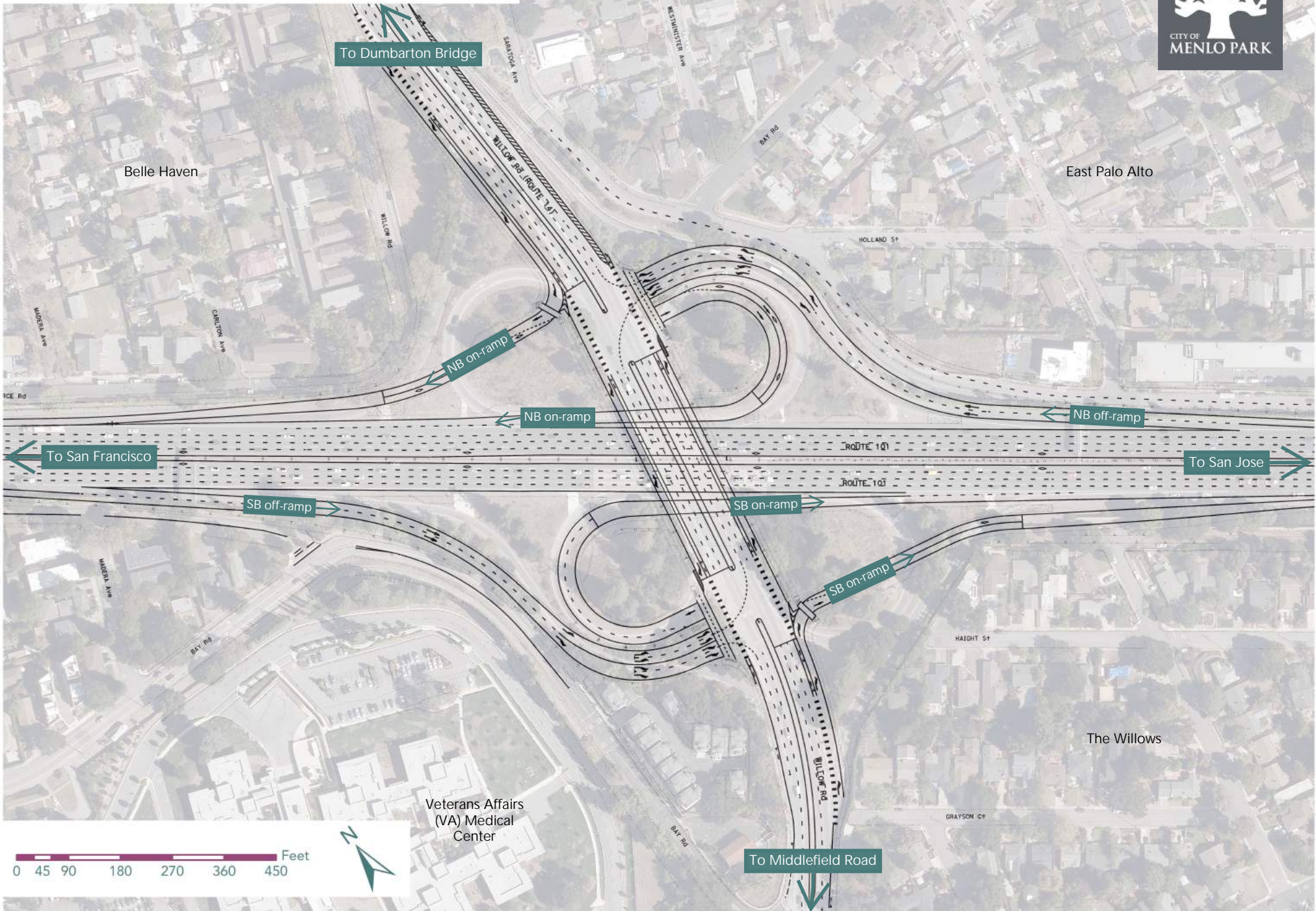
Attachments

- A. Willow Road – U.S. 101 interchange project, final layout
- B. Proposed landscape project limits
- C. Temporary turn restrictions

Report prepared by:
Angela R. Obeso, Senior Transportation Engineer

Report reviewed by:
Nicole H. Nagaya, Assistant Public Works Director

WILLOW ROAD - U.S. 101 INTERCHANGE PROJECT FINAL LAYOUT

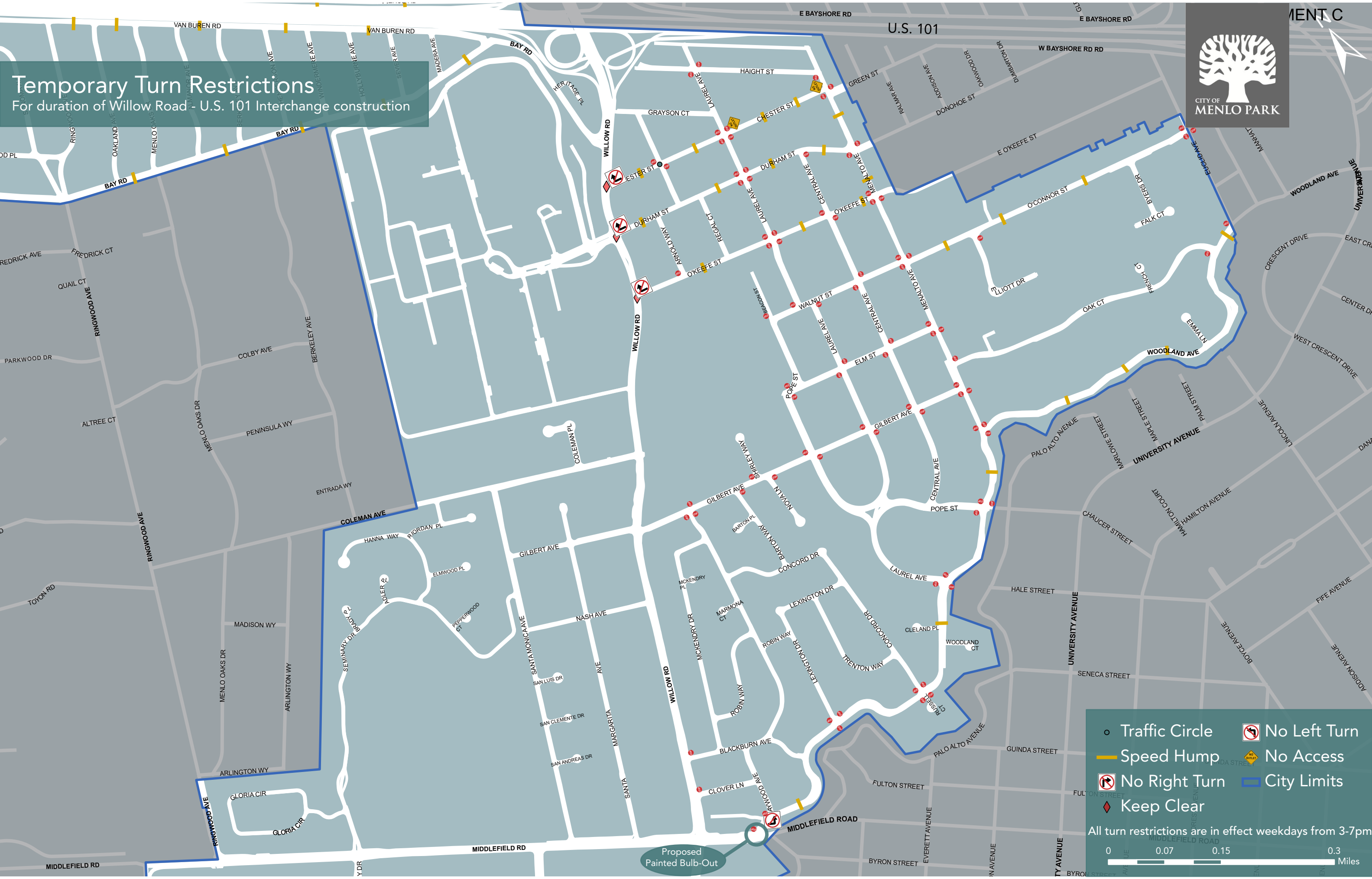




PROJECT LIMITS DIAGRAM
WILLOW RD / HWY 101 INTERCHANGE LANDSCAPING
12/28/2018

Temporary Turn Restrictions

For duration of Willow Road - U.S. 101 Interchange construction



○ Traffic Circle No Left Turn
▬ Speed Hump No Access
 No Right Turn ▭ City Limits City Limits
◆ Keep Clear

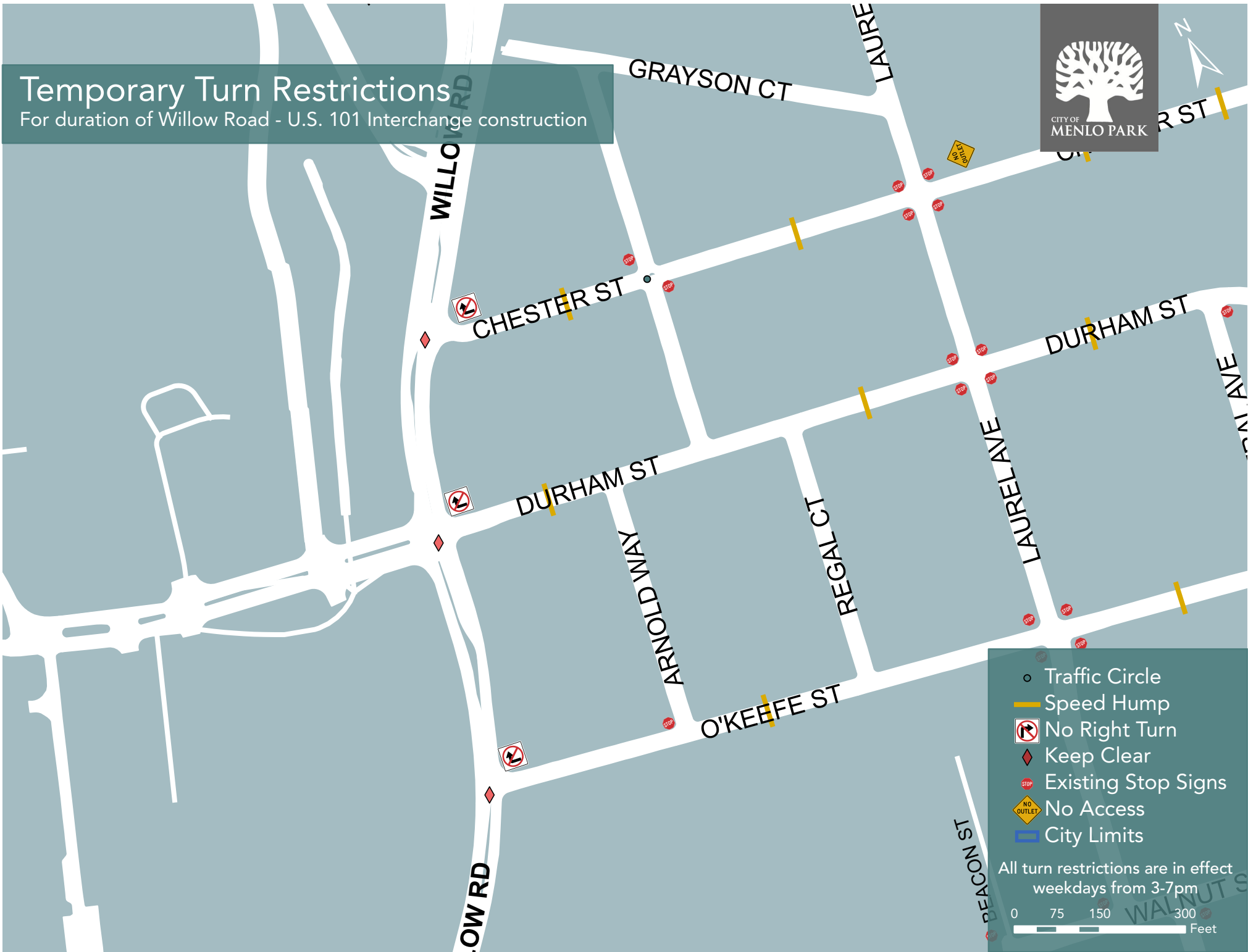
All turn restrictions are in effect weekdays from 3-7pm

0 0.07 0.15 0.3 Miles

Proposed Painted Bulb-Out

Temporary Turn Restrictions

For duration of Willow Road - U.S. 101 Interchange construction



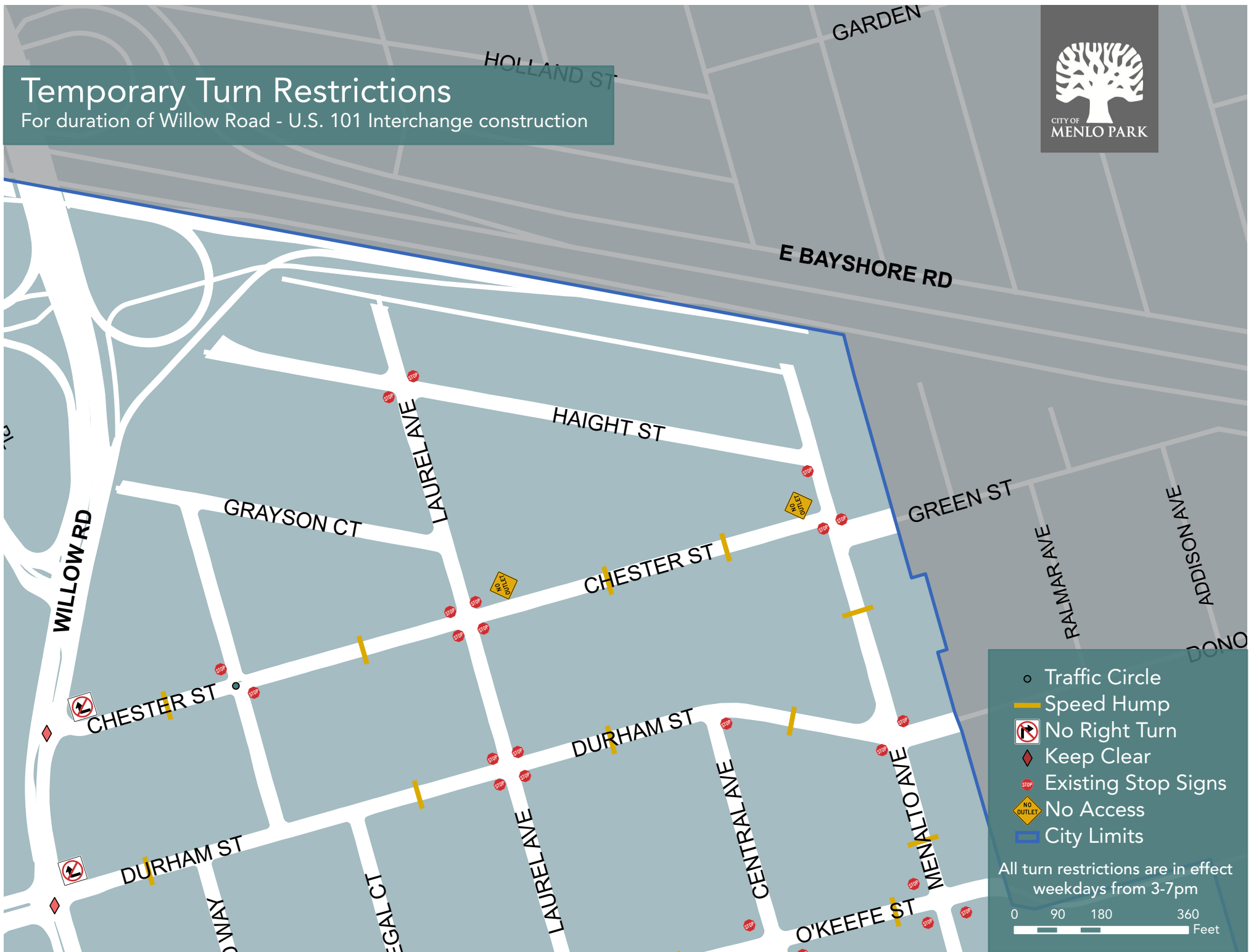
- Traffic Circle
- Speed Hump
- No Right Turn
- Keep Clear
- Existing Stop Signs
- No Access
- City Limits

All turn restrictions are in effect weekdays from 3-7pm

0 75 150 300 Feet

Temporary Turn Restrictions

For duration of Willow Road - U.S. 101 Interchange construction



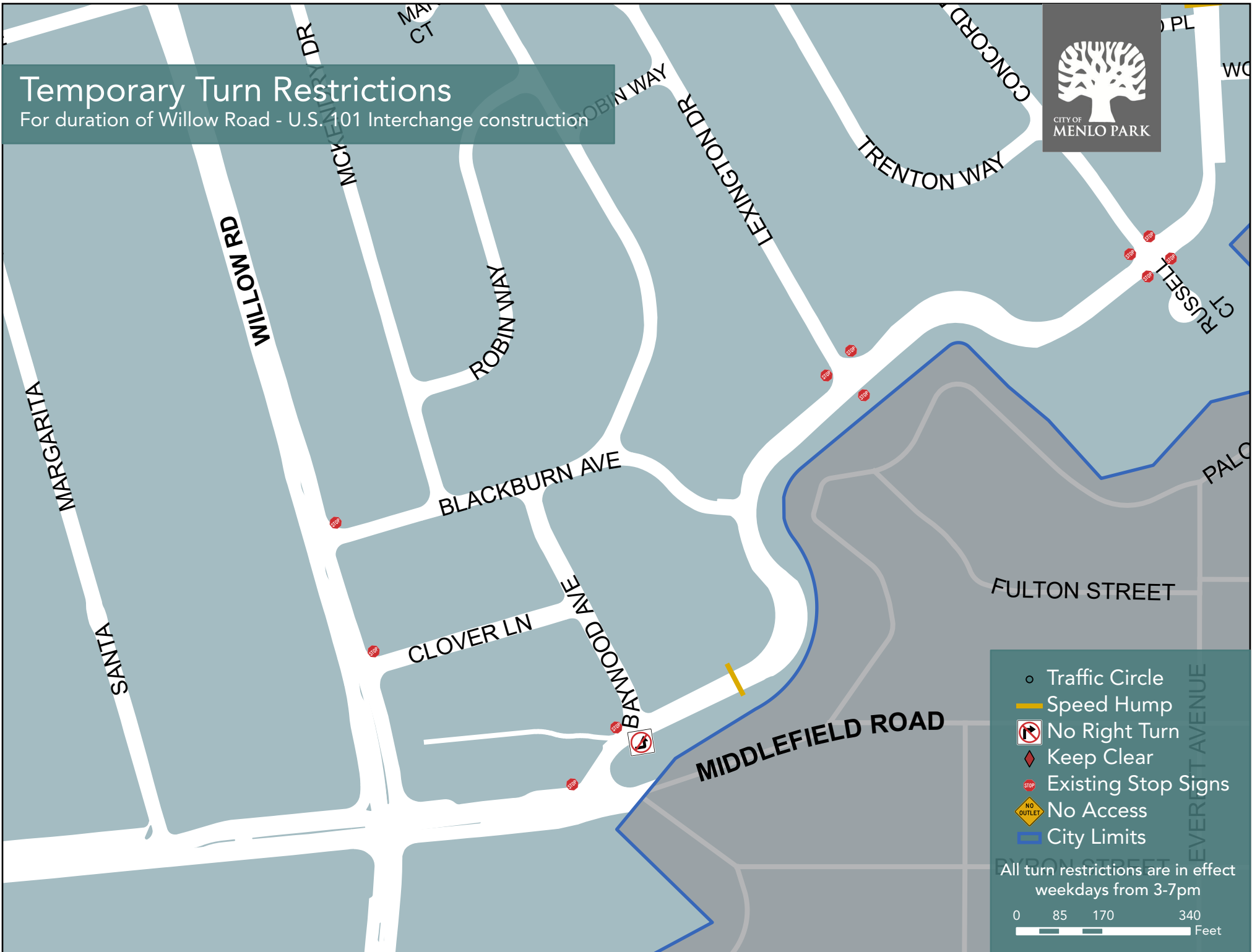
- Traffic Circle
- ▬ Speed Hump
- ⊘ No Right Turn
- ◇ Keep Clear
- STOP Existing Stop Signs
- NO OUTLET No Access
- ▭ City Limits

All turn restrictions are in effect weekdays from 3-7pm

0 90 180 360 Feet

Temporary Turn Restrictions

For duration of Willow Road - U.S. 101 Interchange construction



- Traffic Circle
- Speed Hump
- ⊘ No Right Turn
- ◆ Keep Clear
- STOP Existing Stop Signs
- NO OUTLET No Access
- ▭ City Limits

All turn restrictions are in effect weekdays from 3-7pm

