



**SPECIAL AND REGULAR MEETING AGENDA – AMENDED**

**Date:** 4/16/2019  
**Time:** 5:00 p.m.  
**Senior Center**  
**100 Terminal Ave., 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. Town Hall Open Forum**

**TH1.** Public Comment - Opportunity for the public to share their thoughts, ideas and opinions with the City Council

**6:00 p.m. Study Session**

**SS1.** Parks and Rec master plan update – Bayfront and Belle Haven ([Attachment](#))

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

**A. Call to Order**

**B. Roll Call**

**C. Pledge of Allegiance**

**D. Presentations and Proclamations**

D1. Proclamation: Recognizing Vanessa Carlisle

D2. Proclamation: Recognizing Ariel Ireil

D3. Proclamation: Recognizing Avery Drake

D4. Proclamation: Recognizing Gail Harris

D5. Proclamation: National Public Safety Telecommunicators Week (April 14 – 20, 2019)

**E. 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.

## **F. Commission/Committee Report**

- F1. Consider applicants and make appointments to fill vacancies on the various City commissions and committees ([Staff Report #19-066-CC](#))

## **G. Consent Calendar**

- G1. Accept the City Council meeting minutes for April 9, 2019 ([Attachment](#))
- G2. Approve design for Chilco Street bicycle and pedestrian improvements from Bayfront Expressway to Hamilton Avenue ([Staff Report #19-069-CC](#))
- G3. Adopt the climate and sustainability Resolution No. 6493 approving the Mayor and city clerk to sign on Earth Day (April 22) ([Staff Report #19-071-CC](#))

## **H. Regular Business**

- H1. Approve the Belle Haven neighborhood traffic management plan and implementation program ([Staff Report #19-070-CC](#))
- H2. Review and approval of the Belle Haven branch library space needs study report and authorization to issue a request for proposals for architectural conceptual design services ([Staff Report #19-067-CC](#))

## **I. Informational Items**

- I1. Update on the Menlo Gateway development agreement requirements to construct 1) off-site landscape improvements near the project site and 2) capital improvements in Belle Haven and Bedwell Bayfront Park ([Staff Report #19-068-CC](#))

## **J. City Manager's Report**

## **K. Councilmember Reports**

## **L. 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.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 4/11/2019)



**MEMORANDUM**

**Date:** 4/16/2019

**To:** Menlo Park City Council

**From:** Derek Schweigart, Community Services Director

**Re:** Parks and Recreation facilities master plan study session

**Cc:** Starla Jerome-Robinson, City Manager

To: Honorable Mayor and City Council

The Parks and Recreation master plan serves as a guiding document for the City as it seeks to improve and maintain the parks and recreation facilities in Menlo Park. It is primarily a planning and policy document and not envisioned to approve specific facilities improvement projects or programs. Projects and programs that are advanced under this plan would need to undergo their own design, environmental review and approval process prior to being implemented.

Over the past year, extensive community input has been gathered through a variety of methods to assess community needs and recreation demand in the City including community workshops, pop-up and intercept activities, focus groups, stakeholder interviews, online surveys and various social media efforts. A significant amount of the community engagement occurred in the Belle Haven neighborhood to ensure participation from the community.

Draft guidelines and recommendations have been developed and are available for public review and comment at [menlopark.org/parkscomments](http://menlopark.org/parkscomments). Given the anticipated population growth and changes in Belle Haven neighborhood and surrounding Bayfront area, the focus of the study session is on the parks and recreation facilities in the neighborhood as well as potential opportunities and other considerations that may influence future decision making.

Additional resources on the Parks and Recreation facilities master plan Update are available on the City's website at [menlopark.org/mymenloparks](http://menlopark.org/mymenloparks). The site provides information on the master plan process, history, important upcoming dates, a link to the draft recommendations and guidelines chapters and the online comment survey, which is open until April 19, 2019.

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## STAFF REPORT

**City Council**  
**Meeting Date:** 4/16/2019  
**Staff Report Number:** 19-066-CC

**Commission Reports**      **Consider applicants and make appointments to fill vacancies on the various City commissions and committees**

### Recommendation

Staff recommends making appointments to the Complete Streets, Environmental Quality, Finance and Audit, Housing, Library, Parks and Recreation, Planning, Sister City commissions/committees.

### Policy Issues

City Council Policy CC-19-004 establishes the policies, procedures, roles and responsibilities for the City's appointed commissions and committees, including the manner in which commissioners are selected.

### Background

Annually, staff conducts a recruitment to fill commission/committee vacancies that exist due to commissioners being termed out or regular terms ending April 30. The recruitment period typically involves a 1-2 month period of advertisements and announcements. Incumbent commissioners who were not termed out were informed of their ability to apply for reappointment.

Following City Council's appointment, the city clerk's office provides onboarding and orientation for the new commission/committee members. This includes the oath of office, commissioner handbook, introduction of commission/committee liaison staff, Form 700 Statement of Economic Interests filing (if applicable) and Brown Act training. For appointments made annually in April, the city clerk's office coordinates with the City Attorney's Office to provide this training jointly in May of each year. For all other appointments that are made throughout the year, the city clerk's office handles all aspects of commission/committee member training.

The City Clerk's Office regularly reviews all agendas and minutes, tracks attendance and serves as the principal staff contact for all commissions/committees.

### Analysis

Pursuant to City Council Policy CC-19-0004 (Attachment A), commission members must be residents of the City of Menlo Park and serve for designated terms of four years, or through the completion of an unexpired term or as otherwise designated. Residency for all applicants has been verified by the city clerk's office. In addition, the City Council's policy states that the selection/appointment process shall be conducted before the public at a regularly scheduled meeting of the City Council. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Councilmembers present shall be appointed.

Appointments will be for 4-year terms expiring April 30, 2023, except for:

- One Finance and Audit Committee appointment (designed to be 2-year terms) expiring April 30, 2021.
- One Complete Streets Commission appoint to fill unexpired term ending April 30, 2022.
- One Sister City Committee appointment to fill unexpired terms ending April 30, 2020.

Note, all applications will be provided to the City Council under separate cover and are also available for public viewing at the city clerk's office during regular business hours or by request (Attachment B.) The City Council also has the opportunity to ask applicants if they would consider appointments to an alternate commission. These appointments can be made by the City Council at this meeting.

The City received the following applicants, presented by commission/committee and listed in alphabetical order by last name.

Complete Streets Commission – two vacancies:

- Robert Bentley (also applied for Planning Commission)
- Jacquie Cebrian
- John Cromie
- Peter Ohtaki (also applied for Planning Commission)

Environmental Quality Commission – two vacancies:

- Josie Gaillard
- Rebecca Turley

Finance and Audit Committee – one vacancy:

- Ron Shepherd

Housing Commission – one vacancy:

- Lauren Bigelow
- Marc Bryman (also applied for Planning Commission)
- Curtis Conroy

Library Commission – two vacancies:

- David Erhart
- Kristen Leep
- Kristina Lemons

Parks and Recreation Commission – two vacancies:

- No applicants

Planning Commission – two vacancies:

- Robert Bentley (also applied for Complete Streets Commission)
- Marc Bryman (also applied for Housing Commission)
- Chris DeCardy
- Brian Gilmer
- Peter Ohtaki (also applied for Complete Streets Commission)
- Michele Tate
- Brian Wescott

Sister City Committee – one vacancy

- No applicants

### **Impact on City Resources**

Staff support for commissions and funds for recruitment advertising are provided in the annual budget.

### **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. City Council Policy CC-19-004
- B. Applications for various commissions/committees
- C. District maps of serving members and applicants

Report prepared by:  
Judi A. Herren, City Clerk

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Procedure #CC-19-0004  
 Effective 3/5/2019  
 Resolution No. 6477

ATTACHMENT A



<b>Purpose</b>
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
<b>Authority</b>
Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."
<b>Background</b>
<p>The City of Menlo Park currently has eight active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, Planning Commission, and the Sister City Committee. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Seven of the eight commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.</p>
<b>Policies and Procedures</b>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq., 65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of</li> </ul>

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City Council Policy #CC-01-0004

Effective 1/29/2019

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department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.

- Additional or other staff support may be provided upon a formal request to the City Council.
- The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that his or her statements do not represent the position of the City Council.
- Commission/Committee members will have mandatory training every two years regarding the Brown Act and parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.
- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the City Clerk's Office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the City Clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.

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- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Commission/Committee Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The City Clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that he or she is speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, City Manager, City Attorney, City Clerk and other

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appropriate staff, as requested.

- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, Finance and Audit Committee and Sister City Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month. The Finance and Audit Committee and Sister City Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.



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The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 7 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month at 7 p.m.
- Sister City Committee – Quarterly; Date and time to be determined

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that his or her participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

G. Memberships

*Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the City Clerk or his/her designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

*Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs.



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If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the City Clerk's office and on the City's website.

- The City Clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted; however, the form submitted must be signed.
- After the deadline of receipt of applications, the City Clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the City Clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the City Clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed.
- Following a City Council appointment, the City Clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the City Clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

### *Attendance*

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that he/she will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

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*Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed with the City Clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Planning Commission are required to file a Statement of Economic Interest with the City Clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the City Attorney.

*Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee with the exception of:
  - Finance and Audit Committee – five (5) members
  - Housing Commission – seven (7) members
  - Complete Streets Commission – nine (9) members
  - Library Commission – eleven (11) members

*Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the City Clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one year period is flexible subject to City Council’s discretion).
- Resignations must be submitted in writing to the City Clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

*Term of office*

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-01-0004  
Effective 1/29/2019

***Vacancies***

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are listed on the City Council agenda and posted by the City Clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the City Clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

**Roles and Responsibilities**

**Complete Streets Commission**

The Complete Streets Commission is charged primarily with advising the City Council on multi-modal transportation issues according to the goals and policies of the City's general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City. The Complete Streets Commission's responsibilities would include:

- Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities
- Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
- Coordination on providing a citywide safe routes to school plan
- Coordination with regional transportation systems
- Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.028

**Environmental Quality Commission**

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

**Finance and Audit Committee**

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-01-0004

Effective 1/29/2019

9

### Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan
- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991).

### Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

### Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

### Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-01-0004

Effective 1/29/2019

**Sister City Committee**

The Sister City Committee is primary charged with promoting goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges

- Develop a mission statement and program plan consisting of projects, exhibits, contacts and exchanges of all types to foster and promote the objectives of the mission statement
- Implement the approved program plan upon request of the City Council
- Keep the community informed concerning the Sister City program
- Advise the City Council on matters pertaining to any sister city affairs
- Perform other duties as may be assigned to the committee by the City Council

**Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the City Clerk for City Council consideration and approval.

COMMISSION & COMMITTEE APPLICATION

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935

RECEIVED

MAR 06 2019



City Clerk's Office  
City of Menlo Park

Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 3-5-2019

Commission or Committee of Interest: Complete Streets Commission

Name: Robert Bentley

Education: Stanford BA, Harvard Law School JD

Civic affiliations and community activities, including service on other commissions or committees:  
please see attached

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:  
please see attached

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:  
please see attached

[Redacted Signature]

3-5-19

Signature

Date

OFFICE USE ONLY:

Application Received: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

If Appointed Term ends: \_\_\_\_\_

Address Verified in City Limits:  By: \_\_\_\_\_ (Initials)

Appointed:  Yes  No

Appointed:  Yes  No

Appointed:  Yes  No



<b>Personal Information:</b>			
Name: <u>Robert Bentley</u>	Number of years as a Menlo Park resident: <u>12</u>		
Resident Address: [REDACTED]	City: <u>Menlo PK</u>	State: <u>CA</u>	Zip: <u>94025</u>
Mailing Address (if different): <u>Same</u>	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address: <u>Same</u>	City:	State:	Zip:
Business Phone: <u>N/A</u>			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Email	<input type="checkbox"/> City's Website	
<input type="checkbox"/> Nextdoor.com	<input type="checkbox"/> Patch.com	<input checked="" type="checkbox"/> Other <u>friends</u>	
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Business Phone:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Home Phone:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Email:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

I would be happy to create separate public email. But not my personal email.

Robert Bentley  
March 5, 2019

## **ADDENDUM TO COMPLETE STREETS COMMISSION**

### Civic Affiliations/Community Activities

- Active in local school fundraising; MPAEF auction; hosted 10+ fundraising events
- Coached 20+ local youth sports teams (AYSO, Little League...)
- Member California Bar Association (now inactive) since 1993
- Held multiple contracting and development licenses for 15+ years
- Member Stanford Alumni Association since 1988

### Personal and Professional Experience

The Committee plays an important advisory role in helping elected officials and career staff manage issues related to transportation, public safety, congestion, ease of doing business, accessibility, etc. In such a capacity, my legal background guides my understanding of legal process, negotiation and conflict resolution, as well as concepts like risk, nuisance, liability, etc. My contracting background has given me a good understanding of permitting, regulations and city government issues. And, as a regional businessman and local resident, I am keenly aware of issues like congestion, parking access, ease of movement and quality of life.

### What to Accomplish

To that end, I would like an opportunity, however modest, to contribute to ameliorating and managing, if not solving, our transportation and congestion challenges. Personally, I have sold/divested of my business, and am busy helping three children advance through the Menlo Park schools, as well as supporting/back-stopping my wife, who maintains a professional career.



# COMMISSION & COMMITTEE APPLICATION

City Clerk  
 701 Laurel Street, Menlo Park, CA 94025  
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 12/18/18

Commission or Committee of Interest: Complete Streets

Name: Jacqui Cebrian

Education: MA, Education, CSU Stanislaus

Civic affiliations and community activities, including service on other commissions or committees:  
 8 years on the library commission, currently active on the Transportation Master Plan outreach committee, recently chair of the Belle Haven Neighborhood Library Advisory Committee.

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:  
 I live right next door to Facebook and teach at Oak Knoll. I have the opportunity to traverse our town twice a day in excess of 190 days a year. I recently switched from being a car commuter across town to a bike commuter and it has opened my eyes to a whole range of traffic behaviors and challenges I never noticed before. I teach at an elementary school and am totally supportive of the safe routes to school process and benefit from it every day since I pass by two schools on my way to a third. Also, as a Belle Haven resident for the past 11 years, I can certainly speak to the impact of traffic on my quality of life and that of my neighbors. *I am mindful of the need to balance car and bike and ped.*

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:  
 I like being involved in making my community a better place to live. I termed out of the library commission, but have of course continued to advocate for library causes. Since I became a member of the TMP OOC, and started commuting by bike to work, I've developed an area of interest in helping residents find a way to enjoy their town more and spend less time sitting in gridlock.

[Redacted Signature Area]

1-10-19  
 Date

Signature *Jacqui Cebrian*

**OFFICE USE ONLY:**

Application Received: _____	Address Verified in City Limits: <input type="checkbox"/> By: _____ (Initials)
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Appointed Term ends: _____	

Personal Information:			
Name: Jacqui Cebrian		Number of years as a Menlo Park resident:	
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Business Phone:			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>Katie Behroozi</u>			
If I am appointed, the City is authorized to post the following information on the City's website:		Cell Phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Business Phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Home Phone:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Email:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# COMMISSION & COMMITTEE APPLICATION

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



<b>Please type or print clearly. You may attach additional pages, if necessary. This is a public document.</b>
Date: January 10, 2019
Commission or Committee of Interest: Complete Streets Commission
Name: John Cromie
Education: MS: Mechanical Eng, Stanford 2008 / BS: Mech/Aero Eng UC Davis 2005
Civic affiliations and community activities, including service on other commissions or committees: - I've been heavily involved in Menlo Church, serving with the youth group for 5 years from 2007-2012, Marriage Mentoring 2015-Present, and on the Board of Elders in between.
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities: - My understanding is that the Complete Streets Commission is an advisory body to the counsel. The CSC weighs in on transportation related items that come before the counsel. As an engineer, my job is to design solutions to complex problems, and that is the perspective I would bring to the CSC. My role in two different programs over the past 8 years has been one of system architect*: evaluating the high level requirements and then proposing system architectures which meet the requirements and constraints while optimizing for cost, technical, schedule and political factors. I excel at integrating a broad range of disparate data and perspectives into creative solutions.  *Lockheed Martin, Mechanical Design Lead 2011-2014 *Google, Project Loon, Payload Architecture Lead 2014-Present
Describe why you want to serve on this commission or committee and what you hope to accomplish as a member: - Traffic is one of the foremost concerns on the minds of myself and my neighbors. Its a problem that will intensify as population density increases. The recent decisions regarding the chosen design of the overpass, as well as upcoming decisions like the grade separation issues at Ravenswood and Oak Grove have and will have a tremendous impact on our community, for better or worse. I would like to be part of the solution that ensures they are for the better. I hope to bring fresh perspective and courage to think unconventionally about the difficult problems facing our city in the area of transportation.

[Redacted Signature]

1/10/2019

Signature

Date

<b>OFFICE USE ONLY:</b>	
Application Received: _____	Address Verified in City Limits: <input type="checkbox"/> By: _____ (Initials)
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Appointed Term ends: _____	

Personal Information:			
Name: John Cromie		Number of years as a Menlo Park resident:	
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address: [REDACTED]	City: Mountain View	State: CA	Zip: 94043
Business Phone: N/A			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>Vice Chair Katie Behroozi</u>			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Email:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No *

\* If selected, will create a roll-specific email address to be made public



## John Cromie

316 Grayson Ct.  
Menlo Park, CA 94025  
(925) 784 5436

[jwcromie@gmail.com](mailto:jwcromie@gmail.com)

**Objective:** Serve the community by boldly bringing creative solutions to challenging traffic as part of a team that values and respects one another and the residents of Menlo Park.

### Education:

Bachelor of Science in Mechanical/ Aeronautical Engineering September 2005  
University of California, Davis GPA: 3.60 (3.83 in Upper Division Engineering)

Master's of Science in Mechanical Engineering March 2009  
Stanford University: GPA: 3.52  
Emphasis in Control Systems, Aircraft Design, and Design Methodology

### Technical Skills:

#### Software:

SolidWorks (10yrs) MatLab/Simulink (4 yrs)

#### Machine Shop Tools:

MIG, Acetylene Welders Lathe  
Composite Wet/Pre-Preg Layups Mill

### Technical Work Experience: Concept Design & Integration,

Project Loon, -- Google, Mountain View. 02/14-Present

- Payload Physical Architect
  - Design & Build Stratospheric Balloon Communications Flight System
    - Detail design and implementation of current flight vehicle
    - Tech Lead for:
      - Down Connect
      - Safety Fuse & Tethers
      - Parachute Descent Architecture
      - Future Payload Architecture
- System Safety
  - Design and implementation of final system safety test

### Technical Work Experience: Concept Design & Integration,

Missile Defense Systems CDPP, --Lockheed Martin Space Systems, Sunnyvale. 04/11 – 01/14

- Concept design and integration of future ship-based Missile Defense interceptors
- CAD modeling of all concepts in trade space, including 20+ Kinetic Kill Vehicles, 4 Booster and multiple launcher configurations
  - Concept CAD models used extensively by senior management and business strategists to enhance our strategic position with the Missile Defense Agency
- Oversaw multi-disciplinary integration of different subsystems; ensuring impact of changes was rapidly communicated across different teams
- 2012 Technical Excellence Award for creative concept design and rapid implementation of design details
  - Efforts to think differently about missile design led to 20% performance increase over baseline
- Developed repository for mass properties and configuration management of each concept

### Technical & Business Work Experience: Entrepreneur,

Product Design, Business Operations, --Atlas Load Bearing Equipment, Inc., Menlo Park. 01/09 – Present

- Invented and brought to market a load bearing device for law enforcement which corrects the ergonomic and comfort issues associated with equipment worn around the waist
- Performed customer need research, and developed requirements
- Developed prototypes and tested with local law enforcement agencies; incorporated customer feedback
- Oversaw manufacturing, customer relations, online sales, marketing and future market growth
- Developed technology and wrote provisional & utility patent to cover our IP
- Sold technology to 5.11 Tactical; currently assisting launch of 3<sup>rd</sup> Gen system

**Technical Work Experience: Controls Engineer,**

Missile Defense Systems IRAD, --Lockheed Martin Space Systems, Sunnyvale. 09/09 – 04/11

- 2 man team charged with design and implementation of a Simulink-based missile simulator
- Developed modeling best practices for Simulink model-based design at LMSSC
- Translated heritage flight software into Simulink models
- Developed truth models for missile simulation including aerodynamics, mass properties and boosters
- Executed Monte Carlo and single run simulations in support of program proposals

**Managerial Work Experience: Program Manager,**

Missile Defense Systems IRAD, --Lockheed Martin Space Systems, Sunnyvale. 04/09 – 09/09

- Acting Program Manager for final month of MKKHT program
  - Coordinated manufacturing of high value hardware (precision pressure spheres)
  - Organized and implemented program relocation into new lab area
  - Cost, Schedule and technical oversight
- Drove program to successful completion

**Technical Work Experience: Mechanical Engineer,**

Missile Defense Systems IRAD, --Lockheed Martin Space Systems, Sunnyvale. 08/07 – 4/09

- 2 man team charged with mechanical design & construction of a fully agile 5 DOF HWIL Testbed.
- Developed from concept to fully functioning prototype in 1 year.
- Completed system trade studies based on 1<sup>st</sup> principles to guide and validate system architecture.
- Designed a modular system to maximize future capabilities including high dynamic range and adjustable inertia.
- Delivered Mechanical Team's SCR, PDR, and CDR presentations to Lockheed Senior Management.
- Designed, produced drawings, purchased, and assembled 115 custom and over 400 COTS parts.

Special Programs, --Lockheed Martin Space Systems, Sunnyvale. 10/05 – 08/07

- Mechanical Design of composite structures, mechanical fittings.
- Part of a team responsible for primary structure of a classified payload.
- Tasks include production and check of engineering drawings to ASME Y14.5 Standard.
- Design solutions to meet frequency requirements using IDEAS software package
- Designed Special Test Equipment for structural testing of a bonded composite "Super Coupon."



# COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 4/7/19

Commission or committee of interest: Planning or Complete Streets Commissions

Name: Peter Ohtaki

Education: B.A. Harvard, M.B.A. Stanford

Civic affiliations and community activities, including service on other commissions or committees:

Menlo Park City Councilmember 2010-18, Mayor 2013 & 2018 - Served on Finance & Audit and Sister Cities Committees

Menlo Park Fire Protection District Board Director 2007-10

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The Planning Commission reviews commercial and residential projects large and small for use permits and architectural review. The Complete Streets Commission provides input on transportation projects to ensure our streets are safe for multi-modal users - cyclists, pedestrians, and commuters.

I can provide background and insights learned from working on the El Camino Real/Downtown Specific Plan, ConnectMenlo General Plan update, and Housing Element, among others.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I'd like to continue to make improvements in our community. If selected for the Complete Streets Commission, I'd like to work on preventing cut-through traffic in all of our neighborhoods. If selected for the Planning Commission, I'd like to work on streamlining the residential Use Permit process. As to which commission, I will serve at the discretion of the City Council as to where I can be most helpful.

Signature

04/07/2019

Date

## OFFICE USE ONLY:

Application received: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

If appointed, term ends: \_\_\_\_\_

Address verified in City Limits (if necessary):  By: \_\_\_\_\_  
(Initials)

Appointed:  Yes  No

Appointed:  Yes  No

Appointed:  Yes  No

Personal information:			
Name: Peter Ohtaki		Number of years as a Menlo Park resident: 12+	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: [REDACTED]	City: [REDACTED]	State: CA	Zip: 94104
Business phone: [REDACTED]			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



# COMMISSION & COMMITTEE APPLICATION

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 4/9/2019

Commission or Committee of Interest: Environmental Quality Commissions

Name: Josie Gaillard

Education: BA Princeton University, MBA UC Berkeley

Civic affiliations and community activities, including service on other commissions or committees:

- Vestry member (board) and Junior Warden at Trinity Episcopal Church Menlo Park
- Currently organizing an event series on climate action for members at Trinity Church Menlo Park
- PTA volunteer at the Nueva School

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

There are many aspects of what I understand to be the commission's work that interest me, including reviewing and overseeing implementation of Menlo Park's Climate Action Plan, supporting the development and implementation of a comprehensive urban canopy preservation strategy and ensuring that the city's planning, zoning and building regulations are all aligned with the city's sustainability goals, including the CAP. I began working professionally on environmental issues after business school in 2003 when I went to work in the nascent solar industry and ever since have been an advocate for sensible green building standards, clean tech innovation and pragmatic ways to tackle the global issue of climate change. I can offer skills in financial analysis, program development and

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I care deeply about stopping climate change and protecting valuable natural resources such as water and trees. My goal would be to help the city do those things in ways that engages key stakeholders in productive, pragmatic ways. I also care deeply about Menlo Park and making it a place that continues to welcome people from all over the world with its inviting trees-lined streets, charming downtown and responsive city government. I think Menlo Park has an opportunity, situated in the heart of the nation's clean tech capital, to lead the nation in demonstrating how a climate smart city can thrive, both economically and environmentally.

Signature

Date

## OFFICE USE ONLY:

Application Received: \_\_\_\_\_

Address Verified in City Limits:  By: \_\_\_\_\_ (Initials)

Considered by City Council: \_\_\_\_\_

Appointed:  Yes  No

Considered by City Council: \_\_\_\_\_

Appointed:  Yes  No

Considered by City Council: \_\_\_\_\_

Appointed:  Yes  No

If Appointed Term ends: \_\_\_\_\_

Personal Information:			
Name: Josie Gaillard		Number of years as a Menlo Park resident:	
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address:	City:	State:	Zip:
Business Phone:			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>word of mouth</u>			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

# COMMISSION & COMMITTEE APPLICATION

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: April 3, 2019

Commission or Committee of Interest: Environmental Quality Commission

Name: Rebecca Turley

Education: Reed College, B.A., History

Civic affiliations and community activities, including service on other commissions or committees:  
I have been serving on the EQC for the past couple of months to fill a vacancy. I've learned so much already and would love to continue serving for a full term! In addition, I've lived in Menlo Park for almost three years. I stay informed of community politics and events, and attend the Sunday farmer's market every week. I regularly walk, run, and bicycle around town. I love my community and want to make it an even better place to live!

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:  
As a current EQC member, I've already voted on a Heritage Tree appeal and discussed Climate Action Plan goals with my fellow commissioners. I understand that the EQC is meant to advise the City Council on ways to protect and improve our environment, and I'd love to continue with this work. As a well-informed citizen passionate about sustainability, I have several ideas and suggestions for ways in which Menlo Park can lower its environmental impact. For example, I've already proposed we discuss a gas leaf blower ban, as other nearby cities have done. I'm experienced in research, writing and the political process — all valuable skills for the role of commissioner.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:  
I want to take action against climate change and working locally on a Menlo Park commission seems like a sensible place to start. Menlo Park is already such a forward-looking community, and I'm hopeful that significant progress in reducing emissions and waste can happen here. I've already proposed discussing a city ban on gas leaf blowers, which I hope can become part of the Climate Action Plan or a city ordinance. As an avid cyclist and walker, I'd love to work on initiatives for alternative transportation methods. I've also been focusing on reducing my own use of disposable materials, and I'd love to spread awareness and help others in the community do so as well.

[Redacted Signature]

4/3/2019

Signature

Date

## OFFICE USE ONLY:

Application Received: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
If Appointed Term ends: \_\_\_\_\_

Address Verified in City Limits:  By: \_\_\_\_\_ (Initials)  
Appointed:  Yes  No  
Appointed:  Yes  No  
Appointed:  Yes  No



<b>Personal Information:</b>			
Name: Rebecca Turley		Number of years as a Menlo Park resident: 3	
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address:	City:	State:	Zip:
Business Phone:			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Email	<input type="checkbox"/> City's Website	<input checked="" type="checkbox"/> Other <i>Currently an EQC member serving vacancy</i>
<input type="checkbox"/> Nextdoor.com	<input type="checkbox"/> Patch.com		
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# COMMISSION & COMMITTEE APPLICATION

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



**Please type or print clearly. You may attach additional pages, if necessary. This is a public document.**

Date: March 1, 2017

Commission or Committee of Interest: Finance and Audit Committee

Name: Ronald W Shepherd

Education: San Diego State University, B S Accounting 1963

Civic affiliations and community activities, including service on other commissions or committees:  
West Bay Sanitary District, 11/1999 - 11/2016, Director, Treasurer, President (approximately 10 years)  
Silicone Valley Clean Water, 11/1999 - 11/2016, Commissioner, Chairman (1 year)  
Menlo Park Chamber of Commerce, Director (approximately five years) Chairman 2007

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:  
Responsibilities, to facilitate public understanding and clear communication of city finances to tax payers. Annual review of external audit and investment portfolio.

I am a Certified Public Accountant (inactive) having been an auditor for Deloitte 1963 to 1973. I have either been a partner or a sole owner of my own small business since then. The skills acquired as a CPA, business skills developed through owning my own businesses, and skills obtained with community activities have provided the knowledge that will allow me to make a positive impact serving on the committee

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:  
I am a naturalized citizen. I understand what a great country this is and the opportunities it has given me. I like to give back and think that I can have a major positive impact serving on the committee. Rest assured, that I have no interest in using this as a step to running for public office



Signature

March 1, 2017

Date

### OFFICE USE ONLY:

Application Received: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
If Appointed Term ends: \_\_\_\_\_

Address Verified in City Limits:  By: \_\_\_\_\_ (Initials)  
Appointed:  Yes  No  
Appointed:  Yes  No  
Appointed:  Yes  No

Personal Information:			
Name: Ronald W Shepherd		Number of years as a Menlo Park resident: 50	
Resident Address [REDACTED]		City: Menlo Park	State: CA Zip: 94025
Mailing Address (if different):		City:	State: Zip:
Phone: [REDACTED]		Email: [REDACTED]	
Business Address [REDACTED]		City: San Jose	State: CA Zip: 95131
Business Phone [REDACTED]			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the City's website:		Cell Phone:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Business Phone:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Home Phone:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Email:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



# COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk  
 701 Laurel St., Menlo Park, CA 94025  
 tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 03.29.2019

Commission or committee of interest: Housing

Name: Lauren Bigelow

Education: B.A. (Goucher College, Theatre and Communications), B.S. (Palo Alto University, Psychology and Social Action)

Civic affiliations and community activities, including service on other commissions or committees:  
 County of San Mateo, Commission on Disabilities  
 Non Profit Housing Association of Northern California, Strategic Communications Council  
 - Affordable Housing Month subcommittee chair  
 Housing Leadership Council of San Mateo County, member  
 Committee for Green Foothills, Advisory Board member

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:  
 As I understand it, the housing commission spends a significant amount of time working on inclusionary zoning. My day job is to administer the Below Market Rate (BMR) programs for the cities of Mountain View, Palo Alto, Los Altos and work with Redwood City on a per property basis. My employer, Palo Alto Housing, built the first inclusionary program in the country with Palo Alto and helped build Menlo Park's BMR program. I can bring both a historical perspective and current best practices. Outside of inclusionary zoning, I expect to act as a representative for the City of Menlo Park and make recommendations to City Council regarding how to effectively accomplish our work plan.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:  
 I've spent every day for the past three years working on this issue, so I'm excited to hear about how I can bring that experience and expertise to my city. I am passionate about housing and think Menlo Park needs to do our part to help solve this regional issue and make sure our residents can afford a place to live. I believe that providing people with a safe and affordable home is a human right and that without that, everything falls apart. Our community truly is better served with maintaining and growing diversity within our neighborhoods.

[Redacted Signature]

Signature

03/29/2019  
 \_\_\_\_\_  
 Date

**OFFICE USE ONLY:**

Application received: _____	Address verified in City Limits (if necessary): <input type="checkbox"/> By: _____
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No (Initials)
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If appointed, term ends: _____	

Personal information:			
Name: Lauren Bigelow		Number of years as a Menlo Park resident: 5 years	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: [REDACTED]	City: Palo Alto	State: CA	Zip: 94303
Business phone: [REDACTED]			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>Housing Commissioner Rachel Horst</u>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Business phone:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Home phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Email:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



# COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 04/04/2019

Commission or committee of interest: Housing/Planning

Name: Marc Bryman

Education: BA U.C. Berkeley MFA Denver Center

Civic affiliations and community activities, including service on other commissions or committees:

M/A Little League Board and Coach 2011-2018

MPAEF Board 2016, 2017, 2018

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

I currently live in Linfield Oaks with my family and am a Real Estate professional with keen understanding of the challenges facing our community with respect to housing, zoning, entitlement processes, and the like.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I think we need to do our part with respect to housing inventory and affordability in our area. Supply and demand continues to plague us and we are losing a place for "workforce" and inclusionary BMR requirements.

[Redacted Signature]

Signature

04/04/2019

Date

## OFFICE USE ONLY:

Application received: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

If appointed, term ends: \_\_\_\_\_

Address verified in City Limits (if necessary):  By: \_\_\_\_\_  
(Initials)

Appointed:  Yes  No

Appointed:  Yes  No

Appointed:  Yes  No

Personal information:			
Name: Marc Bryman		Number of years as a Menlo Park resident:	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email:		
Business address:	City:	State:	Zip:
Business phone:			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input checked="" type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



# COMMISSION & COMMITTEE APPLICATION

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



**Please type or print clearly. You may attach additional pages, if necessary. This is a public document.**

Date: April 3, 2019

Commission or Committee of Interest: Housing Commission

Name: Curtis H. Conroy

Education: Dartmouth College BA Economics 1978, Columbia University MBA Real Estate Finance 1985

Civic affiliations and community activities, including service on other commissions or committees:  
 Saint Anthony of Padua Dining Room, Menlo Park 2016-Present, Volunteer Wednesdays Vegetable Chopper  
 Years Past: VA Hospital Menlo Park Volunteer Nurse's Aid  
 American Red Cross Disaster Action Team Volunteer  
 Lucille Packard Children's Hospital Volunteer, Information Ambassador

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:  
 Responsibilities include a detailed knowledge of state and local regulations and legislation pertaining to housing, responding to City Council requests, conducting research including seeking stakeholder input, cooperating with other government agencies, making policy recommendations for Council's consideration, implementing Council policy decisions and representing the City on housing matters as needed.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:  
 From 1985 to 1997 I worked with approximately 300 other real estate professionals nationwide managing the Metropolitan Life Insurance Company's \$24 billion real estate portfolio. From 1989 until the present I have owned and managed my own small portfolio of residential rental units in Menlo Park. The City and Bay Area are facing unprecedented housing challenges. I believe I would be helpful in tackling these challenges by bringing my 34 years of experience in the industry to bear on the City's policy decisions.

[Redacted Signature]

April 3, 2019

Signature

Date

**OFFICE USE ONLY:**

Application Received: \_\_\_\_\_ Address Verified in City Limits:  By: \_\_\_\_\_ (Initials)

Considered by City Council: \_\_\_\_\_ Appointed:  Yes  No

Considered by City Council: \_\_\_\_\_ Appointed:  Yes  No

Considered by City Council: \_\_\_\_\_ Appointed:  Yes  No

If Appointed Term ends: \_\_\_\_\_

Personal Information:			
Name: Curtis H. Conroy	Number of years as a Menlo Park resident: 30		
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address:	City:	State:	Zip:
Business Phone:			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

# COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: April 5, 2019

Commission or committee of interest: **Library Commission**

Name: David Erhart

Education: Ph.D. and B.S. in Chemical Engineering

Civic affiliations and community activities, including service on other commissions or committees:

I am relatively new to Menlo Park. My wife and I purchased a home in Belle Haven three years ago. In that time we have both gotten involved with community activities in Belle Haven. I regularly attend the Belle Haven Neighborhood Association meetings and have attended the Council and Commission meetings that impact the Belle Haven community. Prior to moving to the Bay Area in 2014, I was very active with Habitat for Humanity in the Phoenix area and had the pleasure of working on more than 10 homes.

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

I am a life-long user of the libraries that were in the communities where I have lived. When my children were younger, we spent many hours using library resources to enrich their education and to instill in them a deep appreciation for benefits and resources provided by a forward-looking and vibrant public library system. I would like to offer my time and support to the Menlo Park Library system by serving on the Library Commission.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

As a resident of the Belle Haven neighborhood I would like to support the commission's work on the Belle Haven Library project. I would like to provide a communication path between the commission and the Belle Haven Neighborhood association in order to assure that the needs of Belle Haven are well represented and considered in the planning and development process.

\_\_\_\_\_  
Signature

April 5, 2019

\_\_\_\_\_  
Date

## OFFICE USE ONLY:

Application received: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
If appointed, term ends: \_\_\_\_\_

Address verified in City Limits (if necessary):  By: \_\_\_\_\_  
Appointed:  Yes  No (Initials)  
Appointed:  Yes  No  
Appointed:  Yes  No



Personal information:			
Name: David Erhart		Number of years as a Menlo Park resident: 2.5	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone: 408-705-0084	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Business phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Home phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Email:	<input type="checkbox"/> Yes <input type="checkbox"/> No	



# COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935

RECEIVED

APR 02 2019



City of Menlo Park  
City Manager's Office

**Please type or print clearly. You may attach additional pages, if necessary. This is a public document.**

Date: 3/31/19

Commission or committee of interest: Library Commission

Name: Kristen leep

Education: MA Early Childhood Education, NYU; BA Art History, Whitman College; Castilleja School Graduate

Civic affiliations and community activities, including service on other commissions or committees:

I have served on the Library Commission for the last 4 years and am currently its chair. I am also a member of the Junior League of Palo Alto-Mid Peninsula and a kindergarten teacher at Nativity School in Menlo Park.

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The Library Commission serves as a liaison between residents of Menlo Park, the Library, and City Council. We help the library better meet the needs of residents by bringing their comments and suggestions to the Library and City Council. We also support the Library in modifications staff wants to make.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I finally feel like I understand what the Library Commission is all about. I have loved serving on the Commission, even as it has become more complicated and labor intensive. As a teacher, I understand what a gift libraries are to the community, and I am well connected to the local community. As a former teacher at Belle Haven School, I understand some of the needs of the neighborhood where the Branch is looking to rebuild. I would love to continue to be involved with the process of refreshing the library branch. I think it's important to have someone who knows what the Commission has done for the last several years and who can continue to serve as the project moves forward.

[Redacted Signature]

Signature

3/31/19

Date

**OFFICE USE ONLY:**

Application received: _____	Address verified in City Limits (if necessary): <input type="checkbox"/> By: _____
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No (Initials)
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If appointed, term ends: _____	

Personal information:			
Name: Kristen	Number of years as a Menlo Park resident: 31		
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input checked="" type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



# COMMISSION & COMMITTEE APPLICATION

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 4/5/2019

Commission or Committee of Interest: Library

Name: Kristina Lemons

Education: High School diploma; some college

Civic affiliations and community activities, including service on other commissions or committees:

I have served on the Library commission since 2015 and have been involved with the process that the library has taken to focus on creating a Belle Haven branch that serves the needs of the community as well as the many projects of the library in general outside of updating buildings.

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The commission's role is to listen and help communicate the needs/desires of the public to the library staff, and to the city council. The commission helps to make sure the needs of the community are being heard for every aspect where community input is needed. My experience working with the commission and understanding of the issues for these last 4 years along with my desire to help the community by participating in this process is what I have to offer the commission today.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I enjoy volunteering to be a part of my community. I want to see both branches of the library thrive and maintain a strong presence in Menlo Park for generations to come. I see my role as a small part of making sure that happens and making sure we have a strong democracy locally where voices are heard.

4/5/2019

Signature

Date

## OFFICE USE ONLY:

Application Received: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

If Appointed Term ends: \_\_\_\_\_

Address Verified in City Limits:  By: \_\_\_\_\_ (Initials)

Appointed:  Yes  No

Appointed:  Yes  No

Appointed:  Yes  No

<b>Personal Information:</b>			
Name: Kristina Lemons		Number of years as a Menlo Park resident:	
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email:		
Business Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Business Phone: [REDACTED]			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**COMMISSION & COMMITTEE APPLICATION**

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935

RECEIVED

MAR 27 2019



City Clerk's Office  
City of Menlo Park

Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 3-27-2019

Commission or Committee of Interest: Planning Commission

Name: Robert Bentley

Education: Stanford BA; U. of Warwick MA; Harvard J.D.

Civic affiliations and community activities, including service on other commissions or committees:

please see attached

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

please see attached

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

please see attached

[Redacted Signature]

3-27-19

Signature

Date

**OFFICE USE ONLY:**

Application Received: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
If Appointed Term ends: \_\_\_\_\_

Address Verified in City Limits:  By: \_\_\_\_\_ (Initials)  
Appointed:  Yes  No  
Appointed:  Yes  No  
Appointed:  Yes  No

Personal Information:			
Name: Robert Bentley	Number of years as a Menlo Park resident: 12		
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different): Same	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address: Same	City:	State:	Zip:
Business Phone: N/A			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Email	<input type="checkbox"/> City's Website	
<input type="checkbox"/> Nextdoor.com	<input type="checkbox"/> Patch.com	<input checked="" type="checkbox"/> Other: news	
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Email:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No



Robert Bentley  
March 27, 2019

## **ADDENDUM TO PLANNING COMMISSION APPLICATION**

### Civic Affiliations/Community Activities

- Active in local school fundraising; MPAEF auction; hosted 10+ fundraising events
- Coached 20+ local youth sports teams (AYSO, Little League...)
- Member California Bar Association (now inactive) since 1993
- Held multiple contracting and development licenses for 15+ years
- Member Stanford Alumni Association since 1988

### Personal and Professional Experience

The Committee has important decision-making and advisory roles in helping elected officials and career staff manage issues related to land use, planning, zoning, environmental impact, variances, architectural review, etc. In such a capacity, my legal background guides my understanding of legal process, negotiation and conflict resolution, as well as concepts like risk, nuisance, liability, etc. My contracting background has given me a good understanding of permitting, regulations and city government issues. And, as a regional businessman and local resident, I am keenly aware of issues like congestion, parking access, ease of movement and quality of life.

### What to Accomplish

To that end, I would like an opportunity, however modest, to contribute to ameliorating and managing, if not solving, our city's development, zoning, congestion and quality of life challenges. Personally, I have sold/divested of my business, and am busy helping three children advance through the Menlo Park schools, as well as supporting/back-stopping my wife, who maintains a professional career.

# COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



**Please type or print clearly. You may attach additional pages, if necessary. This is a public document.**

Date: 04/04/2019

Commission or committee of interest: Housing/Planning

Name: Marc Bryman

Education: BA U.C. Berkeley MFA Denver Center

Civic affiliations and community activities, including service on other commissions or committees:

M/A Little League Board and Coach 2011-2018

MPAEF Board 2016, 2017, 2018

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

I currently live in Linfield Oaks with my family and am a Real Estate professional with keen understanding of the challenges facing our community with respect to housing, zoning, entitlement processes, and the like.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I think we need to do our part with respect to housing inventory and affordability in our area. Supply and demand continues to plague us and we are losing a place for "workforce" and inclusionary BMR requirements.

[Redacted Signature]

Signature

04/04/2019

Date

## OFFICE USE ONLY:

Application received: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

If appointed, term ends: \_\_\_\_\_

Address verified in City Limits (if necessary):  By: \_\_\_\_\_  
(Initials)

Appointed:  Yes  No

Appointed:  Yes  No

Appointed:  Yes  No

Personal information:			
Name: Marc Bryman	Number of years as a Menlo Park resident:		
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email:		
Business address:	City:	State:	Zip:
Business phone:			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input checked="" type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# COMMISSION & COMMITTEE APPLICATION

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: March 12, 2019

Commission or Committee of Interest: Planning Commission

Name: Chris DeCardy

Education: BA - Journalism, University of Wisconsin / MPP - Harvard Kennedy School

Civic affiliations and community activities, including service on other commissions or committees:

Environmental Quality Commission - 2 terms

Transportation Master Plan Oversight and Outreach Committee - current

Co-Founder, MenloSpark -- nonprofit network supporting the city in meeting current climate target

Willows community member organizing for traffic reduction and calming

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The Planning Commission makes recommendations to the City Council -- and has some outright authority -- on land use in Menlo Park in service of residents, workers and businesses across our entire community. This includes use permits, action on environmental impact reports, General Plan actions and amendments, rezoning, development permits, variances and related matters. As a member of the EQC and TMPOOC, I have experience working to understand and balance varied interests, seek out innovative and appropriate solutions and then build toward consensus on complicated sustainability, transportation and land use decisions facing our community. I co-founded and helped secure funding for a unique climate change research, education and policy development initiative focused directly on our city after the City Council approved our community's first-ever greenhouse gas emissions reduction targets when council members asked for extensive assistance and support in putting the measures in place to get it done. In my professional capacity, I regularly engage with regional transportation and housing initiatives to improve mobility and decrease disparity across the Bay Area.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

Neighbors, workers and businesses want a future for Menlo Park that maintains the unique fabric and heritage of our community and at the same time provides us all with healthy, equitable and prosperous future. Accumulated land use decisions -- from the General Plan all the way through an individual development project -- provide the backbone for this future. I believe I can bring to the Planning Commission my experience, knowledge of our community and approach to collaborative problem-solving that secures a Menlo Park that works for everyone.

\_\_\_\_\_  
Signature

Chris DeCardy -- March 12, 2019  
\_\_\_\_\_  
Date

## OFFICE USE ONLY:

Application Received: \_\_\_\_\_

Address Verified in City Limits:  By: \_\_\_\_\_ (Initials)

Considered by City Council: \_\_\_\_\_

Appointed:  Yes  No

Considered by City Council: \_\_\_\_\_

Appointed:  Yes  No

Considered by City Council: \_\_\_\_\_

Appointed:  Yes  No

If Appointed Term ends: \_\_\_\_\_



Personal Information:			
Name: Chris DeCardy		Number of years as a Menlo Park resident: 16	
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone [REDACTED]	Email: [REDACTED]		
Business Address:	City:	State:	Zip:
Business Phone:			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>WORD OF MOUTH</u>			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

# COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



**Please type or print clearly. You may attach additional pages, if necessary. This is a public document.**

Date: 3/27/2019

Commission or committee of interest: Planning

Name: Brian Gilmer

Education: Bachelor of Arts in Communications

Civic affiliations and community activities, including service on other commissions or committees:

I have been an active participant in a group that worked toward reducing cut-through traffic in the Willows. I am active in my neighborhood getting involved in issues that impact the Willows and have spoken out at Planning Commission meetings and City Council meetings. I was also active in the recent City Council elections.

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

My understanding is that the planning commission reviews some development applications, either those asking for variances or larger scale development. After reviewing the applications and hearing from the involved parties they make a recommendation to the City Council on moving forward with the application. The Planning Commission can also request changes to plans to make them conform better to the requirements to address concerns of the public. While these changes are not required to be made they can affect the recommendation to the council.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I am a life long resident of Menlo Park and have seen the changes to this city over the last 50+ years. Some of these have been good while others have not (based on my opinion and the impact they have had to the residents of the city). I would like to take a more active role in helping shape the city and to protect the neighborhoods that our residents live in while seeing the city maintain its place in Silicon Valley.

Signature

3/27/2019

Date

## OFFICE USE ONLY:

Application received: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
If appointed, term ends: \_\_\_\_\_

Address verified in City Limits (if necessary):  By: \_\_\_\_\_  
Appointed:  Yes  No (Initials)  
Appointed:  Yes  No  
Appointed:  Yes  No

Personal information:			
Name: Brian Gilmer		Number of years as a Menlo Park resident:	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <small>Mentioned to me by others</small>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*I will have a different email that can be posted.*



# COMMISSION AND COMMITTEE APPLICATION

City Manager's Office - City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 4/7/19

Commission or committee of interest: Planning or Complete Streets Commissions

Name: Peter Ohtaki

Education: B.A. Harvard, M.B.A. Stanford

Civic affiliations and community activities, including service on other commissions or committees:

Menlo Park City Councilmember 2010-18, Mayor 2013 & 2018 - Served on Finance & Audit and Sister Cities Committees

Menlo Park Fire Protection District Board Director 2007-10

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The Planning Commission reviews commercial and residential projects large and small for use permits and architectural review. The Complete Streets Commission provides input on transportation projects to ensure our streets are safe for multi-modal users - cyclists, pedestrians, and commuters.

I can provide background and insights learned from working on the El Camino Real/Downtown Specific Plan, ConnectMenlo General Plan update, and Housing Element, among others.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I'd like to continue to make improvements in our community. If selected for the Complete Streets Commission, I'd like to work on preventing cut-through traffic in all of our neighborhoods. If selected for the Planning Commission, I'd like to work on streamlining the residential Use Permit process. As to which commission, I will serve at the discretion of the City Council as to where I can be most helpful.

Signature

04/07/2019

Date

## OFFICE USE ONLY:

Application received: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

If appointed, term ends: \_\_\_\_\_

Address verified in City Limits (if necessary):  By: \_\_\_\_\_  
(Initials)

Appointed:  Yes  No

Appointed:  Yes  No

Appointed:  Yes  No



Personal information:			
Name: Peter Ohtaki		Number of years as a Menlo Park resident: 12+	
Resident address: [REDACTED]		City: Menlo Park	State: CA Zip: 94025
Mailing address (if different):		City:	State: Zip:
Phone: [REDACTED]		Email: [REDACTED]	
Business address: [REDACTED]		City: [REDACTED]	State: CA Zip: 94104
Business phone: [REDACTED]			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Business phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Home phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Email:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# COMMISSION & COMMITTEE APPLICATION

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date: 4/5/19

Commission or Committee of Interest: Planning Commission

Name: Michele Tate

Education: BS Business Administration

Civic affiliations and community activities, including service on other commissions or committees:

I have been on the Housing Commission as a representative from Belle Haven since 2015. I've represented the Housing Commission with seats on the General Plan Advisory Committee and the Bedwell Bayfront Oversight Committee. I'm also a founding board member of the Belle Haven Community Development Fund (BHCFD). BHCFD administers several programs in Belle Haven to include the Belle Haven Community Mini-Grant funded by the City of Menlo Park, One by One and funding summer employment for Belle Haven youth in partnership with One EPA's SEP program. I'm also a board member of the San Mateo County Employer Advisory Council.

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The Planning commission ensures land use issues conform with zoning ordinances or if exceptions are appropriate on a case by case basis. Planning Commissioners are responsible for all zoning, rezoning and development permits. My experience sitting on the Housing Commission, two years as Chair, and the GPAC have given me an understanding of the General Plan and zoning considerations. Being a Workforce Development Board employee has also provided me with a unique perspective on economic development.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I'd like to serve as a Planning Commissioner to contribute my Housing Commission experience to reasonable zoning solutions across the City of Menlo Park.

[Redacted Signature]

4/5/19

Signature

Date

## OFFICE USE ONLY:

Application Received: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
Considered by City Council: \_\_\_\_\_  
If Appointed Term ends: \_\_\_\_\_

Address Verified in City Limits:  By: \_\_\_\_\_ (Initials)  
Appointed:  Yes  No  
Appointed:  Yes  No  
Appointed:  Yes  No

Personal Information:			
Name: Michele Tate		Number of years as a Menlo Park resident:	
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different): [REDACTED]	City: Menlo Park	State: CA	Zip: 94026
Phone: [REDACTED]	Email: [REDACTED]		
Business Address:	City:	State:	Zip:
Business Phone:			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input type="checkbox"/> Other: _____			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



# COMMISSION & COMMITTEE APPLICATION

City Clerk  
701 Laurel Street, Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



**Please type or print clearly. You may attach additional pages, if necessary. This is a public document.**

Date: April 4, 2019

Commission or Committee of Interest:

Name: Planning Commission

Education: BS. ME / MS ME / PhD Management Science / Post Doc Fellow Business Strategy- Policy (see attached resume)

Civic affiliations and community activities, including service on other commissions or committees:

Past : Menlo Park Economic Vitality Task Force  
Stanford University : Graduate student housing planning commission

- Sacred Heart Preparatory – Team Parent
- Lehigh University President's Leadership Council
- Menlo Park Economic Vitality Task Force
- Board Member and Youth Coach – Pop Warner Football, AYSO Soccer, Little League Baseball, ASA Softball

Local Business Owner And CEO

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The Planning Commission supports decisions and makes recommendations to the City Council on a broad range of issues such as land use, environmental, and the changing needs of the city in relationship to the general plan. As a long time resident and business owner in Menlo Park I feel I have benefited from living in Menlo Park. My recent professional work in developing SMART Cities can be applied to the changing needs of Menlo Park and support preparing it for the future. I am also concerned about the opportunities provided to our citizens in the various neighborhoods in the city and how we can create better support for each neighborhood and continue to develop Menlo Park as a model total SMART city for the future. ( see attached resume)

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

I have had the privilege to live, work, raise a family and create long lasting friendships in Menlo Park over the last 30 years and feel I both want and should contribute back to this city. As a member of the Planning Commission I would like to support decisions that will allow Menlo Park to continue to be the type of city that people want to live and feel it is a privilege to be a citizen. I believe there is work to be done to prepare Menlo Park for the changes that are happening in society and technology. I hope to contribute to the present and future plans for this development.

Signature

April 4, 2019  
Date

**OFFICE USE ONLY:**

Application Received: _____	Address Verified in City Limits: <input type="checkbox"/> By: _____ (Initials)
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Considered by City Council: _____	Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Appointed Term ends: _____	



Personal Information:			
Name: Brian J. Westcott	Number of years as a Menlo Park resident: 31		
Resident Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing Address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business Address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Business Phone: [REDACTED]			
Registered Voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City's Website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the City's website:	Cell Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Business Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Home Phone:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**PROFESSIONAL PROFILE**

*Executive leader with over twenty five years of global experience in corporate management and governance, business strategy, innovation, marketing, and strategic management of technology, ranging from Board level policy and management for Fortune 500 companies to CEO of venture backed start-ups. Creative ability to develop high performing businesses by increasing innovation, improving productivity and providing better leadership, management and business processes.*

**EXPERIENCE**

**2016 – Present**                      **Intelligent Structures, Inc.**    **Founder/ CEO/ Board of Directors**

Founded Intelligent Structures Inc. an Enterprise Infrastructure Performance Asset Management Platform a sensor to enterprise Cloud SAAS implementation based on an IoT or Industrial Internet platform.

- Created business strategy and successfully executed the development of technology and organization of an enterprise software company
- IntelliStruct – market introduction and commercial sales

**2011 – 2015**                      **PFI Acquisition – Purfresh / IntelliFleet DBA.**    **President/ CEO/ Board of Directors**

CEO of Purfresh / IntelliFleet a venture backed company that provided an enterprise information and control solution for perishable supply chain management through a Cloud SAAS implementation based on an IoT or Industrial Internet platform.

- Created business strategy and successfully executed the transition from a chemical company to an enterprise software company
- IntelliFleet – market introduction and development of first integrated perishable supply chain enterprise and control software system
- Improved operating margins, increased revenue (4x) and market share Introduced and closed grower customer contracts,
- Raised \$8 million venture financing      Award: 2014 - Top 20 Most Promising Enterprise Software companies by CIO Review

**2009 – 2011**                      **Securitas Business Unit / Marsys, Inc.**    **President BU / Sr. Vice President**

President of the Securitas Business Unit - a security software and business service company delivering a SAAS based solution.

- Responsible for P&L. Increased market growth rate while improving EBITDA.
- Developed and upgraded two product lines and a hosted exchange partnership on a cloud based infrastructure.
- Introduced WEB marketing and improved business processes.

**2007– 2009**                      **JDS Uniphase, Inc.**    **Vice President / Sr. Director**

Created business and acquisition strategy for growth of the Advanced Optical Technology Group.

- Negotiated and acquired ABNH (public company/ \$140 million) and managed the post merger integration.
- Planned and formed the Security System Group of JDSU.

Developed company wide growth initiative for high performance and continuous improvement through a focus on creating greater innovation, higher organic market share growth, and return on invested capital.

**2005 - 2007**                      **Inogen, Inc.**    **Chief Operating Officer**

Chief Operating Officer of Inogen, Inc. a venture backed medical equipment technology company that produces portable oxygen concentrators for the home health care market. On the executive management team and managed software engineering, product engineering, supply chain management, manufacturing, distributors, customer care, quality and regulatory and information technology. Developed a new technology and supply chain strategy for the company and implemented a complete design and start-up of a new product.      Public offering 2014

**1992 to 2005**                      **WESTT, Inc.**    **President /CEO / Chairman /Founder**

A venture backed company that developed and implemented advanced enterprise and industrial information and control software systems. WESTT was a pioneer in the development of custom electro –mechanical automation subsystems serving the industrial equipment industry. Markets included services to customers in the medical products, food processing, flat-panel and semiconductor equipment industries. High rate of sales growth resulted in being awarded the position of #34 in the Inc. 500 (1997) and #68 the Deloitte and Touche Tech 500 (1997)

**2000 to 2005**                      **elnnovate – A WESTT business** an integrated cloud based innovation business process site for product development and supply chain management. Cited in Fortune magazine.

**1990 to 1992**                      **A.T. Kearney**    **Principal**

International management consultant for Fortune 500 clients in the area of strategic planning for new technology and innovation, managing the new product development process and integrated supply chain management. Completed projects in corporate transformation and change specifically related to use of information systems, product marketing strategy, managing research and



development, and managing product development and manufacturing. Worked on new client development, marketing and sales for A.T. Kearney developing programs in strategic management of technology.

1980 – 1990

General Electric, Inc.

Management and Engineering

Program Manager at General Electric Corporate Management Development and managed the Integrated New Product and Process Development Program. Worked with Jack Welch (CEO) to develop a corporate program for improved productivity of the innovation and technology delivery process. Led adoption of this program into the Appliance, Power Systems, Medical Product, and Electronics Divisions.

Control Systems Engineer in the Research Development Program at General Electric's Corporate Research and Development Center in the Thermo-Fluids Group. Developed jointly with the Electric Power Research Institute a real-time multivariable digital control system for operation and control of an Advanced Integrated Combined Cycle Coal Gasification System. Project resulted in the first digital multivariate control system for power production with an increase in performance and decrease in potential cost.

Obtained a PhD in Management Science and was a Post Doctoral Research Fellow at the Stanford Graduate School of Business. Encouraged by management of GE to pursue this higher education.

**Combustion Engineering** - Control System Engineer – Critical Function Monitoring and Control System for Nuclear Power Systems  
**Bechtel Power Corporation**- Resident Control Engineer – Control System Integration on Grand Gulf Nuclear Power Plant

### EDUCATION

Stanford Graduate School of Business

Post Doctoral Fellow Business Strategy and Policy

Became the first Post Doctoral Fellow in the Business School specializing in technology and new product business strategy focusing on managing technical innovation in manufacturing and product development. Published numerous case studies through Harvard and Stanford and related articles.

Stanford University

PhD in Management Science

Focused on the areas of technology strategy, business transformation, organizational behavior, production systems, decision analysis and economics and finance. Teaching assistant for the course Engineering Economics. Received an EPRI Fellowship for 4 years to research the economics of innovation related to electric power production. Dissertation focused on *Innovation: Organizational and Technical Factors that Influence Success*

Stanford University

Masters of Science -- Mechanical Engineering / Information Control Systems

Specialized in the areas of Control Systems and Thermo-fluid systems

Lehigh University

Bachelors of Science -- Mechanical Engineering

Graduated with Honors – Award Best Senior Project and Union Carbide Award for Outstanding Engineer

### OTHER

2014- Present – Industrial Internet Consortium

Marketing Committee and Director Thought Leadership Council –

2005-2011 Global Fresh Foods

Board Director

Involved with formation and strategy for a technology company developing a solution for the preservation of fresh protein using advanced environmental control. Supported raise of a \$5.3 million venture equity investment.

### Awards

- CIO Magazine 2018 – Top 10 SMART City Enterprise Software Platforms - IntelliStruct
- CIO Review 2014 - Top 20 Most Promising Enterprise Software companies
- Tech Inc. 500 Award - 28<sup>th</sup> Fastest Growing U.S. Technical Company in 1996 (WESTT, Inc )
- Inc. 500 Award - #34 (1996) and Tech 500 #68 in 1997 (WESTT, Inc.)
- Tech Inc. 500 Award for Fastest Growing U.S. Technical Company (1997 and 1998)
- Business Times largest private companies in Bay Area 2000 (WESTT, Inc.)
- Selected as Hero of Manufacturing – Fortune Magazine 1997
- Who's Who in America, The World and Industry and Finance (Marquis -- since 1991)
- A.T. Kearney – Global Management Award (1990)
- General Electric Corporate – Selected as a High Potential Leader (1989)
- General Electric Company Award to Inventors – Three U.S. Patents (1983)

Community Service

- Sacred Heart Preparatory – Team Parent
- Lehigh University President's Leadership Council
- Menlo Park Economic Vitality Task Force
- Board Member and Youth Coach – Pop Warner Football, AYSO Soccer, Little League Baseball, ASA Softball



# INTELLIGENT STRUCTURES MAKING BRIDGES TALK - DIGITALLY

By Karan Kariappa



Intelligent Structures combines advanced sensor technology with highly customizable edge computing and cloud-based enterprise software to deliver the critical information owners need to optimize the management of bridges

Brian Westcott,  
CEO

For years, bridge managers have dreamt of “smart bridges” – bridges that can tell them exactly what is needed to minimize risk, maximize mobility, and stay within budget. But expensive technology and expertise have made smart bridges an elusive dream. Until now.

Intelligent Structures (IS) is changing the game. “We make bridges talk – digitally,” explains Brian Westcott, CEO of Intelligent Structures. Taking an enterprise IT approach, IS’s innovative platform, IntelliStruct, is designed from the ground up to be both technically advanced and radically economical. With this decision support solution, bridge managers will know the detailed state of their bridges in real time and are able to prescribe precision maintenance, rather than teardown and rebuild. IS’s goal is to extend the useful life of bridges from 50 to over 100 years. This is digital disruption for bridge management, essential to keeping smart cities moving.

## Our Bridges are in Trouble

In the US, there are over 600,000 bridges, and a quarter of those bridges are in trouble. US bridges are aging, becoming riskier and more costly. About 10 percent are posted for reduced loads, about 10 percent are classified as structurally deficient, and another 10-12 percent are classified as functionally obsolete, according to the Federal Bridge database.

Traditional methods of bridge management are sorely outdated and inefficient. In 1968, in response to the collapse of the Silver Bridge in West Virginia causing 46 deaths, bridge inspection became mandated by federal act. It has been required that all bridges have biennial (every two years) inspection. The majority of inspections use a visual procedure which is highly variable. For example, in a Federal Study of Inspection reliability 2003, visual inspection ratings varied by up to five points, on a total scale of 10 for the same bridge. Our bridges, and thus our mobility, are at risk. With today’s technology that has so clearly revolutionized other aspects of business and our personal lives; we can and must do better. This is where Intelligent Structures comes in.



### The Solution: IS's Enterprise Bridge Performance Management Platform

A confluence of innovations and events has come to the rescue of aging bridges. IS has developed a bridge performance management platform based on Internet of Things (IoT) technology and enterprise cloud architecture: IntelliStruct TM. It gives bridge managers the power to precisely measure bridge performance and manage bridge life cycles to minimize risk and maximize mobility, all within limited budgets. IS expertly leverages technologies such as low-cost sensors, IoT, edge computing, wireless communication, mesh networks, big data analytics, and machine learning to enable "smart bridges".

Smart bridges offer the opportunity to drastically improve the real-time knowledge of the health of a bridge, and precisely manage the bridge for safety, efficiency, and longevity.

Managers can prevent bridge restrictions and closures, and direct budgets for maximum impact. This is imperative as our traffic loads increase, while our infrastructure deteriorates.

"Intelligent Structures combines advanced sensor technology with highly customizable edge computing and cloud-based enterprise software to deliver the critical information owners need to optimize the management of bridges," says Doug Thomson, CTO, Intelligent Structures.



Our bridge monitoring systems help with both real time data on structural behavior, as well as identifying trends and changes over time

### Fact-Based Decision Support for Bridge Managers

Intelligent Structures is on the forefront of delivering smart bridge solutions. Leveraging advanced information technology, IS's bridge performance monitoring and decision support platform enables bridge managers make highly informed, fact-based decisions.

#### Here's how it works:

- Sensors are installed on bridges - measuring strain, acceleration, displacement, temperature, cracks, water height, and/or tilt, depending on the bridge.
- Two-Level Edge Computing: Component level sensor data is collected and analyzed in a set of IS's proprietary I-Bridge wireless modules, then sent through a mesh network to IS's I-Bridge controller that performs additional bridge level analytics. This enables economic wireless transmission to the cloud.
- Cloud-based Analysis is performed by IS's expert analysis engine, creating a dashboard of key metrics and trends for bridge managers, as well as red flag alerts and alarms.
- The Management Dashboard is transmitted to bridge

managers in real time. Managers can easily monitor a single bridge, or a fleet, and see where problems are brewing. This enables decisions to prioritize bridge issues, precision maintenance plans, and provides fact-based support for the ever-critical repair/rehabilitate/rebuild decisions. The benefit is enormous - bridge managers can more effectively use their limited budgets to keep their bridges safe and open, for longer.

- Machine Learning and big data analytics update and adapt predictive models to anticipate bridge life cycle performance. Future scenarios are assessed to guide optimal bridge operating strategies, thus maximizing life cycle performance.

### Everyone Benefits

With smart bridges, everyone benefits: safety and mobility for people and users, and economy for budgets.

With IS, bridge owners have the ability to track key data on the performance of their bridges including a periodic digital signature (performance snapshot), component defect monitoring (for critical components), live load testing, and continuous monitoring. This gives owners the data to enable real-time management, as well as critical optimization of fleet planning and management over a 10-20 year horizon. Bridge owners see returns on implementation of IntelliStruct of over 50 percent IRR for individual bridges as well as application to strategic operations management of their entire fleet of bridges.

"Intelligent Structures has developed a new approach to providing decision support for the management of bridge assets. Their monitoring system for bridges collects real-time data that provides us with information on the structural behavior and is also able to detect any changes in the performance of the structure over time," explains Russ Andruschuk, Executive Director - Structures, Manitoba Infrastructure.

Architect engineers, responsible for bridge design and engineering, leverage IntelliStruct for key data and analysis to support their assessment of bridge performance, and exactly what management actions are required. Growing databases of bridge performance and issues will influence future designs. Bridge inspectors combine the visual inspection information with a measured indicator of bridge state to provide a significantly more accurate assessment of bridge health. Their expertise allows for better assessment of bridge condition. TransSystems, an architect engineering firm and Intelligent Structures partner with a focus on transportation systems, states that measured performance provided by IntelliStruct is the future of the industry.

"Historically, acceptance of Bridge Health Monitoring solutions was limited due to challenges related to installation, durability, data transfer, power supply, and data processing. Intelligent Structures' smart bridge approach provides cost-effective solutions for each of these challenges. Owners now

have a cost-effective option to customize a solution that supports their bridge management decisions. They have real-time access to their bridge monitoring installations through the web. The system provides trend analysis, alerts, and other measures of how their bridge inventory is performing.

Going forward, as more owners recognize the value in real-time monitoring of their bridge inventory to their maintenance and rehabilitation decision making, the industry will expand rapidly," says Lawrence Kirchner, P.E., S.E., Vice President and Senior Associate, TransSystems.

### Early Success

IS is already seeing success. A province in Canada that manages over 2000 bridges wanted to incorporate measured bridge performance into their operations. IS implemented their solution on a few bridges as proof of concept, resulting in identification of a key issue with a bridge not functioning as anticipated with overweight vehicles. The return from this information is over 50 percent annually. The customer was impressed with the results and has begun scaling the system to monitor their fleet of bridges. The capability applies equally to bridges owned at the city, state, or national level, and to private operators including railroads.



### Changing Management Strategies for Changing Times

Recently, the Federal Highway Administration has issued new requirements for highway and bridge asset management that go into full effect in June 2019. These new requirements involve development and implementation of risk-based asset management plans, minimum standards for bridge and pavement management systems, and periodic evaluations to determine if reasonable alternatives exist to roads, highways or bridges that repeatedly require repair and reconstruction activities. IS's smart bridge platform delivers the measured performance and economic analysis to support these DOT requirements and become the global platform for bridge management. This is the path to a new generation of bridge management strategies.

### Smart Bridges: Essential for Smart Cities

"Cities are becoming 'smart cities' by leveraging technology for improved infrastructure efficiency. There are many dimensions of the smart city vision, but a key

element is always mobility. And, bridges are the critical bottleneck in traffic mobility," adds Westcott.

As IS creates smart bridges to improve our existing infrastructure, the technology and data are primed to integrate into a consolidated community infrastructure. This will strengthen a smart city data foundation and offer the next level of benefit: from a smart bridge, to a smart fleet of bridges, to an integrated smart city.

In addition to improving the day-to-day operational efficiency of cities, the smart city vision includes strengthening the resilience of a city to recover from catastrophic events such as earthquakes, tsunamis, and hurricanes. Smart bridges will be stronger, thus better able to withstand a major shock, and the measured performance information will provide critical information to evaluate damage and aid in rapid recovery. Smart bridges will help a city quickly regain mobility after an extreme shock.

Governments and infrastructure managers are reviewing the use of information technology to increase the productivity of their assets. In many cases, this will require an increase in IT budgets. In the case of smart bridges, this IT investment will be offset with high returns from improvements in bridge life

cycles and saving 30-50 percent in the bridge annual budget.

Looking to the future, IS is developing advanced analytics using the data collected to build a database of how different bridges perform. They will apply machine learning to this data to help all bridge designers and managers become more efficient. Even more exciting, this technology has the potential to be applied to other structures such as buildings, parking garages, and dams all over the world.

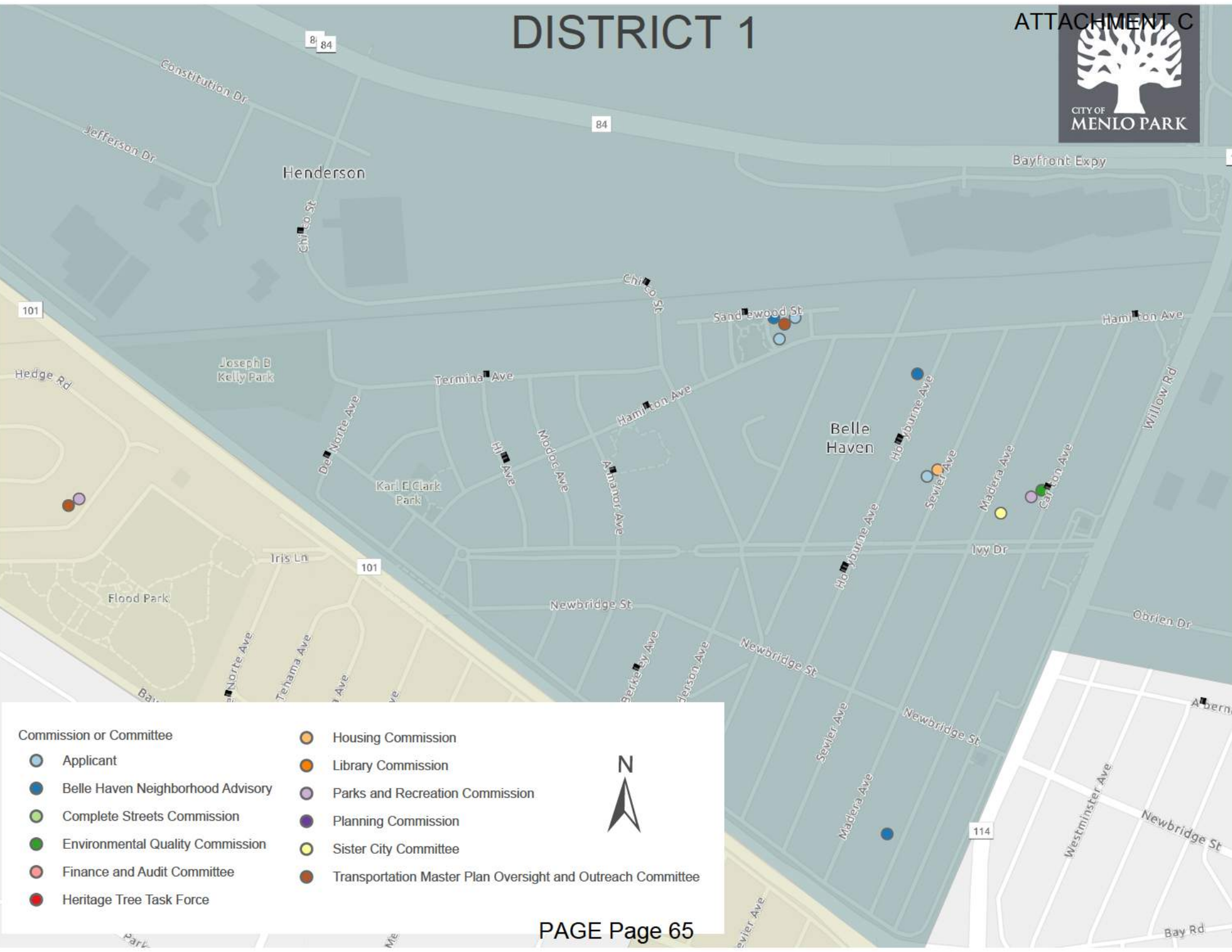
### The Imperative for Change

The industry must change. Bridges are failing, and there is not enough budget to keep up with the current bridge management processes. Innovation is required to do more with less. IS delivers the solution with IntelliStruct. With smart bridge technology, the life of bridges can be extended, and the lifetime cost of operating a bridge can be reduced by 30-50 percent.

"If we don't innovate, in 10 years we'll have autonomous vehicles traveling over crumbling bridges inspected by people using hammers and chains," concludes Westcott. ☐



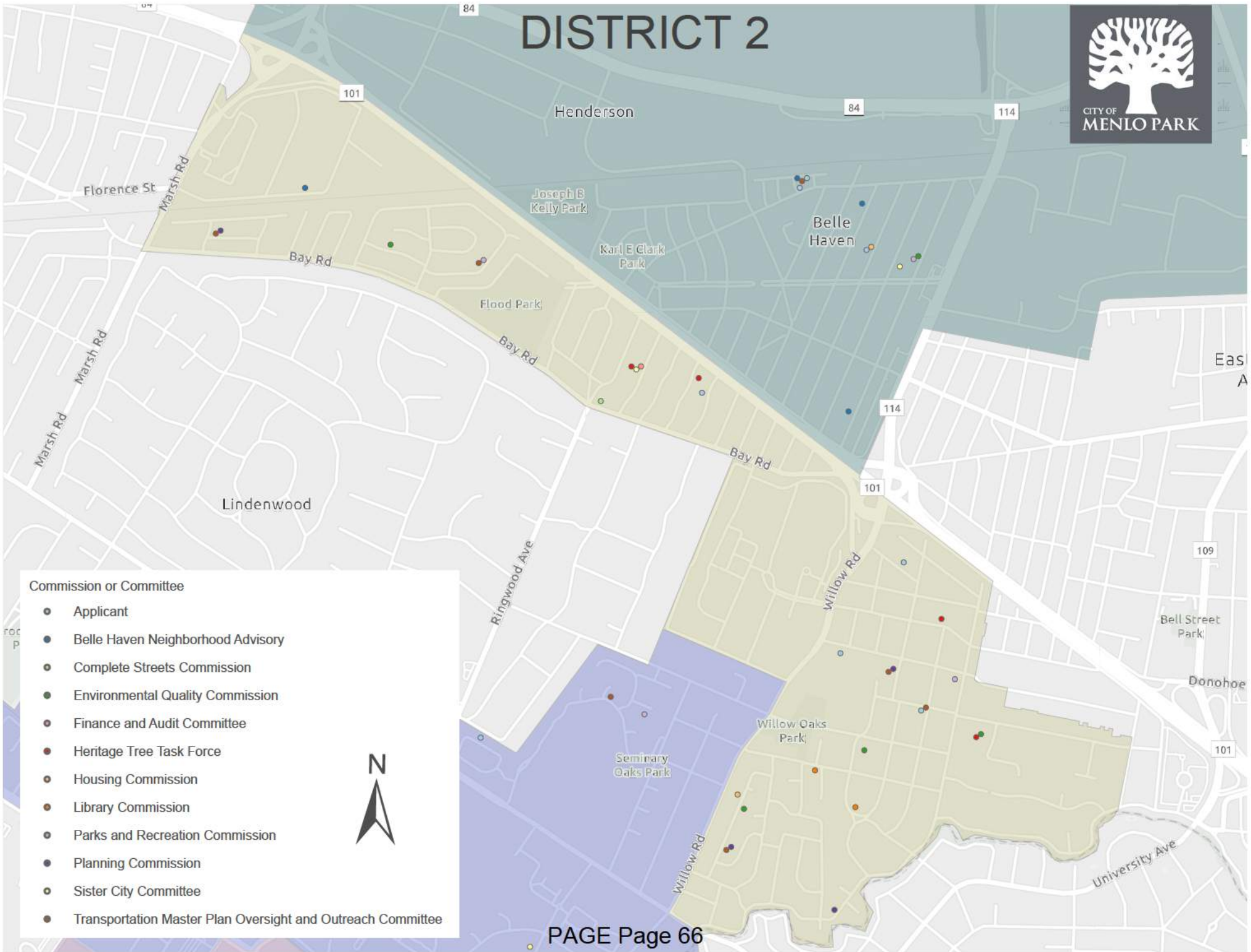
# DISTRICT 1



- | Commission or Committee |   |
|-------------------------|---|
|                         | Applicant   |
|                         | Belle Haven Neighborhood Advisory                           |
|                         | Complete Streets Commission                                 |
|                         | Environmental Quality Commission                            |
|                         | Finance and Audit Committee                                 |
|                         | Heritage Tree Task Force                                    |
|                         | Housing Commission  |
|                         | Library Commission  |
|                         | Parks and Recreation Commission                             |
|                         | Planning Commission   |
|                         | Sister City Committee                                       |
|                         | Transportation Master Plan Oversight and Outreach Committee |



# DISTRICT 2



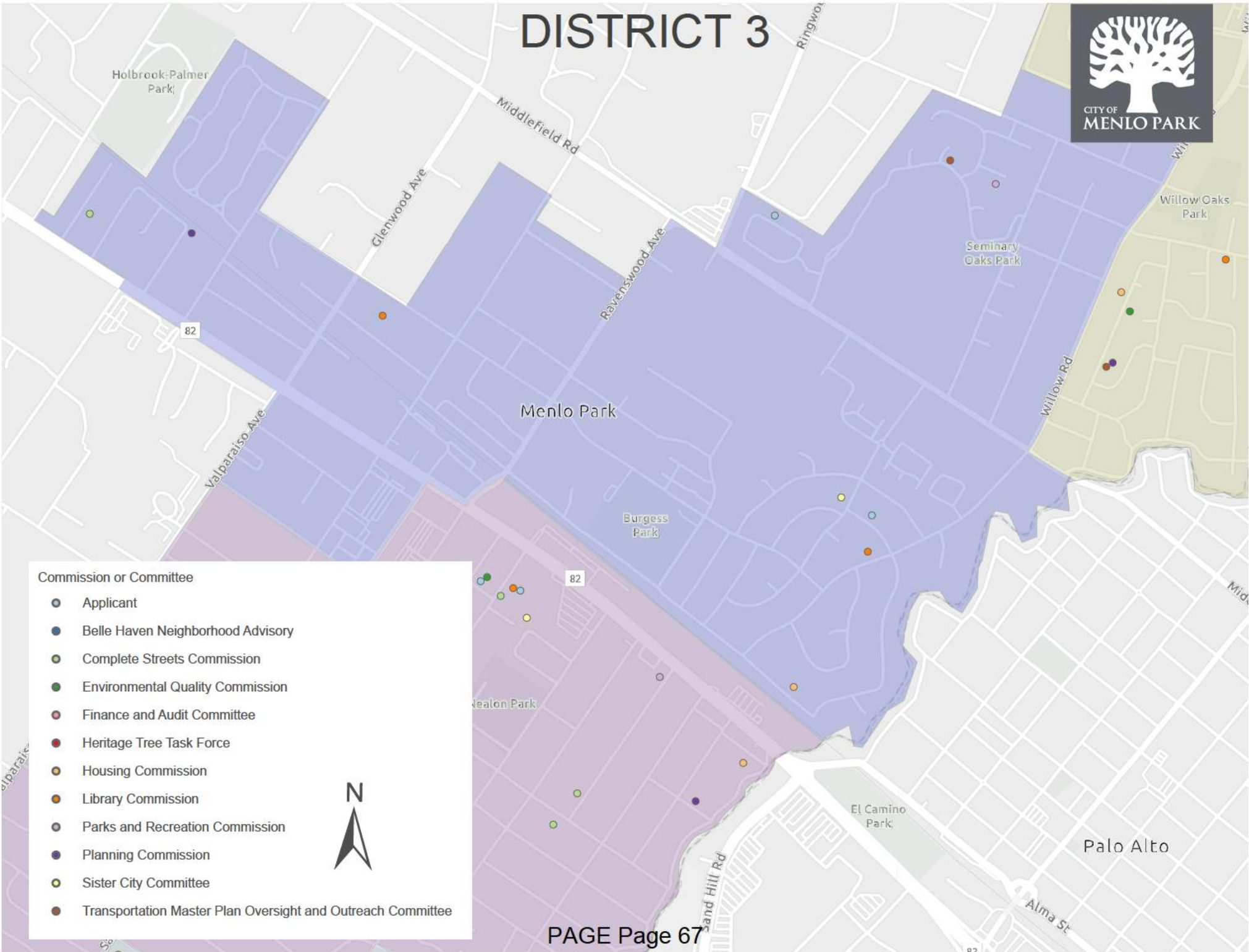
### Commission or Committee

- Applicant
- Belle Haven Neighborhood Advisory
- Complete Streets Commission
- Environmental Quality Commission
- Finance and Audit Committee
- Heritage Tree Task Force
- Housing Commission
- Library Commission
- Parks and Recreation Commission
- Planning Commission
- Sister City Committee
- Transportation Master Plan Oversight and Outreach Committee



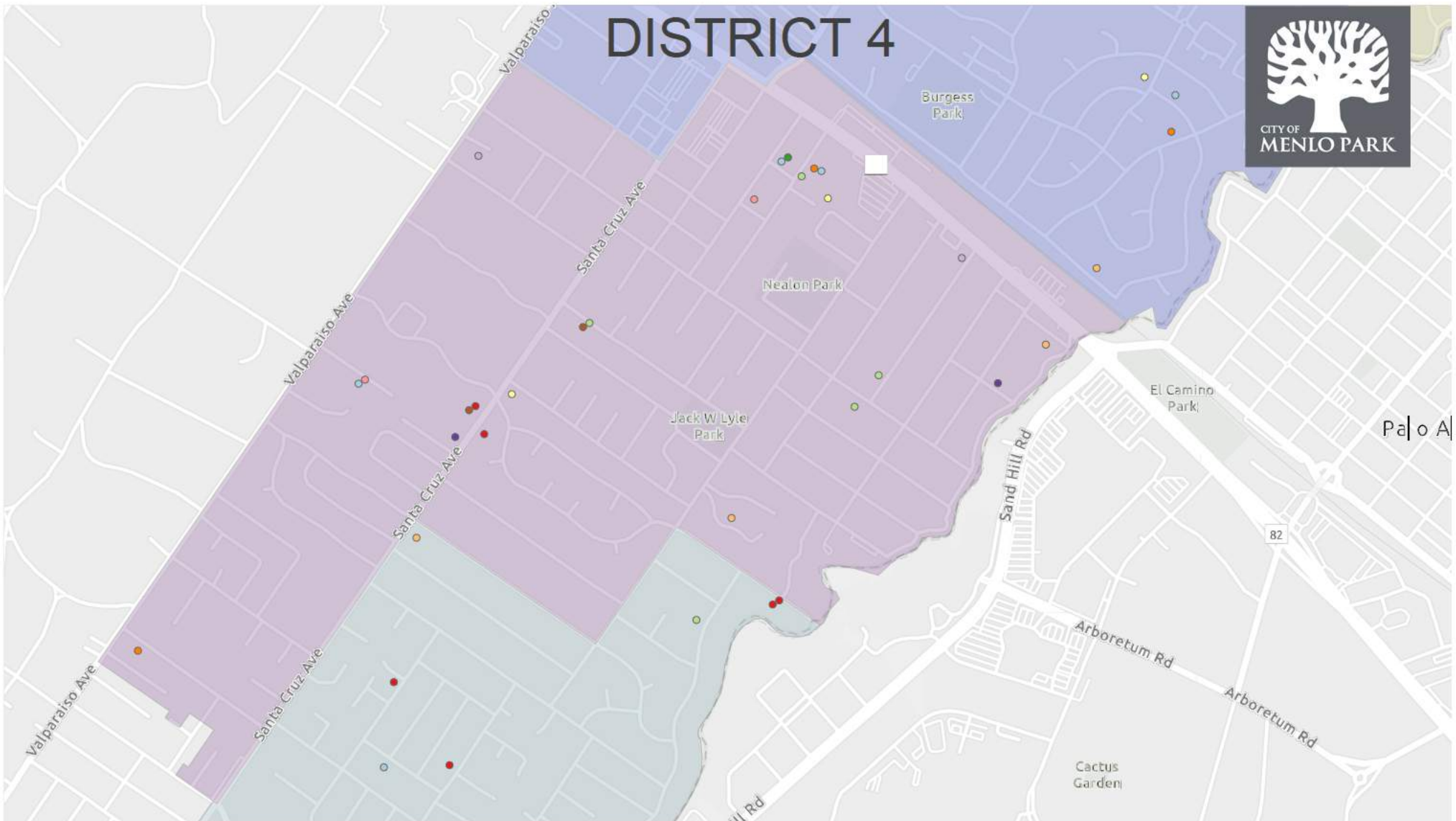


# DISTRICT 3



- Commission or Committee
- Applicant
  - Belle Haven Neighborhood Advisory
  - Complete Streets Commission
  - Environmental Quality Commission
  - Finance and Audit Committee
  - Heritage Tree Task Force
  - Housing Commission
  - Library Commission
  - Parks and Recreation Commission
  - Planning Commission
  - Sister City Committee
  - Transportation Master Plan Oversight and Outreach Committee

# DISTRICT 4



### Commission or Committee

- |                                     |   |
|-------------------------------------|---|
| ● Applicant                         | ● Housing Commission  |
| ● Belle Haven Neighborhood Advisory | ● Library Commission  |
| ● Complete Streets Commission       | ● Parks and Recreation Commission                             |
| ● Environmental Quality Commission  | ● Planning Commission   |
| ● Finance and Audit Committee       | ● Sister City Committee                                       |
| ● Heritage Tree Task Force          | ● Transportation Master Plan Oversight and Outreach Committee |





# DISTRICT 5



Bear Gulch Reservoir

West Menlo Park

Lake Lagunita

Junipero Serra Fwy

Los Trancos Creek

### Commission or Committee

- Applicant
- Belle Haven Neighborhood Advisory
- Complete Streets Commission
- Environmental Quality Commission
- Finance and Audit Committee
- Heritage Tree Task Force
- Housing Commission
- Library Commission
- Parks and Recreation Commission
- Planning Commission
- Sister City Committee
- Transportation Master Plan Oversight and Outreach Committee



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**SPECIAL AND REGULAR MEETING MINUTES – DRAFT**

**Date:** 4/9/2019  
**Time:** 5:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**5:00 p.m. Special Business – Planning Commissioner Interviews (City Hall – “Downtown” Conference Room, 1st Floor)**

**SP1. Interviews of Planning Commission applicants**

(Note: No action will be taken at this meeting. Appointments are scheduled for the April 16, 2019, City Council meeting.)

The City Council interviewed five applicants for two open vacancies on the Planning Commission.

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

**CL1. Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding Menlo Park Police Sergeants Association (PSA)**

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

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

**A. Call to Order**

Mayor Mueller called the meeting to order at 7:10 p.m.

**B. Roll Call**

Present: Carlton, Combs, Nash, Taylor, Mueller  
Absent: None  
Staff: City Manager Starla Jerome-Robinson, City Attorney Bill McClure, City Clerk Judi A. Herren

**C. Pledge of Allegiance**

Mayor Mueller led the Pledge of Allegiance.

Mayor Mueller announced the April 16 City Council meeting will be held at the Senior Center, 100 Terminal Avenue.

**D. Presentations and Proclamations**

**D1. Certificates of recognition: Menlo School girl’s basketball championship**

Mayor Mueller read the certificate and Coach Paye and players accepted (Attachment).

D2. Proclamation: Proclaiming the Week of April 8-12, 2019 as the Week of the Young Child

Mayor Mueller read the proclamation and Child Care Teachers at Menlo Child Care Shirell Minor and Rosanna Acosta, and Child Care Teacher at Belle Haven Child Development Center Yezenia Guzman accepted (Attachment).

D3. Proclamation: Recognizing April 26, 2019 as Arbor Day

Mayor Mueller read the proclamation and Environmental Quality Commission Chair Scott Marshall accepted (Attachment).

**E. Report out of Closed Session**

None.

**F. Public Comment**

Wynn Grcich spoke in opposition of Senate Bill 276 and Assembly Bill 967 (Attachment).

**G. Commission/Committee Report**

G1. Housing Commission update

Housing Commissioner Meg McGraw-Scherer made the presentation (Attachment).

The City Council expressed gratitude for the work of the Commission. They also requested the smoking ban in multiunit housing and the coordination with all partners regarding chronic homelessness be brought before the Commission. City Councilmember Combs commented that City Council would provide clarity on City Council priorities.

G2. Parks and Recreation Commission update

Park and Recreation Commission Chair Jennifer Johnson made the presentation.

The City Council thanked the Commission for all their work and progress and expressed enthusiasm for the inclusion policy.

G3. Finance and Audit Committee report

Finance and Audit Committee member Ron Shepherd made the presentation (Attachment).

The City Council thanked the Commission for all their work. Mayor Mueller confirmed that any action requested by the Commission would need to be brought to the City Council as an action item. Finance and Audit Committee (FAC) member Sody Tronson received clarification that, as part of the Information Technology master plan, the concerns with online transparency are being addressed.

- Lynne Bramlett commented that she attends FAC meetings and reads reports and spoke of the need of more transparency, especially with larger reports (e.g., comprehensive annual financial report). Bramlett suggested a budget process with more public notice and time for public review and comment. Bramlett also mentioned concerns regarding legal requirements for a debt management policy.

#### G4. Environmental Quality Commission update

Environmental Quality Commission Chair Scott Marshall made the presentation.

The City Council expressed thanks to the Commission and confirmed that Scott Marshall will continue to serve on the Heritage Tree Task Force.

#### H. Consent Calendar

##### H1. Accept the City Council meeting minutes for March 5, March 12, and March 26, 2019 (Attachment)

City Councilmember Carlton received confirmation that the March 12 minutes were updated showing City Council discussion on item F3, Second reading and adoption of Ordinance No. 1053 to add residential tenant relocation assistance requirement and discussion of establishing a community housing fund to assist lower income tenants (Staff Report #19-046-CC).

##### H2. Approve Environmental Quality Commission two-year work plan goals for years 2019-2021 (Staff Report #19-062-CC)

##### H3. Adopt Resolution No. 6491 approving the list of projects eligible for fiscal year 2019-20 funds from Senate Bill 1: The Road Repair and Accountability Act of 2017 (Staff Report #19-057-CC)

The City Council received clarification that the funds come from one source. They also were informed other utility companies are only responsible for repairing trenches and not entire streets after the completion of their work. City Councilmember Carlton requested that cost sharing be discussed with the other utilities. Mayor Mueller confirmed that Middle Avenue, although not included in this list, was scheduled in the summer 2019 overlay project.

##### H4. Amending the agreement with Infrastructure Engineering Corporation for the Emergency Water Supply Well No. 1 project located at the City's corporation yard (Staff Report #19-056-CC)

City Councilmember Carlton received clarification that the number of electric vehicle charges was not final but the electricity was installed.

**ACTION:** Motion and second (Carlton/Taylor) to approve the consent calendar, passed unanimously.

#### I. Public Hearing

##### I1. Consider an appeal of the Planning Commission approval of a use permit revision to update the use of the existing Phillips Brooks School at 2245 Avy Avenue, adding an annual summer enrichment program to the regular operation of the school and increasing the employee cap from 58 to 68 employees year-round (Staff Report #19-059-CC)



City Councilmember Carlton exited the chambers and was recused due to the proximity of her residence to the site.

City Councilmember Combs exited the chambers and was recused due to his serving on the Planning Commission during the initial hearing.

Associate Planner Matthew Pruter made the presentation (Attachment).

The City Council received clarification that with three City Councilmembers able to vote, three affirmative votes were required to overturn or modify the approval of the Planning Commission.

Appellant Thomas Warden made the presentation (Attachment).

Mayor Mueller requested that Mr. Warden consider physical characteristics that could be included to improve his situation (e.g., light shades, parking signs, and designated ADA parking).

Applicant Scott Erickson representing Phillips Brooks School made the presentation.

- Rise Krag spoke about the increased traffic on Avy Avenue and Altschul Avenue.

Mayor Mueller commented that Avy Avenue and Altschul Avenue are included in the Safe Routes to School plan.

Mayor Mueller received confirmation that there was jackhammering at the site on Thanksgiving 2017. Mr. Erickson explained the measures taken that all further vendors are very familiar with the Menlo Park noise ordinance. The City Council were informed that there were no summer programs scheduled for the weekends, and even though was program is open to more than just current students, the cap would remain at 120 total students.

**ACTION:** Motion and second (Nash/Taylor) to deny the appeal and uphold the Planning Commission's decision including modifications of installation of light shades and a no right turn sign, passed 3-0-0-2 (Combs and Carlton recused).

## **J. Regular Business**

- J1. Review overall effectiveness of existing red light photo enforcement program and authorize the city manager to execute a five-year agreement not-to-exceed \$234,000 annually with Redflex Traffic Systems, Inc. to continue the red light photo enforcement program (Staff Report #19-064-CC)

Chief Bertini and Commander Dixon made the presentation (Attachment).

- Maya Sewald spoke as a member of the Police Chief Advisory Committee and expressed support for the red light cameras as a safety measure.
- Soody Tronson expressed concern for the contract based on the October 2018 City Council discussions regarding corruption. Tronson also commented that a reduction in traffic collisions is not addressed in the report and stated the request for proposals period should have been longer.

The City Council received confirmation that the privacy policy and remainder of the current agreement was identical to the proposed agreement, with the exception of the decreased cost. The City Council discussed traffic collisions, citation (cost and percent administered), safety impacts, and the legal issues facing Redflex.

Ed Tiedje Director of US Client Services (Redflex) commented that the legal issues in Chicago 2013 were completely resolved and the Department of Justice has removed all restrictions. Tiedje also stated that the Ohio conflict was not a Redflex employee, but a lobbyist.

**NO ACTION:** Motion fails.

J2. Approval of bonus for City Attorney William L. McClure (Staff Report #19-063-CC)

City Attorney William L. McClure exited the chambers and was recused.

- Lynne Bramlett requested that McClure’s institutional knowledge (e.g., private partnerships with the City) should be documented. Bramlett also suggested a bonus program for all level of employees with established criteria and allowing the staff and members of the public to nominate.

City Councilmember Carlton confirmed that McClure’s pensionable wages were not affected by a bonus.

**ACTION:** Motion and second (Carlton/Combs) to approve a bonus for City Attorney William L. McClure, passed unanimously.

**K. Informational Items**

K1. Phase II Scope of work for the heritage tree ordinance update (Staff Report #19-060-CC)

K2. Update on agreement with Tim Sheeper, Inc. for operation of Belle Haven and Burgess pools (Staff Report #19-058-CC)

- Lynne Bramlett expressed concern for the pool hours and in support of an audit on the aquatics program. Bramlett commented that the staff report did not reflect an audit and suggested the City investigate other options (Attachment).

The City Council discussed more public outreach and ways to promote the pool and Menlo Swim and Sport Center. The City Council received information the Belle Haven pool hours are being evaluated to ensure that they work for the community.

K3. Update on the Middle Avenue pedestrian and bicycle rail crossing project (Staff Report #19-061-CC)

K4. Quarterly City Council agenda topics: April to June 2019 (Staff Report #19-065-CC)

**L. City Manager's Report**

City Manager Starla Jerome-Robinson announced the April 16 City Council meeting will be held at the Senior Center, 100 Terminal Avenue.

**M. Councilmember Reports**

**N. Adjournment**

Mayor Muller adjourned the meeting at 11:27 p.m.

Judi A. Herren, City Clerk





**STAFF REPORT**

**City Council**  
**Meeting Date:** 4/16/2019  
**Staff Report Number:** 19-069-CC

**Consent Calendar:** **Approve design for Chilco Street bicycle and pedestrian improvements from Bayfront Expressway to Hamilton Avenue**

**Recommendation**

Staff recommends that the City Council approve the proposed design for bicycle and pedestrian improvements on Chilco Street from Bayfront Expressway to Hamilton Avenue.

**Policy Issues**

This project was included as one of the top five priorities in the City Council's 2019 work plan. Although Ordinance No. 1052 allows the city manager to approve the design, due to the interest in the project, staff is recommending City Council approval of the project.

**Background**

The Facebook campus expansion project was approved November 1, 2016, and includes two new office buildings (Buildings 21 and 22) and a limited service hotel. The project also includes approximately 2 acres of publicly accessible open space and a bicycle/pedestrian bridge over Bayfront Expressway. Applicable entitlements and agreements for the project included an amended and restated Conditional development permit, development agreement, rezoning, zoning ordinance text amendment, heritage tree removal permits, and below market rate (BMR) housing agreement. The development agreement and associated conditional development permit were amended in November 2017 as part of applicant-initiated revisions to the approved campus expansion project.

As part of the development agreement, Facebook agreed to design and complete certain streetscape improvements along Chilco Street between Bayfront Expressway and Hamilton Avenue. The improvements were anticipated to be constructed in phases, as shown on the attached phasing plan (Attachment A.)

On February 23, 2016, the City Council approved the designs for Phases 1 and 2. Phase 1 was constructed as an interim improvement and is estimated to be in place until the existing lease to on-site tenants expires and more permanent site and utility work can be completed (Phase 4b.) The Phase 1 improvements consisted of adding a concrete curb median with bollards on top of the island, and a Class IV protected bike lane (bi-directional) and pedestrian path on the north side of the street. In addition, temporary lighting was provided to light the bicycle and pedestrian path. Phase 1 improvements were completed in May 2016.

Phase 2 improvements were completed in October 2016, and consist of bicycle and pedestrian improvements on the north/east side of Chilco Street from approximately the corner of Building 23 to the intersection of Chilco Street and Constitution Drive. One-way class IV protected bike lanes are separated from vehicular traffic by raised landscape medians. A separated, meandering pedestrian path and new lighting were also installed. Following City Council approval May 3, 2016, a crosswalk and stop sign were installed at the driveway at 200 Jefferson Drive (MPK 24.) Further modifications to this intersection are incorporated into upcoming phases, as described further below.

On February 14, 2018, the Complete Streets Commission (CSC) was asked to provide feedback on the conceptual Chilco streetscape improvements between Bayfront Expressway and Hamilton Avenue. The Commission recommended that staff proceed with detailed engineering design. Staff provided an update to the CSC on the design and installation schedule at their April 10, 2019, meeting.

Design modifications and coordination with SamTrans across the Dumbarton corridor have extended the timeline of the project of the remaining phases. Design of the remaining phases is nearly complete with permits anticipated to be issued in late April 2019. Construction is anticipated to begin in May 2019, and is expected to be completed by the end of 2019.

## **Analysis**

### Phases to be completed

Phase 4b will include removal of the temporary improvements installed during Phase 1, and installation of a permanent bicycle / pedestrian path. The tenants of 305 Constitution may be vacating the site as early as the end of 2019, at which time the redevelopment of the site by Facebook and Phase 4b will begin.

The remaining phases 3, 4a, 5, and 6 have been designed together. The improvements include bicycle and sidewalk facilities on both sides of the street, raised landscaped medians that provide a separation between vehicles and bicyclists, new street lighting and landscaping. A large bio retention swale and the landscaped medians will provide stormwater treatment, and will provide the City with Green Infrastructure credit that aligns with provisions of the General Plan for sustainable development. Green Infrastructure further benefits the City by alleviating existing ponding issues along Chilco Street while contributing to cleaner discharge for a healthier, eco-friendly Bay. Attachment B shows the proposed cross sections in 4 locations along Chilco Street between:

- Bayfront Expressway and Constitution Drive
- Constitution Drive and the existing stop sign at 200 Jefferson Drive (MPK 24)
- Existing stop sign at 200 Jefferson Drive and the Dumbarton Corridor
- Dumbarton Corridor and Hamilton Avenue

On-street parking removal along Chilco Street between the Dumbarton railroad tracks and Hamilton Avenue was approved by City Council January 24, 2017. A notification reminder will be sent to neighborhood residents before implementation of the parking removal (anticipated in May 2019).

Per the development agreement, the City is responsible for constructing the work between the Dumbarton corridor and Hamilton Avenue (Phase 3A.) Facebook will receive a credit against any construction road impact fees for completion of Phases 5 and 6.

### Traffic signals

Two new traffic signals are proposed as part of this project. At the Chilco Street/Constitution Drive intersection, the Facebook campus expansion project environmental impact report required installation of a traffic signal to mitigate the traffic impacts of the expansion project. The intersection is also required to be widened to provide two left-turn lanes from Chilco Street into the Facebook campus.

The Chilco Street/200 Jefferson Drive driveway, as noted above, is currently controlled with an all-way stop sign. Traffic has been observed to back up from this existing stop sign due the heavy, continuous pedestrian crossings that occur in this location, resulting in lengthy vehicle delays and queues that spill back toward Constitution Drive and Bayfront Expressway. As a result, the City requested that Facebook evaluate the potential to signalize this intersection. A signal warrant evaluation was prepared, and staff concurs with the recommendation that a traffic signal be installed at this location. The Chilco Street plans incorporate the addition of a traffic signal at this location.

### New enhanced crosswalk

A key goal of the Chilco Street improvements is to provide an improved walking and bicycling connection between the Belle Haven neighborhood and the recreational amenities along the San Francisco Bay, including the Don Edwards National Wildlife Refuge, Bedwell Bayfront Park and the Bay Trail. As part of the Facebook campus expansion project, a new pedestrian overcrossing of Bayfront Expressway is required, and construction is expected to begin in May 2019 with completion in mid-2020. A new enhanced crosswalk is planned north of the Dumbarton corridor to provide access for residents of the Belle Haven neighborhood, particularly those that live west of Chilco Street, and the new pedestrian overcrossing. The crossing would be enhanced with high visibility markings, signs, and a rapid flashing beacon that pedestrians activate by pushing a button when they approach the street.

### Tree removals

A tree inventory report was prepared in early 2016 to assess the condition of the existing trees along Chilco Street. The report identified 70 trees that were either dead or in poor health. For this phase of work, 34 trees (including heritage and non-heritage) would be removed and replaced with 62 new trees. Replacement trees are required be replaced at the same ratio approved for Facebook's Building 20; that is, 2:1 for heritage trees in good health and 1:1 for heritage trees in fair or poor health. The replacement trees are planned to be 24" box trees.

### Agency coordination

The Menlo Park Fire Protection District (MPFPD) has reviewed the design plans and is supportive of the project. The MPFPD has indicated a desire for a separate emergency access route along the straight portion of Chilco Street that is outside of the main travel lanes, where traffic congestion and queuing occurs today. The proposed traffic signals at Constitution Drive and 200 Jefferson Drive are expected to reduce travel time and queues during peak hours and will also include equipment to allow emergency vehicles to pre-empt the traffic signals. In addition, when Phase 4b is constructed, additional right-of-way will become accessible, and staff, Facebook, and the MPFPD will work together to enhance emergency access along this route.

Staff and Facebook have been coordinating with Samtrans and the California Public Utilities Commission (CPUC) to obtain the appropriate permits for work within the Dumbarton corridor.

### Dedications and easements

A right-of-way dedication is required at the eastern leg of the intersection of Constitution Drive and Chilco Street to allow the widened road to be fully within City right-of-way. A public service easement is proposed from the back of curb to the back of sidewalk (Attachment C.) The city manager will be accepting the dedications after approval by the city attorney and public works director.

### Maintenance

The City will be responsible for maintaining the improvements on the south and west sides of Chilco Street, including new curb, gutter, landscaped medians, sidewalk and bio swale. The City intends to negotiate with Facebook regarding street sweeping within the protected bike lane on the south side of the street. The City may pay for the services to be provided by Facebook, or issue a credit to fees to cover the cost of the street sweeping.

### **Impact on City Resources**

The staff time associated with review and development of the Chilco Street Improvement Plans is fully recoverable through fees collected from the applicant. Facebook will be paying for the majority of the work (estimated at \$6.5 million) and the City will be utilizing the \$50,000 budgeted for the Chilco Street Improvements in the Capital Improvement Program in Fiscal Year (FY) 2015-16 for the City's share of construction south of the Dumbarton Corridor.

### **Environmental Review**

The approval of the design is categorically exempt under Class I of the current State of California Environmental Quality Act Guidelines.

### **Public Notice**

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

### **Attachments**

- A. Phasing plan
- B. Cross sections of Chilco Street
- C. Right-of-way and easement dedication exhibit

Report prepared by:  
Theresa Avedian, Senior Civil Engineer

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













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## STAFF REPORT

### City Council

**Meeting Date:** 4/16/2019  
**Staff Report Number:** 19-071-CC

**Consent Calendar:** Authorization for the Mayor to sign and deliver the climate and sustainability Resolution No. 6493

### Recommendation

Staff recommends that the City Council authorize the Mayor to sign and deliver the climate and sustainability Resolution No. 6493.

### Policy Issues

This action is consistent with the City's Climate Action Plan (CAP) that was approved by City Council in 2009 and is updated regularly. The City Council adopted a greenhouse gas (GHG) reduction target of 27 percent by 2020 from 2005 levels, and as reinforced in the general plan, the City aims to be a leader in efforts to address climate change.

### Background

The CAP was approved by City Council in 2009 with the last update occurring in 2015. It is located on the City's website and remains a guiding document for all city policies, programs and projects. The CAP also identifies high level strategies that will reduce local GHG emissions and serves as a "living document" that allows for frequent updates and adjustments on an as-needed basis to best achieve community GHG reductions based on current regulation, technology and market changes.

To celebrate Earth Day 2019 April 22, the Mayor is requesting authorization to sign the attached resolution reaffirming the City's commitment to tackle climate change at a local level.

### Analysis

The attached resolution aligns with the current strategies and goals in the CAP, and provides similar goals for the city to aspire toward in implementing the plan. It does not require any financial or time commitment from the City. The resolution will be helpful in guiding the community's dialogue in the next CAP update that is expected to begin sometime in 2020.

The strategies outlined in the attached resolution would need City Council approval prior to implementation. This is the same process for how strategies in the CAP are approved that involve behavior, policy or infrastructure changes. Each strategy in the CAP is evaluated using a cost benefit analysis and presented to City Council before formal establishment or adoption of a new policy or program.

For example, the current CAP identifies a bicycle-sharing program as a strategy to implement beyond 2020 to reduce greenhouse gas emissions. This would require additional analysis and City Council approval before implementing.

### **Impact on City Resources**

The attached resolution does not require any City resources to implement.

### **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 the signing of this resolution will not result in any direct or indirect physical change in the environment.

### **Public Notice**

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

### **Attachments**

A. Resolution No. 6493

Report prepared by:  
Rebecca L. Lucky  
Sustainability Manager

**RESOLUTION NO. 6493****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
CALL TO CLIMATE AND SUSTAINABILITY ACTION IN MENLO PARK**

WHEREAS, Menlo Park has a proud history of leadership on sustainability including adoption in 2013 of a community wide goal to reduce of greenhouse gas (GHG) emissions to 27 percent below 2005 levels by 2020; and adoption in 2017 of a vision for 100 percent renewable energy powering the Menlo Park community by 2030; and

WHEREAS, there is consensus among the global scientific community that human activities have warmed the Earth to a point that threatens climate stability, and climate change has already set in motion catastrophic changes to the Earth's systems, including fresh water scarcity and droughts, floods, extreme weather events and increased heat, wildfires, accelerating ice mass loss that will result in sea-level rise, and species extinction; and

WHEREAS, critical tipping points must be avoided, as they will have cascading feedback effects that are predicted to cause an increasingly unstable climate that includes a devastating burden to the global economy, and with current greenhouse gas (GHG) emission levels these tipping points could be passed as soon as 2050; and

WHEREAS, in 2018, the 4th Annual National Climate Assessment and California's 4th Climate Change Assessment warned that extreme weather and climate-related events in the United States are worsening, predicting increased drought cycles and heat waves in the western United States with a resulting three-fold increase in intensity and magnitude of wildfires, declined water supply and snow pack, increased flooding, impacted agriculture, as well as substantial damages to the United States economy and human health, unless GHG emissions are curbed; and

WHEREAS, The 2018 Special Report from the Intergovernmental Panel on Climate Change (IPCC) provides information on the impacts of global warming of 1.5°C above pre- industrial levels and related global GHG emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty (<https://www.ipcc.ch/sr15/>); and the report finds that we must dramatically reduce GHG emissions by 2030 through Rapid, Far Reaching, and Unprecedented measures; and

WHEREAS, Menlo Park is vulnerable to current and future climate impacts, such as increased wildfires and associated air pollution, coastal flooding, drought, and more intense heat waves; and

WHEREAS, many of the measures that address climate change by reducing carbon pollution also build community resilience, save money, spark innovation, and increase equity to vulnerable populations across our community, and improve our quality of life; and

WHEREAS, low-income communities, communities of color, the young, those with access and functional needs, the elderly and indigenous communities have suffered the gravest consequences of climate change, and remediation of these impacts requires the active consultation and protection of vulnerable and historically exploited populations; and

WHEREAS, the open space surrounding and within Menlo Park, including the hillsides, baylands, and parkland, offer beautiful places for residents to recreate, and protect the Menlo Park



community from flooding, filter our water, clean our air, and provide a whole host of other ecosystem services free of charge to our residents each and every day; and

WHEREAS, common sense and morality indicate that humanity can no longer safely emit GHGs and current levels and must demand an urgent effort to rapidly reach zero emissions across all sectors to safely remove excess carbon from the atmosphere; to preserve and restore the Earth's biodiversity; to implement safety measures to protect all people and species from the consequences of abrupt warming in the near-term; and to cultivate a shift toward climate resiliency that prioritizes conservation, community, and independence from fossil fuels; and

WHEREAS, the urgency, and magnitude of the challenge of addressing climate change calls for leadership in all sectors of society, all institutions and all elected leaders, including at the local city and neighborhood level; and,

WHEREAS, The collective community of the City of Menlo Park has the insight, drive, ingenuity, and capacity to work for environmental justice, and fully understand that when we work together across social and city borders, we can build transformative networks to reduce climate change and improve quality of life and prosperity across all communities; and,

WHEREAS, our action or inaction on these issues will be our legacy left to our children and future generations,

LET IT THEREFORE BE RESOLVED THAT, the City of Menlo Park will adopt a new Climate Action Plan goal to reduce GHG emissions; spur innovation and create jobs; and prepare for the impacts of climate change on public health, infrastructure, the economy, ecosystems, and public spaces in our community, that meets the urgency, scope, and scale outlined in the IPCC's Special Report, "Global Warming of 1.5 Degrees Celsius,"

BE IT FURTHER RESOLVED, the City of Menlo Park commits to taking significant action to move toward net municipal and community carbon neutrality in the short term, with maximum efforts to implement carbon reduction actions by 2030; and

BE IT FURTHER RESOLVED, the City of Menlo Park will engage with interested stakeholders and experts to incorporate the most robust sustainability standards in our updates to our building code, including the Downtown Specific Plan, and any updates to ConnectMenlo; and

BE IT FURTHER RESOLVED, the City of Menlo Park will pursue efforts to ensure that all new construction is built with Zero Carbon electric heating and appliances and pursue adoption of cost effective title 24 Energy Reach Codes or a similar alternative; and

BE IT FURTHER RESOLVED, the City of Menlo Park will partner with Peninsula Clean Energy, San Mateo County Office of Sustainability, and other relevant agencies to explore and support programs to assist home- and building-owners in upgrades that phase out fossil fuel use, including natural gas; and

BE IT FURTHER RESOLVED, the City of Menlo Park commits to providing outreach, information and education for residents and City staff on the urgency of climate responses, reduction of GHG emissions, the policies and strategies to advance sustainability and resilience; and to regularly assess its GHG reduction goals, actions and policies and provide progress reports and metrics annually; and

BE IT FURTHER RESOLVED, the City of Menlo Park will explore city administrative review and assessment processes to incorporate consideration of GHG reduction impacts/effects for all significant proposed policies, programs or actions approved by City Council; and

BE IT FURTHER RESOLVED, the City of Menlo Park recognizes community environmental justice and commits to keeping the considerations of disadvantaged communities central to the climate planning processes, and to invite and encourage these communities to directly advocate for their specific needs and equity in the environmental justice process; and

BE IT FURTHER RESOLVED, The City of Menlo Park will advocate for implementing transportation policies to eliminate GHG emissions, such as encouraging active transportation (bicycling, walking and public transit) and moving toward completely electrified transportation systems; and

BE IT FURTHER RESOLVED, The City of Menlo Park will discourage the use of toxic chemicals among home owners and businesses, including pesticides; and shall consider a public reporting, neighbor notification and disclosure requirement prior to outdoor application of pesticides, and other toxic chemical uses; and

BE IT FURTHER RESOLVED, the City of Menlo Park commits to protecting open space and natural resources as a part of it's climate action and adaptation strategy.

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 sixteenth day of April, 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 sixteenth day of April, 2019.

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Judi A. Herren, City Clerk

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## STAFF REPORT

**City Council**

**Meeting Date:**

**4/16/2019**

**Staff Report Number:**

**19-070-CC**

**Regular Business:**

**Approve the Belle Haven Neighborhood traffic management plan and implementation program**

### Recommendation

Approve the Belle Haven neighborhood traffic management plan (Plan) by taking the following actions:

- Approve the Belle Haven neighborhood traffic management Plan (Attachment A)
- Accept the recommended Plan implementation program
- Adopt Resolution No. 6492 (Attachment B) approving the removal of up to 60 on-street parking spaces for the installation of up to 50 intersection/mid-block bulbouts
- Approve installation of signs to convert the existing “no right turn on red” to “no right turn when bikes are present” associated with the recently installed bike boxes and two-stage turn queue boxes on Hamilton Avenue at Willow Road

### Policy Issues

Per Municipal Code section 11.24.009, City Council shall approve on-street parking restrictions as outlined in the Plan. Staff is also seeking City Council’s acceptance of the Plan implementation program, since it streamlines the guidelines established in the neighborhood traffic management program, in order to allow an expedited implementation timeline as previously requested by residents during community engagement efforts.

The development of the Plan and its implementation fulfill “Mitigation Measure TRA-3.1” of the mitigation monitoring and reporting program (MMRP) established in the Facebook campus expansion project final environmental impact report (FEIR) approved in 2016. As it is a requirement of the MMRP, this effort is not identified in the 2019 City Council work plan; it is considered part of staff’s baseline work.

### Background

On November 1 and November 15, 2016, the City Council completed actions to approve the Facebook campus expansion project FEIR. The FEIR concluded that the proposed development would generate several significant and adverse environmental impacts and established a set of feasible mitigation measures to reduce the severity and magnitude of these impacts. To ensure successful implementation and monitoring of these mitigation measures, the FEIR established a MMRP. Hibiscus Properties, LLC on behalf of Facebook, identified as the project sponsor in the MMRP, is financially responsible for the development, design, and/or implementation of these measures.

One of the identified mitigation measures is the development, design, and implementation of a traffic calming plan for the Belle Haven neighborhood. The Plan is intended to address neighborhood cut-through traffic, through the use of traffic calming measures, as a result of future added traffic on major streets such as Bayfront Expressway, Marsh Road, and Willow Road.

Traffic calming measures generally consist of educational, enforcement, and physical measures to influence driver behavior. Physical measures can include, but are not limited to, speed humps, intersection or mid-block curb extensions, raised intersections, signing and striping, etc. The Belle Haven neighborhood is defined as the area bounded by Willow Road to the east, the Dumbarton Rail corridor to the north, and US 101 to the south.

On October 17, 2017, the City Council approved the draft scope of work to initiate the study for the development of the Plan. Through community feedback, the scope of work was further amended to include the evaluation of the Ringwood Avenue and Van Buren Road intersection and the Beechwood School/Onetta Harris Community Center parking lot. A consultant was selected and the study commenced immediately following approval of the scope, and traffic data was collected in November/December 2017 and supplemented in early 2018.

Since the initiation of the study, traffic impacts to the Bayfront area and Belle Haven neighborhood have been exacerbated due to the number and severity of ongoing construction projects on Chrysler Drive, Independence Drive, Chilco Street and Constitution Drive proceeding simultaneously. Residents have noted that cut-through traffic has continued to worsen within the neighborhood as a result.

On June 19, 2018, in response to a request submitted by the Belle Haven residents on May 22, 2018, the City Council adopted a resolution authorizing the implementation of “no through traffic” signs at four critical entry points to the neighborhood to discourage cut-through traffic. All signs were installed in July 2018.

Prior to installation of these new signs, other traffic calming measures had already been implemented in the neighborhood throughout the years, as shown in Attachment C. They included:

- Left-turn restriction from southbound Chilco Street to eastbound Hamilton Avenue, during weekday evening commute hours
- Bulbouts at the intersection of Chilco Street and Hamilton Avenue
- Roadway closure on Henderson Avenue at Ivy Drive, Howard Street at Windermere Avenue, Windermere Avenue at Chilco Street, and Ivy Drive in front of the Belle Haven branch library
- Traffic circle at the intersection of Ivy Drive/Market Place/Ringwood Avenue
- Speed humps on Terminal Avenue, Henderson Avenue, Windermere Avenue, Hollyburne Avenue, Sevier Avenue, Madera Avenue, Carlton Avenue, and Pierce Road
- A 15 miles per hour (mph) school zone bounded by Hamilton Avenue, Chilco Street, Ivy Drive, and Almanor Avenue

On July 11, 2018, the Complete Streets Commission (CSC) held its meeting in the Belle Haven Senior Center to review the draft Plan with approximately 40 residents in attendance. Through a comprehensive data collection effort, the Plan identified Chilco Street, Ivy Drive and Newbridge Street to be the main cut-through routes during the morning and evening peak periods. The Plan also revealed that Hamilton Avenue carried minimal cut-through traffic; likely due to the existing no left turn restriction from southbound Chilco Street, as identified above. The data, including the cut-through traffic survey, are included in Attachment D.

Recognizing the difficulty of trying to reduce cut-through traffic significantly without creating a high level of inconvenience to both neighborhood and service vehicles, the Plan recommended measures that could potentially reduce speed while providing secondary benefits, such as additional streetscape and added safety for biking and walking within the neighborhood at key locations. In addition, the Plan developed several alternatives for the three key streets: Chilco Street, Ivy Drive, and Newbridge Street.

Through comprehensive discussions with the Commission and residents, adjustments were suggested to the draft Plan. Ultimately the Commission, through input from residents, recommended to staff to continue to work with the neighborhood to develop a final draft plan with one set of recommendations and present it at a future CSC meeting.

Following the Commission meeting, staff worked with the consultant to incorporate revisions to the draft Plan based on the Commission and resident feedback. To solicit additional resident feedback on the revised Plan, large poster boards of the Plan were produced and displayed at the following key Belle Haven neighborhood locations between September 10, 2018 and October 1, 2018:

- Menlo Park Senior Center
- Belle Haven Branch Library
- Belle Haven Neighborhood Service Center

Through the poster boards, approximately 40 additional comments were collected and can be categorized as follows:

- Comments supporting and/or opposing specific Plan recommendations
- New comments that will require further evaluation after the implementation of the Plan
- New comments that will be addressed by other ongoing City projects (e.g., the Transportation Master Plan)

The Transportation Master Plan (TMP) is a citywide document that when completed, will identify and prioritize transportation infrastructure and policy projects intended to enhance the City's transportation networks citywide while meeting the communities' goals and values. Key comments from the poster boards and staff responses are summarized in Attachment E.

On December 12, 2018, the Complete Streets Commission recommended to the City Council to approve the Belle Haven Neighborhood Traffic Management Plan (Attachment A.)

## **Analysis**

### Key outside agencies coordination

As stated in previous staff reports, while the City has jurisdiction over a majority of public roadways within the neighborhood, some recommendations will require coordination with other agencies. These agencies include:

- San Francisco Public Utilities Commission (SFPUC). Jurisdiction over Ivy Drive and approval authority for the implementation of crosswalks, edge line stripe, speed feedback signs, gateway treatments, intersection bulbouts, and raised intersection recommendations on Ivy Drive.
- Caltrans. Jurisdiction over Willow Road and approval authority for the implementation of the limited right turn restriction and left turn signal arrow on Newbridge Street at Willow Road.
- Menlo Park Fire Protection District. Interest to ensure adequate roadway width and turning radii for the implementation of intersection and mid-block bulbout extensions.

Coordination with these agencies will be needed if the Plan is approved. Due to the expected lengthy review and approval processes with SFPUC and Caltrans and impacts to the implementation schedule, staff intends to initiate implementation of the improvements under the City's jurisdiction first; simultaneously, staff will begin the permitting processes with SFPUC and Caltrans, but installation of those improvements are expected to take longer, as described further below.

### Plan implementation process and schedule

If approved, the implementation of the Plan outlined below will be a streamlined version of the policies and guidelines outlined in the City's Neighborhood Traffic Management Program (NTMP) approved in 2004.

As currently outlined in the NTMP, implementation of any trial and permanent traffic calming measures will need to go through a comprehensive neighborhood review process to ensure they are equitable and effective solutions.

With the extensive amount of outreach completed thus far, staff is recommending the following streamlined implementation process:

1. Develop Plan (Attachment A) for City Council adoption. This version incorporates community feedback and recommendations from the December 12, 2018, CSC meeting. Normally, the Plan would be circulated to households and businesses in the Belle Haven neighborhood for a vote, with at least 51 percent support required prior to its review, adoption and installation by the City. To expedite installation of temporary improvements, it is proposed to forgo the voting process to yet again obtain majority support.
2. If adopted, a consultant will develop design plan set, specification, and construction cost for the 6-month trial implementation and City staff will begin dialogue with outside agencies having jurisdiction on certain applicable measures.
3. Select contractor to implement temporary measures. Measures requiring outside agency approvals are planned to be implemented in later steps. Given lengthy review processes typically required for improvements under the SFPUC and Caltrans jurisdiction and the larger upfront capital cost for construction of these devices, it is expected that these modifications would be installed on a permanent basis no earlier than after the six-month trial is completed (as part of step 6).
4. Collect new transportation data six months after implementation and receive community feedback through a survey and one community meeting for final feedback.
5. As mentioned in step 4, a survey similar to the one described in step 1 would be circulated to the neighborhood. To expedite installation of final traffic calming measures, it is proposed to forgo the requirement of the formal voting process and obtain community consensus through a community meeting. Following receipt of community consensus at the community meeting, prepare final design plan set, specification, and cost for permanent implementation.
6. When design plan set and specifications are completed, contractor to install all measures, including ones that have received outside agencies approval (as noted in step 3).

The implementation process above is expected to expedite the schedule by approximately four months by forgoing all formal voting processes. A flow chart comparing the standard and streamlined processes is illustrated in Attachment F.

As stated above, traffic calming measures that require approvals from other agencies may have longer implementation schedules and require significant staff time to pursue approvals. Staff anticipates monitoring the review processes closely, and will assess the feasibility of implementation at the time the six-month trial is conducted to provide a status update at that time. A summary of implementation process for each measure is provided below:



Table 1			
Traffic calming measures	Outside agency coordination?	Phasing plan and material	Installation Schedule
School signs – Chilco St. and Ivy Dr.	No	<ul style="list-style-type: none"> <li>Permanent</li> </ul>	<ul style="list-style-type: none"> <li>Trial: Summer/Fall 2019</li> <li>Permanent: Following six month trial</li> </ul>
Crosswalks – Terminal Ave., and Newbridge St.	No	<ul style="list-style-type: none"> <li>Trial: thermoplastic</li> <li>Permanent: no change, if approved</li> </ul>	<ul style="list-style-type: none"> <li>Trial: Summer/Fall 2019</li> <li>Permanent: Following six month trial</li> </ul>
Crosswalks – Ivy Dr.	Yes	<ul style="list-style-type: none"> <li>Trial: thermoplastic</li> <li>Permanent: no change, if approved</li> </ul>	<ul style="list-style-type: none"> <li>Pending approval by SFPUC, expected minimum 12 months</li> </ul>
Yellow center line – Chilco St.	No	<ul style="list-style-type: none"> <li>Trial: paint</li> <li>Permanent: thermoplastic</li> </ul>	<ul style="list-style-type: none"> <li>Trial: Summer/Fall 2019</li> <li>Permanent: Following six month trial</li> </ul>
Bike sharrows – Chilco St.	No	<ul style="list-style-type: none"> <li>Trial: thermoplastic</li> <li>Permanent: no change, if approved</li> </ul>	<ul style="list-style-type: none"> <li>Trial: Summer/Fall 2019</li> <li>Permanent: Following six month trial</li> </ul>
Edge line stripe – Newbridge St.	No	<ul style="list-style-type: none"> <li>Trial: thermoplastic</li> <li>Permanent: no change, if approved</li> </ul>	<ul style="list-style-type: none"> <li>Trial: Summer/Fall 2019</li> <li>Permanent: Following six month trial</li> </ul>
Edge line stripe – Ivy Dr.	Yes	<ul style="list-style-type: none"> <li>Trial: thermoplastic</li> <li>Permanent: no change, if approved</li> </ul>	<ul style="list-style-type: none"> <li>Pending approval by SFPUC, expected minimum 12 months</li> </ul>
Speed hump - Hamilton Ave.	No	<ul style="list-style-type: none"> <li>Trial: asphalt concrete</li> <li>Permanent: no change, if approved</li> </ul>	<ul style="list-style-type: none"> <li>Trial: Summer/Fall 2019</li> <li>Permanent: Following six month trial</li> </ul>
Speed hump – Onetta Harris/Senior Center parking lot	No	<ul style="list-style-type: none"> <li>Trial: asphalt concrete</li> <li>Permanent: no change, if approved</li> </ul>	<ul style="list-style-type: none"> <li>Trial: Summer/Fall 2019</li> <li>Permanent: Following six month trial</li> </ul>
Sidewalk – Onetta Harris/Beechwood School parking lot	No	<ul style="list-style-type: none"> <li>Permanent: concrete</li> </ul>	<ul style="list-style-type: none"> <li>To be implemented by other City project – Menlo Gateway<sup>1</sup></li> </ul>
Raised crosswalk – Van Buren Rd. at Ringwood Ave.	No	<ul style="list-style-type: none"> <li>Trial: asphalt concrete</li> <li>Permanent: no change, if approved</li> </ul>	<ul style="list-style-type: none"> <li>Trial: Summer/Fall 2019</li> <li>Permanent: Following six month trial</li> </ul>
Speed feedback sign – Ivy Dr.	Yes	<ul style="list-style-type: none"> <li>Permanent</li> </ul>	<ul style="list-style-type: none"> <li>Pending approval by SFPUC, expected minimum 12 months</li> </ul>
Gateway Treatment <sup>2</sup> - Chilco St., Hamilton Ave., and Newbridge St.	No	<ul style="list-style-type: none"> <li>Trial: paint and flexible posts</li> <li>Permanent: concrete posts</li> </ul>	<ul style="list-style-type: none"> <li>Trial: Summer/Fall 2019</li> <li>Permanent: Following six month trial</li> </ul>

Gateway Treatment – Ivy Dr.	Yes	<ul style="list-style-type: none"> <li>• Trial: paint and flexible posts</li> <li>• Permanent: concrete posts</li> </ul>	<ul style="list-style-type: none"> <li>• Pending approval by SFPUC, expected minimum 12 months</li> </ul>
Blank-out sign, left turn signal arrow - Newbridge St. at Willow Rd.	Yes	<ul style="list-style-type: none"> <li>• Permanent</li> </ul>	<ul style="list-style-type: none"> <li>• Pending approval from Caltrans, expected minimum 6 months</li> </ul>
Mid-block Bulbouts <sup>3</sup> – Chilco St.	Yes	<ul style="list-style-type: none"> <li>• Trial: paint and flexible posts</li> <li>• Permanent: concrete</li> </ul>	<ul style="list-style-type: none"> <li>• Pending review by Menlo Fire and other City project – Menlo Gateway</li> </ul>
Intersection Bulbouts – Terminal Ave., Chilco St., and Newbridge St.	Yes	<ul style="list-style-type: none"> <li>• Trial: paint and flexible posts</li> <li>• Permanent: concrete</li> </ul>	<ul style="list-style-type: none"> <li>• Pending review by Menlo Fire</li> </ul>
Intersection Bulbouts – Ivy Dr.	Yes	<ul style="list-style-type: none"> <li>• Trial: paint and flexible posts</li> <li>• Permanent: concrete</li> </ul>	<ul style="list-style-type: none"> <li>• Pending review by Menlo Fire and approval by SFPUC, expected minimum 12 months</li> </ul>
Raised intersections – on Ivy Dr. at Windermere Ave. and at Sevoer Ave.	Yes	<ul style="list-style-type: none"> <li>• Permanent: concrete</li> </ul>	<ul style="list-style-type: none"> <li>• Pending approval by SFPUC, expected minimum 12 months</li> </ul>
<p>Notes:</p> <ol style="list-style-type: none"> <li>1. See staff report 19-070-CC from the April 16, 2019 City Council agenda for additional details.</li> <li>2. See Attachment G for illustration of a permanent Gateway Treatment</li> <li>3. See Attachment H for illustration of a trial bulbout</li> </ol>			

While many of the measures identified in the Plan that are within the City’s jurisdiction will have a relatively straightforward design and installation, other key measures will require additional effort during the 6-month trial design and implementation phase (e.g., see Step 2 above.) Two of these measures are described below.

Bulbouts. The feasibility of every bulbout will be closely evaluated during the design and implementation phase to assess impact to emergency service vehicles and on-street parking. Due to unique intersection layouts on each corridor, a field meeting with the Fire District will be scheduled to evaluate bulbout feasibilities prior to the trial installation at up to the following six locations:

- Terminal Avenue and Del Norte Avenue (for its intersection layout)
- Terminal Avenue and Hill Avenue (for being a template for other locations)
- Terminal Avenue and Modoc Avenue (for its intersection layout)
- Ivy Drive and Chilco Street (for its intersection layout)
- Ivy Drive and Hollyburne Avenue (for being a template for other locations)
- Newbridge Street and Chilco Street (for its intersection layout)

If found feasible, each intersection bulbout would require the removal of one to two on-street parking spaces and each mid-block bulbout would require the removal of five to seven on-street parking spaces. The current Plan proposes up to 50 intersection corner and mid-block bulbouts. However, several bulbouts could be found infeasible due to their impediment to turning access. As a result, based on preliminary discussion and assessment, staff estimates that approximately 35 bulbouts would be feasible in the final implementation phase.



Gateway treatments. The locations of gateway treatments at Chilco Street, Hamilton Avenue, Ivy Drive, and Newbridge Street will require additional community outreach for specific placement. The trial installation materials are expected to consist of paint and flexible posts to test the locations prior to design and construction of a more permanent feature.

Other ongoing efforts

Through public feedback, the City has been engaging with Caltrans on several intersections along Willow Road between Hamilton Avenue and Newbridge Street, which are currently under Caltrans' jurisdiction. In addition to what has been identified in the tables above, other efforts are summarized below.

Table 2	
Locations	Requests
All signalized intersections (Hamilton Avenue, Ivy Drive, O'Brien Drive, Newbridge Street)	<ul style="list-style-type: none"> <li>• Add red clearance time where it's missing</li> <li>• Extend pedestrian walk time with 3.5 feet per second as design speed</li> </ul>
Hamilton Ave.	<ul style="list-style-type: none"> <li>• Convert from permitted phasing to split phasing</li> <li>• Convert "no right turn on red" to "no right turn when bikes are present"</li> </ul>
Ivy Dr.	<ul style="list-style-type: none"> <li>• Replace crosswalk with high visibility crosswalks</li> </ul>
O'Brien Dr.	<ul style="list-style-type: none"> <li>• Install "keep clear" pavement markings</li> <li>• Relocate existing advanced "right lane must turn right" warning sign</li> </ul>
Newbridge St.	<ul style="list-style-type: none"> <li>• Reverse order of split phase<sup>1</sup></li> <li>• Replace crosswalk with high visibility crosswalks</li> <li>• Extend the minimum northbound through signal split to match the northbound pedestrian split</li> </ul>
<p>Notes:</p> <p>1. Implementation of this request would result in vehicles heading toward East Palo Alto to proceed first, then vehicles heading toward Menlo Park to proceed next.</p>	

The "no right turn on red" restriction on Hamilton Avenue is part of the newly installed bike boxes and two-stage turn queue boxes to prevent vehicles from entering the painted area when bicycles are present. After its installation, the City received feedback that the restriction creates unnecessary vehicular queues during non-commute hours and weekends, when bicycle traffic is minimal. Thus, the request is to convert the operation to "no right turn when bikes are present".

Many of these requests have been under consideration by Caltrans for more than six months, and some for more than 12 months. Staff will continue to track these items, and is also considering pursuing alternative methods for maintenance of these signals. One option could be for the City to assume maintenance responsibility for the signals and signal timing. Staff is currently evaluating the cost and resource needs for such as request and, if found to be a reasonable option, will bring a proposal forward for the City Council to consider.

Next steps

To proceed to the next step, staff recommends the City Council approve the Plan by taking the following actions:

- Approve the Belle Haven neighborhood traffic management plan (Attachment A)
- Accept the recommended Plan implementation program

- Adopt Resolution No. 6492 (Attachment B) approving the removal of up to 60 on-street parking spaces for the installation of up to 50 intersection/mid-block bulbouts
- Approve installation of signs to convert the existing “no right turn on red” to “no right turn when bikes are present” associated with the recently installed bike boxes and two-stage turn queue boxes on Hamilton Avenue at Willow Road

### **Impact on City Resources**

As a required condition of approval for a development project, staff time on the Belle Haven traffic calming study, development, and implementation of the Plan is considered part of the baseline City service levels. The trial and permanent implementation costs of the Final Plan would be funded by Hibiscus Properties, LLC.

### **Environmental Review**

The recommendation is categorically exempt under Class 1 (Existing Conditions) and Class 4 (Minor Modifications) of the current State of California Environmental Quality Act Guidelines.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. A changeable message board sign was deployed to highlight the meeting. Additionally, this agenda item was highlighted in the Belle Haven newsletter articles in the weeks of April 1 and April 8, 2019.

### **Attachments**

- A. Hyperlink – Belle Haven neighborhood traffic management plan: [menlopark.org/DocumentCenter/View/20374/Att---B-BH-Plan](http://menlopark.org/DocumentCenter/View/20374/Att---B-BH-Plan)
- B. Resolution No. 6492
- C. Existing Belle Haven neighborhood traffic calming measures and operations
- D. Hyperlink – before-study data summary: [menlopark.org/DocumentCenter/View/21253/Belle-Haven-Traffic-Calming---Before-Study-Data](http://menlopark.org/DocumentCenter/View/21253/Belle-Haven-Traffic-Calming---Before-Study-Data)
- E. Poster board comments and responses
- F. Implementation process flowchart
- G. Sample permanent gateway treatment
- H. Sample trial bulbout illustration

Report prepared by:  
Kevin Chen, Associate Transportation Engineer

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



**RESOLUTION NO. 6492****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AUTHORIZING THE INSTALLATION OF “NO PARKING” ZONES IN THE  
BELLE HAVEN NEIGHBORHOOD NECESSITATED BY THE NEIGHBORHOOD  
TRAFFIC CALMING PLAN**

WHEREAS, on November 1 and November 15, 2016, the City Council approved the Facebook Campus Expansion Project Final Environmental Impact Report (FEIR). The FEIR established a set of feasible mitigation measures to reduce the severity and magnitude of traffic impacts generated by the project.

WHEREAS, one mitigation measure required in the FEIR is the development, design, and implementation of a Belle Haven Neighborhood Traffic Calming Plan (Plan) that is intended to address neighborhood cut-through traffic through the use of traffic calming measures; and,

WHEREAS, on October 17, 2017, the City Council approved the scope of work to initiate the study for the development of the Plan; and,

WHEREAS, on July 11, 2018, the Complete Streets Commission reviewed the draft Plan at the Menlo Park Senior Center; and,

WHEREAS, on December 12, 2018, the Complete Streets Commission recommended to the City Council to approve the Plan; and,

WHEREAS, the Plan recommends the trial installation of up to 50 bulbouts that would require removal of on-street parking; and,

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

NOW, THEREFORE, BE IT RESOLVED, the City Council of Menlo Park does hereby authorize the installation of temporary bulbouts and the installation of No Parking zones resulting in removal of no more than 60 on-street parking spaces on the streets, as follows:

1. Along both sides of Terminal Avenue and adjoining minor streets
2. Along both sides of Chilco Street and adjoining minor streets
3. Along both sides of Ivy Drive and adjoining minor streets
4. Along both sides of Newbridge Street and adjoining minor streets

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council resolution was duly and regularly passed and adopted at a meeting of said City Council on the sixteenth day of April, 2019, by the following votes:

AYES:

NOES:

ABSENT:

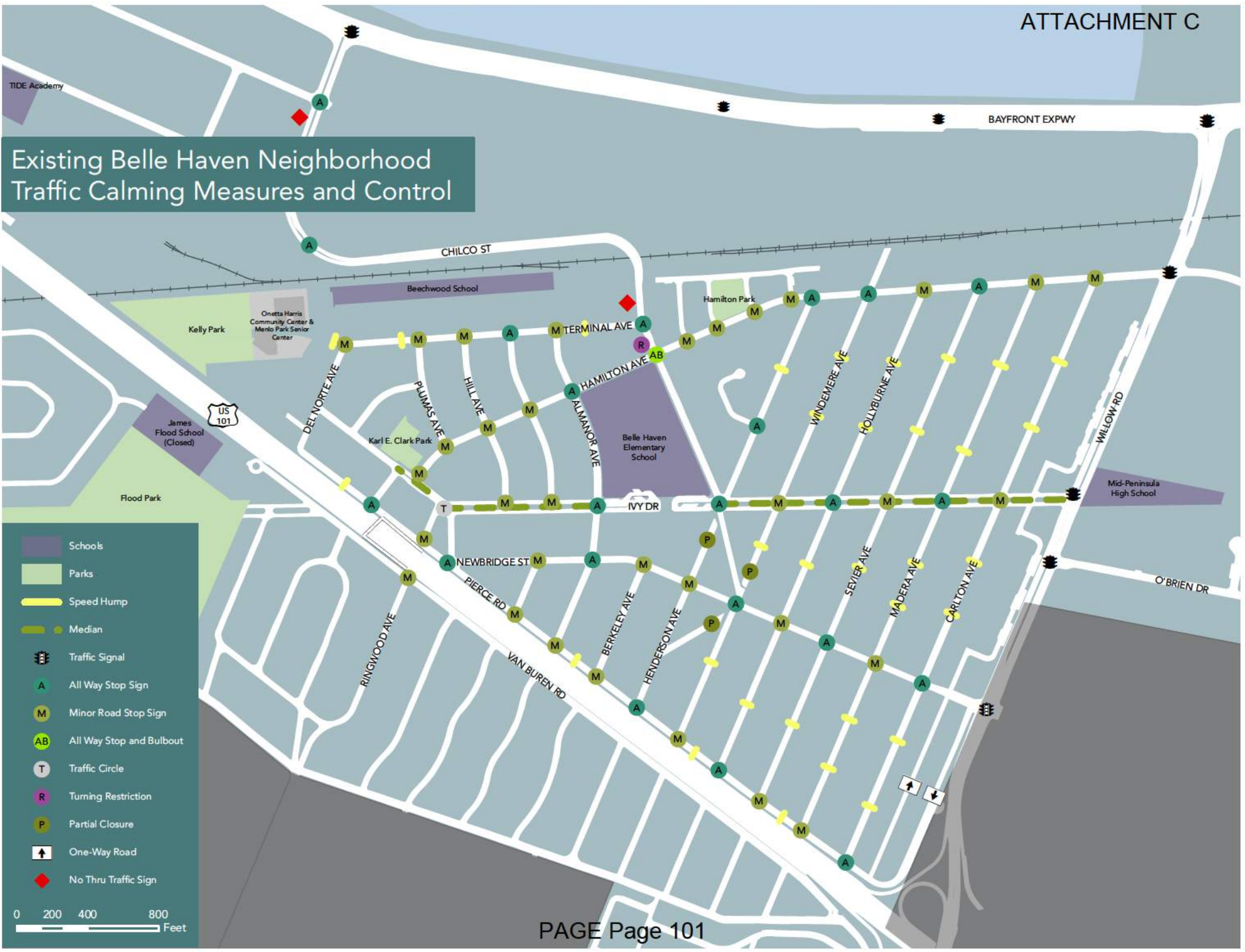
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this sixteenth day of April, 2019.

---

Judi A. Herren, City Clerk

# Existing Belle Haven Neighborhood Traffic Calming Measures and Control



Key comments collected from September 10, 2018, to October 1, 2018:

Comments	Responses*
<b>Comments supporting specific Plan recommendations</b>	
Support for a majority of the recommendations	Noted.
Majority support for gateway treatment - Option 3	Option 3 will be installed unless there is significant design or cost constrains.
<b>Comments opposing specific Plan recommendations</b>	
No Bike Lane on Ivy Dr. and Newbridge St, maintain existing on street parking	Bike lane recommendation has been removed due to community opposition to parking removal.
No edge lines on Ivy Dr. and Newbridge St	Currently Ivy Dr. provides on-street parking and Newbridge St does not provide on-street parking. Edge lines will not eliminate the on-street parking.
<b>New Comments</b>	
Left turn signal on Hamilton Ave at Willow Rd should be protected with a left turn arrow	Intersection is under Caltrans jurisdiction. Transportation Master Plan Recommendation #38 is intended to address this comment.
More pedestrian safety measures on Ivy Drive and Willow Rd	Intersection is under Caltrans jurisdiction. Transportation Master Plan Recommendation #39 is intended to address this comment.
Lower speed limit of Chilco St near the school to 15 miles per hour	The street segments surrounding the Belle Haven School are currently designated as 15 miles per hour school zones.
More speed feedback signs	Two speed feedback signs are currently recommended for Ivy Dr. to enhance awareness. The need for additional feedback signs will be evaluated after the Plan has been implemented.
Speed humps on Ivy Dr. and Newbridge St	Bulbouts are currently recommended for most intersections on Ivy Dr. and Newbridge St. Newbridge St is a designated Emergency Response Route and Ivy Dr is within the San Francisco Public Utilities Commission right-of-way. The need for speed humps will be evaluated and approved by these agencies after the Plan has been implemented.
Blank-out sign at Willow Rd and Hamilton Ave needs more clarification	The blank-out sign, prohibiting the SB right turn (from SB Newbridge St to WB Willow Rd), will be activated when the EB left turn is activated. This is intended to eliminate conflicts between SB right turning vehicles and SB u-turning vehicles (into the frontage Willow Rd).
Enforce no right turn restriction at the current Instagram driveway on Chilco St	Noted.
No shuttle buses from Facebook or others on Ivy Dr.	Noted.
* SB = southbound, EB = eastbound, WB = westbound	

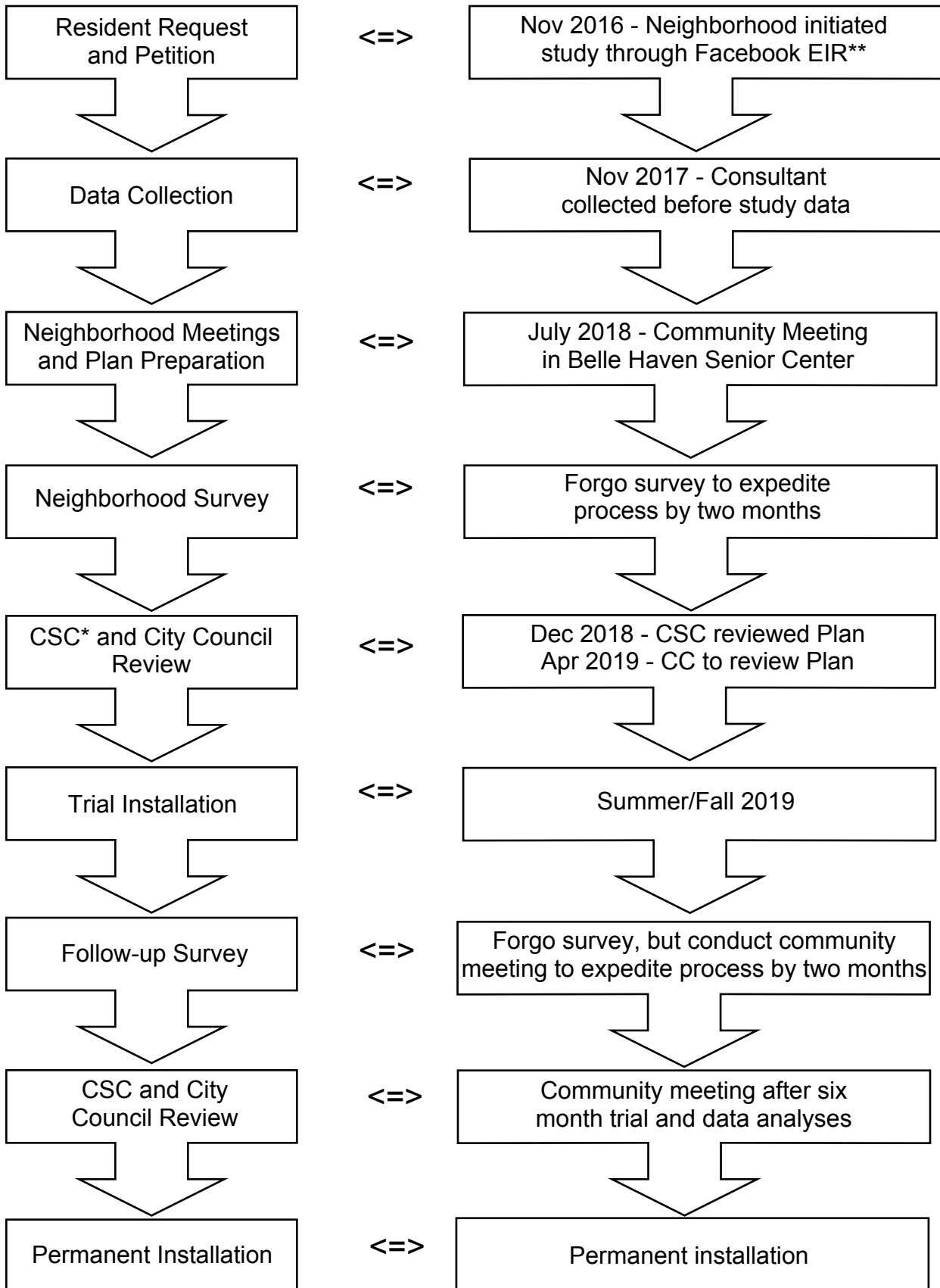
Additional comments received for the December 12, 2018 Complete Streets Commission meeting:

Comments*	Responses
No NB right turn (from NB Newbridge St to EB Carlton) from 3 p.m. to 6 p.m. to discourage traffic from diverting from Willow Road	Analyses and community outreach will be needed for this request. Staff does not recommend the inclusion of this request into the Plan at this time.
Consider reversing the direction of traffic on the Willow frontage Rd. between Newbridge St. and Pierce Rd.	Analyses of the transportation impact by this request requires significant resources. Staff does not recommend the inclusion of this request into the Plan at this time.
* NB = northbound, EB = eastbound, WB = westbound	



Standard Neighborhood Traffic Management Program Implementation Process

Belle Haven Neighborhood Traffic Calming Plan Implementation Process



\* CSC = Complete Streets Commission, \*\* EIR = Environmental Impact Report  
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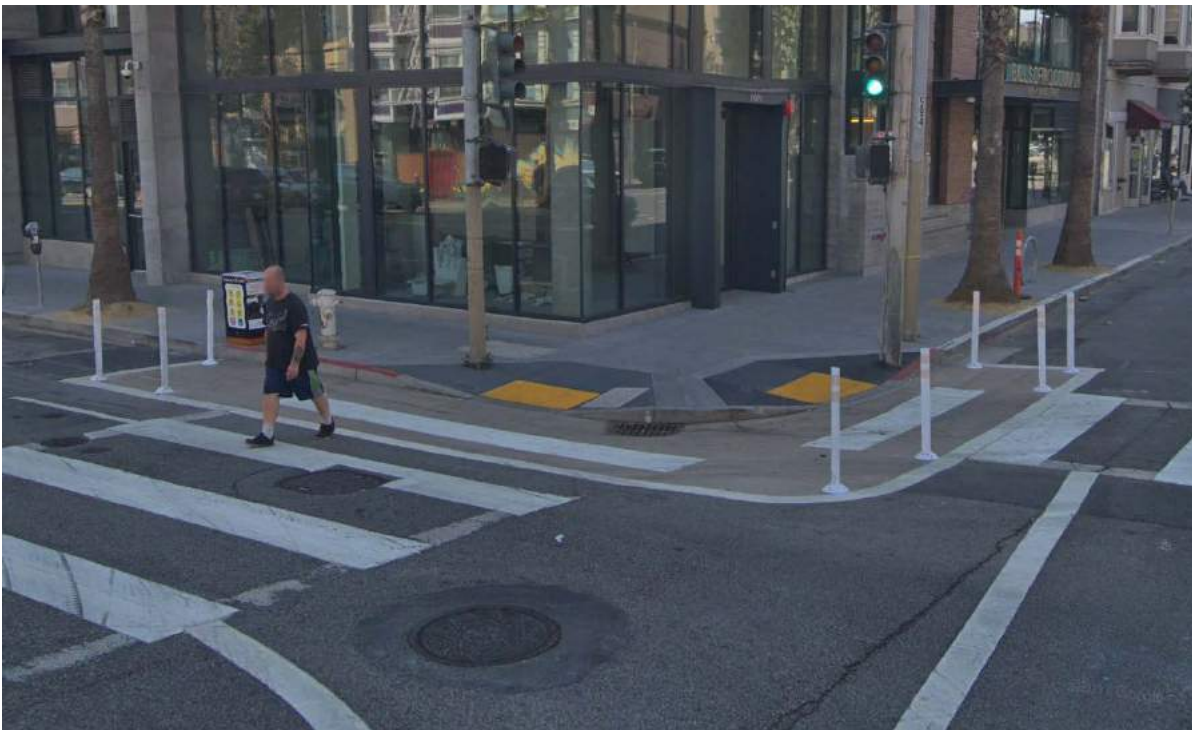
University Dr. south of Middle Ave., Menlo Park



Middlefield Rd. and Woodland Ave., Menlo Park



Howard St. and 6<sup>th</sup> St., San Francisco



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## STAFF REPORT

### City Council

Meeting Date:

4/16/2019

Staff Report Number:

19-067-CC

### Regular Business:

**Review and approval of the Belle Haven branch library space needs study report and authorization to issue a request for proposals for architectural conceptual design services**

## Recommendation

Staff recommends that City Council:

- Reviews the Belle Haven branch library space needs study and recommended building program;
- Directs staff to proceed to the Belle Haven library project's conceptual design phase; and,
- Authorizes staff to issue a request for proposals (RFP) for architectural conceptual design services, including conceptual design and visual renderings of a potential new library facility, analysis of location options, and formal construction cost analysis and estimation.

## 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 & 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.<sup>1</sup> City Council authorizes the library system improvements project (LSIP) and appropriated \$1 million to fund the project's planning phase
- October 9, 2018.<sup>2</sup> City Council authorizes the Belle Haven library space needs study including the engagement of lead consultant Noll & 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.

<sup>1</sup> Approve next steps for library system improvements. City Council, October 17, 2017. [menlopark.org/DocumentCenter/View/15775/H1---Library-System-Improvements](http://menlopark.org/DocumentCenter/View/15775/H1---Library-System-Improvements)

<sup>2</sup> 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/H1---LIB---Belle-Haven-Assessment-18-187](http://menlopark.org/DocumentCenter/View/18751/H1---LIB---Belle-Haven-Assessment-18-187)

- November 29, 2018 – January 31, 2019.<sup>3</sup> 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 (Attachment B.)
- 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.<sup>4</sup> Community workshop #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.<sup>5</sup> 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.
- January 28, 2019.<sup>6</sup> Community workshop #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.
- 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.<sup>7</sup> 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.<sup>8</sup> City Council adopts the annual work plan and priorities including the Belle Haven branch library project.
- March 18, 2019<sup>9</sup>. 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 conceptual design phase and issue a RFP for architectural conceptual design services.
- March 26, 2019<sup>10</sup>. City Council reviews a comprehensive informational report outlining the findings of the draft space needs study and recommended building program.

<sup>3</sup> *Community Survey: Belle Haven Neighborhood Library Space Needs*. City of Menlo Park, December 11, 2018 – January 31, 2019. [surveymonkey.com/r/bellehavenlibrary](https://surveymonkey.com/r/bellehavenlibrary)

<sup>4</sup> *New Belle Haven Library Project - Community Meeting*. City of Menlo Park event calendar, December 13, 2018. [menlopark.org/calendar.aspx?eid=4995](https://menlopark.org/calendar.aspx?eid=4995)

<sup>5</sup> *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](https://menlopark.org/DocumentCenter/View/20408/H1---Library-Improve-Projects---staff-report)

<sup>6</sup> *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](https://menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study)

<sup>7</sup> *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](https://menlopark.org/DocumentCenter/View/20694/Staff-report_LC_2019-02-25_Belle-Haven-Space-Needs-Study)

<sup>8</sup> *2019 City Council policy priorities and work plan*. City Council, March 5, 2019. [menlopark.org/DocumentCenter/View/20789/E2---Work-plan](https://menlopark.org/DocumentCenter/View/20789/E2---Work-plan)

<sup>9</sup> *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](https://menlopark.org/DocumentCenter/View/20883/Staff-report_LC_2019-03-18_Belle-Haven-Space-Needs-Study-and-Recommended-Next-Steps)

<sup>10</sup> *Belle Haven Branch library space needs study – community survey results and preliminary program matrix*. City Council, March 26, 2019. [menlopark.org/DocumentCenter/View/21091/J1-20190326-Belle-Haven-library-draft-study-CC?bidId=](https://menlopark.org/DocumentCenter/View/21091/J1-20190326-Belle-Haven-library-draft-study-CC?bidId=)

## **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. Spanish translation services and/or Spanish-speaking staff were available to translate throughout the process. Community engagement methods and key participants included:

- Citywide resident survey
- Individual stakeholder interviews
- Targeted stakeholder focus groups
- Community workshops
- On-the-street community “intercept” interviews
- Library Commission meetings
- Belle Haven Neighborhood Library Advisory Committee (BHNLAC) members

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

### Space needs study and 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 the Space Needs Study in Attachment B. 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 B) 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.

At this time, staff seeks City Council approval to accept the space needs study and recommended building program and issue a request for proposals for architectural services to develop a conceptual 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 (conceptual 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 conceptual 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 (conceptual 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. Should City Council approves the project's advancement to the next phase (conceptual design), staff will prepare an estimate of any potential additional resource needs for that phase and bring it forward for City Council's review in the context of the fiscal year 2019-20 budget deliberations.

### **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.

### **Next Steps**

Should City Council approve the staff recommendation and authorize staff to proceed to the project's conceptual design phase and issue a request for proposals (RFP) for architectural conceptual design services, staff will:

- Prepare and issue an RFP for architectural conceptual design services, including conceptual design and visual renderings of a potential new library facility, analysis of location options, and formal construction cost analysis and estimation; and,
- Report to City Council in approximately 8-10 weeks (June 2019) to present the results of the RFP process and request City Council authorization to execute an agreement for services with the recommended architectural firm.

## Attachments

- A. Descriptions of community input methods and process
- B. Belle Haven branch library space needs study and recommended building program
- C. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/15775/H1---Library-System-Improvements>
- D. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/18751/I1---LIB---Belle-Haven-Assessment-18-187>
- E. Hyperlink: <https://www.surveymonkey.com/r/bellehavenlibrary>
- F. Hyperlink: <https://www.menlopark.org/calendar.aspx?eid=4995>
- G. Hyperlink: [https://www.menlopark.org/DocumentCenter/View/20475/Staff-report\\_LC\\_2019-01-28\\_Belle-Haven-Space-Needs-Study](https://www.menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study)
- H. Hyperlink: [https://www.menlopark.org/DocumentCenter/View/20475/Staff-report\\_LC\\_2019-01-28\\_Belle-Haven-Space-Needs-Study](https://www.menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study)
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- J. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/20789/E2---Work-plan>
- K. Hyperlink: [https://www.menlopark.org/DocumentCenter/View/20883/Staff-report\\_LC\\_2019-03-18\\_Belle-Haven-Space-Needs-Study-and-Recommended-Next-Steps](https://www.menlopark.org/DocumentCenter/View/20883/Staff-report_LC_2019-03-18_Belle-Haven-Space-Needs-Study-and-Recommended-Next-Steps)
- L. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/21091/J1-20190326-Belle-Haven-library-draft-study-CC>

Report prepared by:

Nick Szegda, Assistant Library Services Director

Report recommended by:

Sean S. Reinhart, Interim Library Services Director

## 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.<sup>1</sup>

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

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<sup>1</sup> *Minutes and presentation slides.* Library Commission, January 28, 2019.  
[menlopark.org/AgendaCenter/ViewFile/Minutes/\\_01282019-3218](http://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.

### City Council meetings

- October 17, 2017. City Council authorizes the LSIP project and appropriated \$1 million to fund the project's planning phase.
- October 9, 2018. City Council authorizes the Belle Haven Library Space Needs Study including the engagement of lead consultant Noll & Tam Architects.
- January 15, 2019. City Council reaffirmed the LSIP's major components and prioritization.
- March 5, 2019. City Council adopts the annual Work Plan and priorities including the Belle Haven Branch Library project.
- March 26, 2019 . City Council reviews a comprehensive informational report outlining the findings of the draft Space Needs Study and recommended building program.
- April 16, 2019. City Council reviews the Space Needs Study and recommended building program and considers proceeding to the project's preliminary design phase by issuing a Request for Proposals (RFP) for architectural preliminary design service.

REPORT

**BELLE HAVEN LIBRARY  
SPACE NEEDS STUDY AND  
PRELIMINARY BUILDING  
PROGRAM**

**CITY OF MENLO PARK**

APRIL 16, 2019



**NOLL  
& TAM**

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# Introduction

## Executive Summary

The 3,500 square foot Belle Haven Branch Library is a neighborhood-focused branch of the City of Menlo Park library system. The facility provides library services to the Belle Haven neighborhood and adjacent areas of Menlo Park north/east of Bay Road and the US 101 freeway. Constructed in 1999 as an attached wing of an elementary school facility owned by Ravenswood City School District, the Belle Haven Branch Library is operated by the City of Menlo Park as a dual-use school/public library. For various reasons, the branch library facility has experienced limited use by the public and is widely regarded as inadequate to meet community needs. In October 2018, the City engaged the services of architectural firm Noll & Tam to conduct a space needs study and develop a preliminary building program for a prospective new library facility. Working with City staff from the Library and Public Works departments, the project team gathered broad-based community input through multiple avenues and community touchpoints throughout the process, reviewed community demographics and library usage patterns, analyzed and synthesized previous studies and assessments of community needs, and compared current service levels with best planning practices in the library and architectural professional fields. The study process spanned approximately five months and included numerous opportunities for community input and feedback throughout every step of the study's development. Based on the above-noted data, evidence, and substantial community input collected over the course of the study process, the study results indicate that the development of a new branch library facility featuring the following elements is warranted:



Exterior of existing Belle Haven Branch Library

- A flexible, education-focused Community Learning Center space, suitable for after-school homework tutoring, adult/senior computer skills classes, community makerspace and arts/crafts, English language acquisition programs, and other lifelong learning activities;
- Substantial community meeting room capacity, including a dividable 110-seat meeting room and one 10-person conference room;
- Multiple sound-insulated study rooms to accommodate small groups of 2-4 people;
- Dedicated, age-appropriate spaces for young children and their caregivers, including a dedicated floor space for early childhood education and family literacy programs;
- A generously-sized, dedicated, sound-insulated space designed specifically for use by teens during after-school and out-of-school time;
- Substantially expanded and enhanced seating options for all ages especially adults and seniors, with a portion dedicated to a quiet reading/study area;
- Ample public access to digital technology including 24 in-house public access desktop and laptop computers and opportunities for loaning laptop computers to library users for home/school use outside of the library.

The above features were consistently identified as the most desired and needed amenities by broad-based community input received throughout the space needs study process. Many of the above features (community learning center, dedicated teen room, dedicated early childhood education space, sound-insulated study rooms) are not currently available in the Menlo Park Library system, neither at the current Main Library nor at the current Belle Haven Branch Library. Combined with other spaces essential to a branch library's operations (bookshelves, staff areas, restrooms, etc.), **the recommended preliminary building program comprises a total 12,300 square feet, a more than 300% increase in area compared to the current Belle Haven Branch Library facility.**

What follows is a summary of the process undertaken to develop these recommendations and descriptions of the service components needed by Menlo Park residents in and around the Belle Haven area now and in the future.



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# Space Needs Recommendations

This study assumes a current service population for the Belle Haven Branch Library of approximately 6,700 people. Given that future population growth of the Belle Haven area is likely to be significant but also difficult to estimate with certainty, the first step in the process of developing a program for the new library was to develop hypothetical program scenarios envisioned as a possibility for the year 2040: 9,000 people, 12,000 people and 18,000 people. These three hypothetical program scenarios (Programs A, B and C) were developed, in part, by utilizing best practice ranges derived from data from the last two decades of construction of new or renovated public libraries in California.

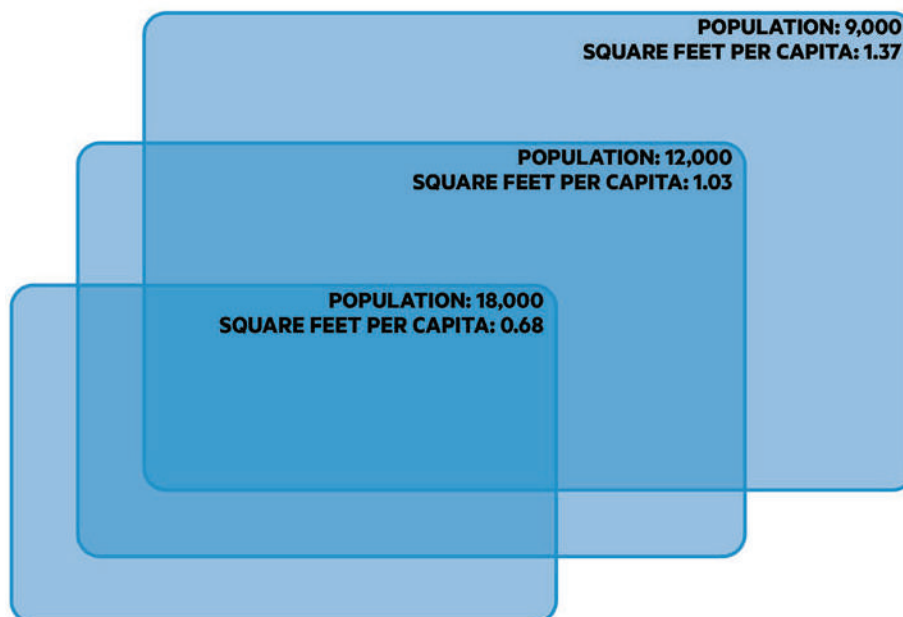
These three hypothetical program scenarios, which can be seen in Appendix D, were presented to the community to stimulate conversation and feedback at multiple community meetings, focus groups, and individual stakeholder interviews throughout January and February 2019. Community feedback received during this part of the process 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:

- **An enclosed space where children can receive homework help after school,**

- **An enclosed, 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 floor 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 in order to provide adaptability to changing community needs over time, and a willingness to combine some of the aforementioned individual building functions into multipurpose spaces to achieve this end.

Based on the above, the project team prepared a recommended building program option that responds to the community feedback by combining elements of hypothetical Programs B and C, as described previously. The Recommended Program option leverages the use of flexible, multipurpose spaces to incorporate all of the above-noted desirable elements into a preliminary building program approximately 12,300 total square feet in size (approximately 300% larger than the current Belle Haven Branch Library facility), as outlined on the opposite page and described in more detail in Appendix F.



Population estimate comparison

	<b>Best Practices (range)</b>	<b>Current Belle Haven Library</b>	<b>Recommended Program</b>
<b>Projected Population Served</b>	-	Approx. 6,700	12,000 - 18,000
<b>Approximate Size of Collection</b> (books, media, etc.)	-	13,600 items	14,865 items
<b>Reader Seating</b>			
<b>Quiet Reader Seating Area</b>	-	-	12 seats
<b>General Seating</b> (tables, desks, lounge seating)	-	64 seats	60 seats
<b>Seating per 1,000 People</b>	4 - 10	9.6	4 - 6
<b>Study/Conference Rooms</b>			
<b>2-Seat Study Rooms</b>	-	-	3 rooms
<b>4-Seat Study Rooms</b>	-	-	3 rooms
<b>Conference Room</b>	-	12 seat room*	10 seat room
<b>Community Learning Center</b> (used for homework help, computer labs, etc.)	-	-	24 seat room
<b>Total Seats/Total Rooms</b>	24 - 48 seats 3 - 6 rooms	12 seats 1 room	52 seats 8 rooms
<b>Teen Space</b>	-	400 sf*	820 sf
<b>Storytime Space</b> (floor seating)	30 - 60+ seats	-	30 seats
<b>Large Community Meeting Room</b>	100 - 200+ seats	-	Dividable 110 seats
<b>Public Internet Access Computers</b>	-	15	24 (including 12 laptops)
<b>Approximate Size of Building</b>	-	<b>Approx. 3,500 sf</b>	<b>12,300 sf</b>
<b>Square Feet per Capita</b>	0.5 - 1.2	0.52	0.68-1.03

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

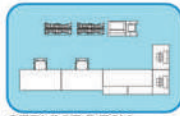


# RECOMMENDED PROGRAM

## PUBLIC SPACES

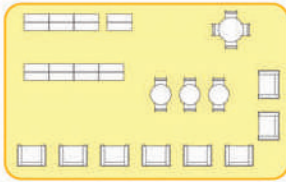


ENTRY LOBBY  
161 SF



SERVICE DESK  
275 SF

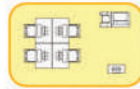
## ADULT SERVICES



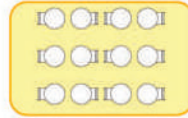
ADULT BOOKS AND MAGAZINES  
722 SF



NEW MATERIALS AND MEDIA  
54 SF



PUBLIC ACCESS COMPUTERS  
160 SF

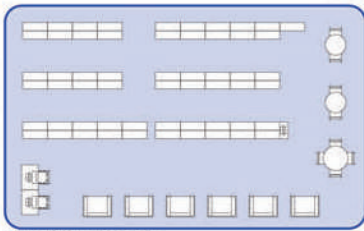


QUIET READING  
300 SF

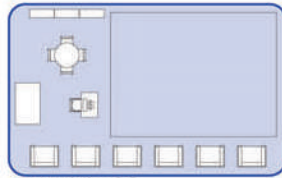


REFERENCE COLLECTION  
12 SF

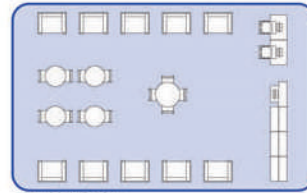
## YOUTH SERVICES



CHILDREN'S AREA  
1168 SF



FAMILY SPACE  
691 SF

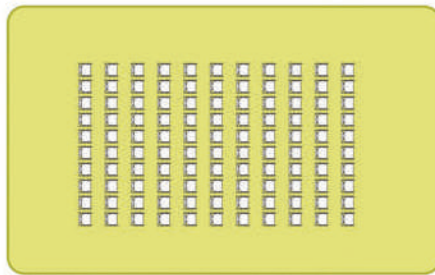


TEEN SPACE  
820 SF

## MEETING SPACES



MEETING ROOM STORAGE  
201 SF



100 SEAT DIVIDABLE MEETING ROOM  
1680 SF



GROUP STUDY/TUTORING ROOM  
80 SF



GROUP STUDY/TUTORING ROOM  
80 SF



GROUP STUDY/TUTORING ROOM  
80 SF



GROUP STUDY/TUTORING ROOM  
120 SF



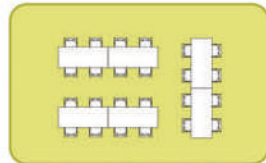
GROUP STUDY/TUTORING ROOM  
120 SF



GROUP STUDY/TUTORING ROOM  
120 SF

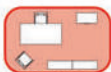


10 SEAT MEETING ROOM  
250 SF



COMMUNITY LEARNING CENTER  
600 SF

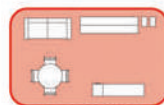
## STAFF SPACES



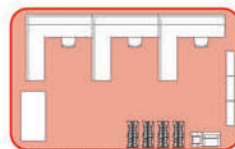
BRANCH MANAGER OFFICE  
100 SF



SERVER ROOM  
87 SF



STAFF LOUNGE  
222 SF



STAFF WORK AREA  
469 SF



JANITORIAL CLOSET  
35 SF

Visual representation of the Recommended Building Program

# Methodology

In October 2018, the City of Menlo Park engaged the services of architectural firm Noll & Tam to conduct a Space Needs Study for a prospective new Belle Haven Branch Library. The project team included architects Chris Noll, Trina Goodwin and Eli Mayerson and library facilities consultant Penny Hummel, led by City staff from the Library and Public Works departments. The project team began work on the study in November 2018 by engaging in a robust, multifaceted effort to engage a broad spectrum of community members and Belle Haven community stakeholders in articulating their vision for a new Belle Haven Branch Library. The many components of this effort are described in the Community Engagement section of this report.

Library facilities consultant Penny Hummel also reviewed a variety of information and data about the current branch library and its operations, including circulation data, usage statistics and demographic information of its service population. Best practices and service level recommendations were identified based on widely-accepted library professional standards developed over the course of 150 successful library building programs across California and nationally. These service level recommendations provided the framework for working with community stakeholders to develop a detailed preliminary building program (including the elements of all spaces within the new library) for a prospective new Belle Haven Branch Library.



**Instrument Petting Zoo at the existing Belle Haven Branch Library**

# Community Engagement

What follows is a summary list of key activities, milestones and community engagement efforts conducted over the course of the five months-long space needs study process. Additional descriptions of the community engagement efforts can be found in the Details section following the list.

- **October 9, 2018.**<sup>1</sup> City Council authorizes the Belle Haven Library Space Needs Study including the engagement of lead consultant Noll & 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 of 24 participants attended the focus groups in small groups of four to six people.
- **November 29, 2018 – January 31, 2019.**<sup>2</sup> 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.
- **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.**<sup>3</sup> Community workshop #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.**<sup>4</sup> City Council reaffirmed the Library System Improvement Project's major components and prioritization

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1. 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](http://menlopark.org/DocumentCenter/View/18751/11---LIB---Belle-Haven-Assessment-18-187)

2. Community Survey: Belle Haven Neighborhood Library Space Needs. City of Menlo Park, December 11, 2018 – January 31, 2019. [surveymonkey.com/tr/bellehavenlibrary](http://surveymonkey.com/tr/bellehavenlibrary)

3. New Belle Haven Library Project - Community Meeting. City of Menlo Park event calendar, December 13, 2018. [menlopark.org/calendar.aspx?eid=4995](http://menlopark.org/calendar.aspx?eid=4995)

4. 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](http://menlopark.org/DocumentCenter/View/20408/H1---Library-Improve-Projects---staff-report)

- **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 seventy area residents participate by providing additional input about desired library features.
- **January 28, 2019.**<sup>5</sup> Community workshop #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 presents 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 in Belle Haven. 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. A total of 14 participants attended the focus groups in small groups of four to six people.
- **February 25, 2019.**<sup>6</sup> Library Commission reviews the draft Belle Haven 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.**<sup>7</sup> City Council adopts their annual Work Plan and priorities and includes the Belle Haven Library project as one of their top five priorities for the year.
- **March 18, 2019.** Library Commission review of the draft recommended building program and recommended next steps.
- **March 26, 2019.** City Council informational review of draft Space Needs Study and recommended building program.

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5. 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](http://menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study)

6. 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](http://menlopark.org/DocumentCenter/View/20694/Staff-report_LC_2019-02-25_Belle-Haven-Space-Needs-Study)

7. 2019 City Council policy priorities and work plan. City Council, March 5, 2019. [menlopark.org/DocumentCenter/View/20789/E2---Work-plan](http://menlopark.org/DocumentCenter/View/20789/E2---Work-plan)





## Detail

### 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 Appendix A.

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 ensure robust participation by Belle Haven area residents, printed versions of the survey were also directly mailed to every Menlo Park household north/east of Bay Road – approximately 2,600 households. 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 results of the survey can be found in Appendix A.

Overall, the survey results track closely with the responses received in the stakeholder interviews, focus groups and community meetings. The citywide results are presented in Appendix A, along with results filtered to show only responses from self-identified Belle Haven residents. The response trends among self-identified Belle Haven residents were similar to the response trends citywide. Additional discussion and analysis of the survey results accompanies the data and graphs in Appendix A.

### Stakeholder Interviews, Focus Groups, and Community Workshops

In addition to the citywide survey noted on the previous page, 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.<sup>8</sup> Participation in the process was strong

<sup>8</sup> Spanish translation services were available at the community workshops, and Spanish-speaking staff were available to translate at the stakeholder interviews and focus groups as needed.



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 Library on November 26 and 27, 2018. Participants were asked to share their perspectives, concerns, and suggestions about current and future library services in Belle Haven. 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 (Appendix A) and the preliminary program matrix (Appendix D). Approximately 35 community members attended the workshop and provided valuable feedback and commentary.<sup>9</sup>

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 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.

On February 25, 2019, the Library Commission 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.

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9. Minutes and presentation slides. Library Commission, January 28, 2019. [menlopark.org/AgendaCenter/ViewFile/Minutes/\\_01282019-3218](http://menlopark.org/AgendaCenter/ViewFile/Minutes/_01282019-3218)



**Belle Haven residents participating in the Community Workshop on December 13, 2018**



**Library staff discussing library program elements with Belle Haven residents at the Community Workshop on December 13, 2018**

# Community Description

According to 2017 American Community Survey data,<sup>10</sup> plus data from Menlo Park's Community Development department regarding two new residential developments in the area, the service population of the Belle Haven Branch Library is approximately 6,700, or about 19.5% of the 34,357 residents of Menlo Park, California. The service area is defined as all incorporated areas in City of Menlo Park located north/east of Bay Road. Major traffic thoroughfares ring the area, including the Bayfront Expressway (CA 84), Marsh Road, Willow Road (SR 114), and the 101 freeway (US 101).

According to recent U.S. Census data for Census Tract 6117, Belle Haven area residents are demographically distinct compared to Menlo Park residents citywide in several ways.<sup>11</sup> The median age in the Belle Haven area is younger than citywide (30.9 vs. 37.3) and the percentage of residents age 65 and over is lower than citywide (6.8% vs. 13.7%). With respect to ethnicity and language:

- **20.9% of Belle Haven residents are Black or African American, compared to 4.7% in Menlo Park citywide and 2.3% in San Mateo County;**
- **57.6% of Belle Haven residents are Hispanic or Latino, compared to 15.4% in Menlo Park citywide and 24.9% in San Mateo County;**
- **28.3% of Belle Haven residents speak only English in their home, compared to 69.3% in Menlo Park citywide and 58.2% in San Mateo County.<sup>12</sup>**
- **In 2017-18, 56% of Belle Haven Elementary School students were classified as English learners.<sup>13</sup>**

With respect to socioeconomic and educational status:

- **21.2% of Belle Haven children under 18 live below the poverty line, compared to 7.1% in Menlo Park citywide and 8.7% in San Mateo County.**
- **At Belle Haven Elementary School, 87.5% of children in 2017-18 were eligible for free or reduced lunches.<sup>14</sup>**
- **Per capita income in Belle Haven is \$23,022, compared to \$77,030 in Menlo Park citywide and \$53,516 in San Mateo County;**
- **17.6% of Belle Haven residents have a bachelor's degree or higher education, compared to 70.8% in Menlo Park citywide and 48.5% in San Mateo County.**

Historically a working-class community of color, Belle Haven housing prices have dramatically increased in recent years, a trend that has affected every community throughout the Bay Area. This, combined with the rapid changes brought about by major commercial and residential developments in the area, and resultant traffic impacts, coinciding with the strong and sustained growth in the local, regional and national economies, has led to substantial changes in the constitution and character of the neighborhood. Many community members who have lived through and experienced these changes over time are strongly committed to preserving the neighborhood's historic character and advocating for improvements to community facilities and infrastructure in the neighborhood. This advocacy comes with a strong sense of urgency when discussing the branch library facility's limitations, and a clearly stated desire that these limitations be addressed as soon as possible. Community advocates often expressed frustration that past studies and community outreach efforts related to the branch library improvements were flawed in various ways or resulted in no noticeable forward movement toward a solution even after many years of time. The project team identified these areas of concern as critically important and exercised great care to acknowledge and address them from the outset of and throughout the space needs study process.

10. <https://censusreporter.org/profiles/14-000US06081611700-census-tract-6117-san-mateo-ca/>

11. <https://censusreporter.org/profiles/14-000US06081611700-census-tract-6117-san-mateo-ca/>

12. <https://censusreporter.org/profiles/14-000US06081611700-census-tract-6117-san-mateo-ca/>

13. Data collected by the California Department of Education. <http://www.ed-data.org/school/San-Mateo/Ravenswood-City-Elementary/Belle-Haven-Elementary>

14. Data collected by the California Department of Education. <http://www.ed-data.org/school/San-Mateo/Ravenswood-City-Elementary/Belle-Haven-Elementary>



**Belle Haven children playing at Belle Haven Park (now Kelly Park) in September 1960**

# Population Estimates

As noted previously, based on information from the U.S. Census, this study assumes that the Belle Haven Branch Library's current service population is approximately 6,700 people. With respect to estimating what the branch library's future service population will be in the year 2040, while there are known trends and reliable maximums on which population projections can be based, there are a number of significant unknowns and variables that make it difficult to project future population growth with absolute certainty. Using data provided by the City of Menlo Park's Community Development department, it is estimated that the maximum population growth in the Belle Haven and M2 (commonly known as Bayfront) areas is approximately 18,000 residents by 2040, based on a projected future maximum build-out of all possible new residential units allowable under current City zoning regulations. This maximum population figure is highly dependent upon multiple variable factors over the next two decades, including the frequency and degree of cyclical economic downturns, future planning and building decisions, future legislative or regulatory changes, and other unforeseen factors that may arise over that long span of future time. Each one of these variables introduce a degree

of uncertainty in the population projections and increase the likelihood that the maximum population growth figure may not be achieved. A more realistic scenario may entail substantial population growth that nevertheless falls somewhat short of the maximum figure. Therefore, multiple hypothetical population scenarios were used to develop hypothetical library building program scenarios for a prospective new branch library to serve the Belle Haven and M2/Bayfront areas of Menlo Park. One hypothetical scenario considers a low-end population projection of approximately 9,000 residents by 2040. Another hypothetical scenario considers the high-end population projection for "maximum build-out" of approximately 18,000 residents. A third hypothetical scenario considers a moderate population estimate between the other two, or 12,000 people. The building program ultimately recommended by study findings is designed to comfortably provide and sustain service to a population on the higher end of this range and would support a projected area population between 12,000 – 18,000 people.



Map of the Belle Haven neighborhood and M2 development district



# Overview of Current Services

The public library system in the City of Menlo Park currently consists of two library facilities: a centrally located, 33,000 square foot Main Library owned and operated by the City, and a 3,500 square foot branch library in the Belle Haven neighborhood owned by Ravenswood City School District and operated by the City. The Belle Haven Branch Library also doubles as an elementary school library. Currently on weekdays until 3:15 p.m., the Belle Haven Branch Library is closed to the public and is only accessible to the students and teachers of Belle Haven Elementary School. At 3:15 p.m. weekdays, the library opens its doors to the public until 9 p.m. Monday – Wednesday, and until 6 p.m. Thursday and Friday. The branch library’s weekend hours parallel those offered at the Main Library: 10 a.m. – 5 p.m. on Saturday, and noon - 5 p.m. on Sunday. Overall, the Belle Haven Branch Library is open to the public 35.75 hours per week currently, and the Main Library is open to the public 59 hours per week. The City plans to expand the Belle Haven Branch Library public operating hours effective on May 1, 2019 to include opening at 12pm Mondays through Wednesdays and opening at 10am on Thursdays and Fridays. This schedule expansion will increase the public operating hours at Belle Haven Branch Library from 35.75 hours per week to 56 hours per week.

The décor and much of the Belle Haven Branch Library’s furniture were refreshed and renovated in January 2018. The building’s interior is neat, clean, well-lit and relatively modern and comfortable. However, although the library has a separate front entrance from the elementary school to which it is attached, community members consistently report that residents do not realize that it is a public library, or if they are aware of it, do not find that it suits their needs for a public

library. As one survey respondent said, “The current library looks and feels more like an elementary school library—it feels invasive to go in there.” Another said, “I lived in Belle Haven for five years before I realized there was a library.”

Consequently, visitation at the branch library is low. In 2017-18, the branch library’s door count was 15,636, or slightly over 300 public library visitors a week. This represents 5.3% of the overall 293,998 annual visits to both of Menlo Park’s public libraries.

## Detail

### Programming and Event Space

The current Belle Haven Branch Library has one enclosed room approximately 400 square feet in size. The room features a conference table as well as the teen collection. The room can accommodate meetings or gatherings of up to 20-25 people. This arrangement is less than ideal because meetings displace teens from accessing and using the room and accessing the library materials shelved there. In addition, library-sponsored programs and special events routinely exceed this capacity requiring most events to be held in the library’s main area, displacing other library activities like browsing books and reader seating. This makeshift programming space is labor intensive and is limited with respect to control of lighting.

Programming at the Belle Haven Branch Library includes craft programs, performances and educational events, but the lack of programming space limits what is provided at this facility, particularly in comparison with the Main Library. A particular gap is the lack of regular storytimes for babies, preschoolers and their caregivers. In 2017-18, the Belle Haven Branch Library offered 71 programs that attracted 2,573 participants—16% of the library system’s 437 programs and 15% of its participants that year, a proportion somewhat comparable to the percentage of Menlo Park’s population that is in the Belle Haven service



**Entry and Information/Service Desk of the existing Belle Haven Branch Library**



**The conference room doubles as the teen space at the existing Belle Haven Branch Library**



area (19.5%). The popularity of programming suggests that expanded capacity in this area would result in much higher attendance. Additional meeting room and community event space is needed, not only for library programming, but for use by community groups, who have few other options for meeting and gathering space in the area. The branch library currently offers no enclosed quiet study rooms, a frequent complaint from community members who are impacted by noise from children's activities and events taking place in close proximity to the relatively small reader seating areas.

## Areas for Children and Teens

While functional, each of the three age-appropriate areas for youth aged 0 – 18 are deficient of the features that attract usage and participation:

- The early childhood area (babies through preschoolers) includes some age appropriate seating and a picture book collection, but no storytime area, no early literacy computers or tablets or interactive/educational components.
- The area for school aged children primarily holds shelving and 4-person tables. All public access computers (save one in the adult section) are in a separate area.
- The cramped teen area is dominated by the library's one conference table and lacks age appropriate seating, computers and opportunities for teen study, socialization or organized programming.

## Computers and Technology

The library offers 15 computers for public use, including 2 online catalogs and 13 online public access computers (OPACs). Apart from one computer station in the adult fiction/nonfiction area, the OPACs are concentrated in one room. Whether they use the library's computers or access the internet via library Wi-Fi, Belle Haven Branch Library patrons frequently use this service.

In FY17-18, the library tallied 5,462 individual sessions on library computers and an additional 14,366 Wi-Fi sessions (patrons using their own devices), or an average of 381 internet sessions a week. This weekly average internet use is higher than both weekly average circulation and weekly average visitors. The Belle Haven Branch Library also provides a self-check machine for patron convenience.

## Seating

The current Belle Haven Branch Library includes 64 seats, which are a combination of lounge chairs, small toddler tables and seats at tables. While 64 seats for a library serving 6,700 people is theoretically ample at 9.6 seats per 1,000 people, many

of these seats are at six 4-person tables, which in reality are often used by only one person. In addition, not all of the library's seating options are adjacent to a power source, which hinders patrons who need to plug in laptops, phones or tablets.

## In-house Collections of Books and Media

As of December 2018, the Belle Haven Branch Library offers an in-house collection of 13,592 physical items, including books, DVDs and periodicals. The Belle Haven Branch Library shares a catalog with the Menlo Park's Main Library as well as with over 30 other public and community college libraries in San Mateo County's Peninsula Library System. Through this system, visitors to Belle Haven Branch Library have access to hundreds of thousands of books and media items which can be requested and typically delivered to the branch library within 2-4 days of the request at no charge to the visitor. Menlo Park patrons also have access to a large digital collection (including e-books, online resources and downloadable media).

Consistent with its dual nature as a public/school library, materials for school aged children dominate the branch library's in-house collections and comprise 81.8% of the total in-house



Book stacks at the existing Belle Haven Branch Library



Computer Lab and lounge seating at the existing Belle Haven Branch Library

collection. Materials for teens (1,039 items) comprise 7.6% of the in-house collection and adult materials (1,438 items, including all general DVDS) comprise 10.6%. There is small Spanish language adult collection and larger Spanish/Bilingual collection for children. There are no audiobooks or music CDs in the collection.

Year round, circulation at the Belle Haven Branch Library is low, but it dips down even further when school is out. For example, circulation in FY17-18 in July, August and June averaged 937 items a month, while during the other months of that fiscal year (when school is in regular session), the average monthly circulation was 1,730. Total circulation at the Belle Haven Branch Library was 18,380 items in FY17-18, comprising 3% of the Menlo Park Library system's total circulation of 604,909 items.

As might be expected from the relatively low door count and relatively modest size of the in-house adult print and media collections at the branch library, circulation of adult books and media items is minimal. In FY17-18, for example, adult nonfiction and fiction items circulated 1,058 times—an average of about 21 items a week. In January of 2018, the library comprehensively updated the adult collection with new and popular books, but this change did not result in a significant increase in use, suggesting that the low door count and perception by adult visitors that the branch library is primarily geared toward children may be the main factor driving low circulation, as opposed to the selection of books on offer in the in-house print collections.

## Staff Areas

The library currently has one circulation/service desk. Given the low use of this branch, little space is currently needed for holds pick up. Behind the desk, there are two work stations for library staff, as well as a general staff area. As reported by staff, storage is inadequate, so some equipment and materials are stored at the Main Library and delivered to Belle Haven when needed.



Staff work area at the existing Belle Haven Branch Library

## Community Priorities

Results of the community engagement process were consistent with and reinforced community feedback and data collected in previous needs assessments and studies conducted in the neighborhood. In the citywide survey, focus groups, community meetings and one-on-one conversations, Belle Haven stakeholders underscored how the current library is inadequate to community needs. Many community members emphasized that they would like the library to be open during the day and to cease being a joint public/elementary school library.

Community members also frequently described the following services and amenities as priorities:

- **Ample space for a variety of high-interest community activities, such as arts and crafts programs, computer skills classes, and lifelong learning opportunities.** One survey respondent wrote: **“Makerspace! Hands-on check out tools and access to educational content.”** Another noted, **“I would like to see this library be an inviting and vibrant learning space for everyone! A multicultural space.”**
- **Additional meeting room space—for more library programming and for community use.** Survey responses included a request for a **“room with good acoustics and video equipment for showing movies or having musical performances”** and for **“writing workshops, reading groups/book clubs, poetry readings.”**
- **Small meeting rooms for individual and small group use.** **“I like having more space for tutoring and homework help,”** wrote one survey participant.
- **Improved areas for elementary and preschool children.** One survey response requested **“a great kids’ area.** There is always a good selection of kids’ books, but sometimes the space is too small to enjoy with kids.” With respect to younger children, several survey takers requested amenities appropriate to their needs. One wrote **“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.”**

- **An improved and expanded teen area.** One focus group participant said: “The kids need more space to come to after school.” Another said, “We need a space for teen socializing.” A teenager made the following suggestion: “Lots of good study spaces would be helpful.”
- **Ample seating, with a quiet area.** One survey taker requested “Lots of nice seating and electrical outlets everywhere so that people can work on their computers.” Another asked for “A quiet place for people to read who want quiet.”
- **Improved access to computers and technology.** “A feature I would like to see in the library is having more computers” wrote one community member.
- **A more culturally and linguistically diverse collection that reflects the makeup of the community.** Participants mentioned not only the desire for more Spanish language materials, but also suggested the library consider adding materials in other languages spoken by people in the neighborhood.
- **An expanded adult collection.** One focus group participant said, “It would be nice if it were bigger. I like to browse.” A survey respondent wrote: “More books! New, up to date nonfiction books.”

Community members also expressed a desire for spaces that supported adult learning and for a makerspace/creative space to stimulate imagination and creativity. The ability to enjoy food and drink in the library was consistently a low priority. Beyond the contents of the building, community members also described the following as important considerations for siting the new library:

- Adequate parking
- Access to public transit
- Walkability
- Proximity to other services
- Central location
- Outdoor space

A synopsis of responses to the community survey is in Appendix A. Focus group comments are in Appendix C.

## Elements of a 21st Century Library

A new branch library serving the Belle Haven and Bayfront neighborhoods would provide residents with the spaces and services that meet and anticipate their needs, in a comfortable facility that encourages use by the entire community.

A successful public library today plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups continues to be the primary service expectation of many residents and remains a basic library function. As a corollary, library service to children introduces families to the joy of reading and establishes a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content. Libraries have also become a primary public gateway to online information, offering free access to the Internet, wireless access and providing guidance in navigating and assessing the wealth of material available through these resources.

Even as the library's role as a resource for virtual information and literature continues to grow, its traditional role as a community destination and gathering place is also evolving and expanding. The public library now serves as the community's principal place for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, teen tech nights and family literacy evenings are a few examples of the multitude of educational and social community events that draw significant participation. The library facility can and should offer residents a safe, and comfortable place to be. This can be a sanctuary for solitary reflection, a quiet workspace in which to complete a school assignment or a social space for connecting with peers.



Interior of Half Moon Bay's new public library



# Overview of Proposed Services

## Detail

### Community Learning Center

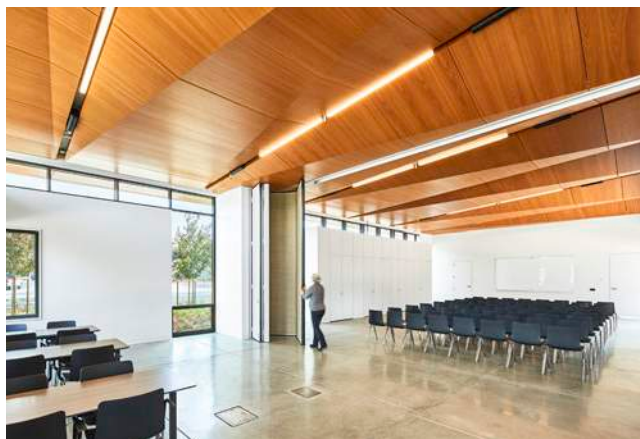
The centerpiece of the recommended program for the new branch library is an education-focused 24-seat Community Learning Center space. Intended for maximum flexibility, the space will be suitable for after-school homework tutoring, adult/senior computer skills classes, community makerspace and arts/crafts, English language acquisition programs, and other lifelong learning activities.

### Teen Space

To replace the current teen area, which has numerous deficiencies, this program recommends a new, generously-sized, dedicated, sound-insulated Teen Space designed specifically for use by teens during after-school and out-of-school time.



Teen Space at the Los Gatos Library



Dividable Community Room at the Half Moon Bay Library

Incorporating ample age-appropriate seating and teen-designated computers, the design and layout of the Teen Space will send a strong message that teens are welcome at the library.

### Community Meeting Rooms

Programs and events are a basic library service that complements the collection, attracts new users and provides the community with needed information on many topics. Dedicated space within the library is needed to provide an appropriate, accessible venue for these events, with seating to accommodate different groups of people. The primary programming space needs to be flexible and multipurpose, with a flat floor, stacking chairs, media projection equipment, adjustable lighting, a kitchen, and table and chair storage.

Given that the library's existing programming space is inadequate to meet current demand, this study recommends a significant expansion of programming capacity. A dividable 110-seat meeting room with a kitchenette will offer the ability to host two 50 to 60-person events. Additionally, one 10-seat meeting room offers capacity for smaller meetings.

### Small Group Study Rooms

To provide the opportunity for small groups of people to work, study or meet in a private space, the recommended program for the proposed new branch library includes three 4-seat and three 2-seat sound-insulated study rooms.

Added together, the library's plan for small to medium rooms includes eight different spaces varying size, with a total capacity of 52 people. Exceeding the best practice capacity of 4 – 6 rooms holding 24 – 48 people, this constellation of meeting room spaces (complemented by the dividable 110 seat meeting room) responds to the community vision of the new facility (in the words of the 2018 Gensler study) as "Community space first, library second."



Open seating arrangements and small meeting rooms at the Santa Clara Mission Branch Library



## Quiet Reading Areas/Seating for Adults

In a library facility, it is as important to provide space for people to use the building, as it is to provide space to house and display the collection. Seating should be provided in a variety of formats: at study tables and lounge chairs, parent/child seats, casual seating for teens, and acoustically shielded study seating.

This report recommends substantially expanded and enhance seating options for all ages, especially adults and seniors. Adults need both table seating and lounge chairs for quiet reading of books and periodicals as well as concentrated work at a laptop. All seats will be adjacent to electrical power, with outlets located safely out of circulation paths. The program also includes a 12-seat quiet seating area that can be used by both adults and teens. Overall, the program recommends 78 seats, or 4 – 6 seats per 1,000 people. In comparison to the current library, the new plan focuses less on 4-person tables and more on smaller 1 and 2-person desks, resulting in greater capacity for community use.

## Children’s Room/Early Childhood Education Space

Providing a dynamic and enriching space for school aged and younger children is an important priority in the recommended building program. The children’s area will offer distinct seating areas for individual school aged children who need to do homework or quietly read. The preschool/family space will feature age appropriate features for young children and their caregivers, including a dedicated floor space for early childhood education and family literacy programs.

## Books and Media Collections

The community needs access to a well-balanced collection in both print and digital media formats. The various collections of the library need to be shelved in appropriate locations within the overall space, clearly identified and easily found, and at heights appropriate to their target audiences. Currently, while public interest in downloadable books and media continues to be strong, there is increasing evidence that use of digital media is complementing, not replacing, the use of physical resources. Therefore, most public libraries currently plan their future collections assuming future use of both types of resources. The recommended program for the proposed new branch library assumes an increase of over 1,200 items in the adult and Spanish language collections.

## Computers and Technology

The library’s Internet access and early literacy computers are in frequent use. While patrons increasingly are bringing in their own devices (laptops, tablets and smart phones) for library use, for many others, library computers are their only way to access the Internet for research, job seeking, and connecting with friends and family.

This plan includes ample public access to digital technology including 24 in-house public access desktop and laptop computers and opportunities for loaning laptop computers to library users for home/school use outside of the library.

## Service Delivery/Staff Areas

The recommended building program features a single two-person service desk to handle reference, information and circulation functions, as well as two self-check machines. Staff workspace is expanded with a branch manager’s office, three workstations, a staff lounge (with seating and a kitchenette) and a staff bathroom.



Varied, multi-media collections at the Castro Valley Library



Early childhood programming at the Los Gatos Library

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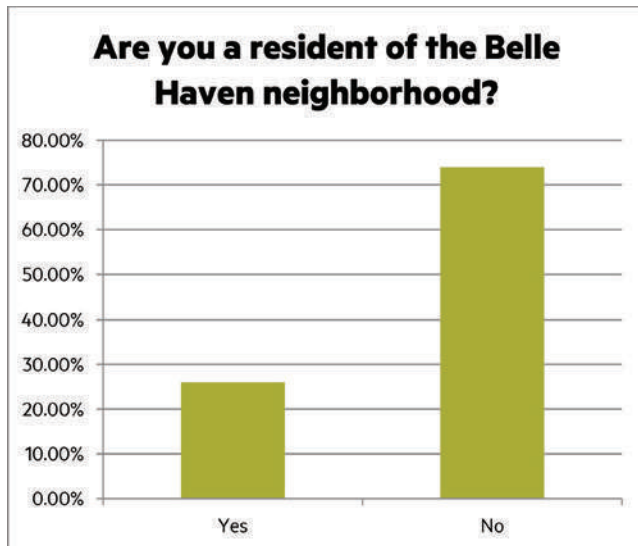
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# Appendix A

## Community Survey Responses From Self-Identified Belle Haven 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 residents' responses.

Answer Choices	Responses	
Yes	26.00%	234
No	74.00%	666
	Answered	900
	Skipped	14

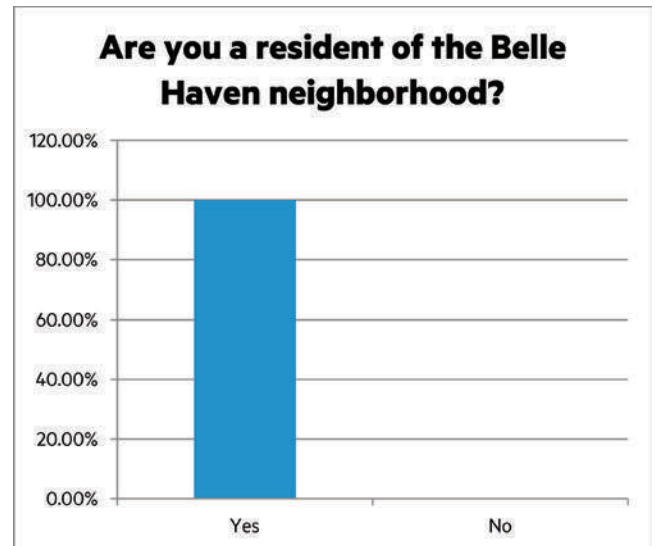


### Question 1 – “Are you a resident of the Belle Haven neighborhood?”

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 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 residents. The total population of Menlo Park is roughly 34,000, of which approximately 6,000 or roughly 17% reside in Belle Haven.

Answer Choices	Responses	
Yes	100.00%	247
No	0.00%	0
	Answered	247

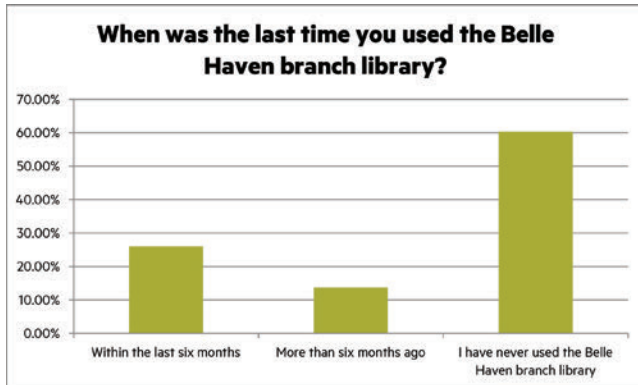




## Question 2 – “When was the last time you used the Belle Haven branch library?”

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

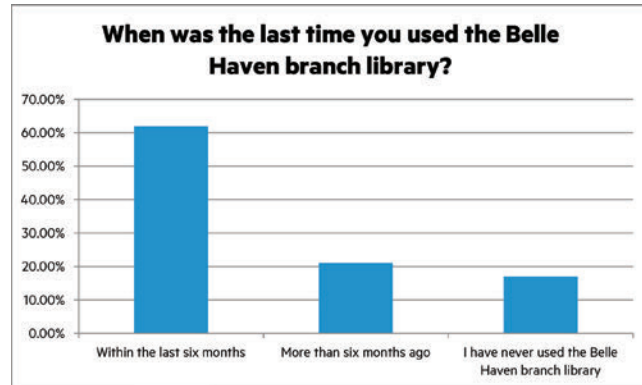
Answer Choices	Responses	
Within the last six months	26.02%	236
More than six months ago	13.67%	124
I have never used the Belle Haven branch library	60.31%	547
	Answered	907
	Skipped	7



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.

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



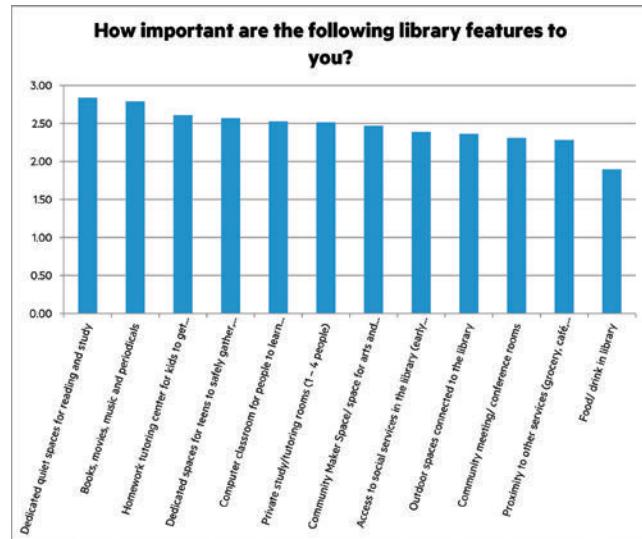
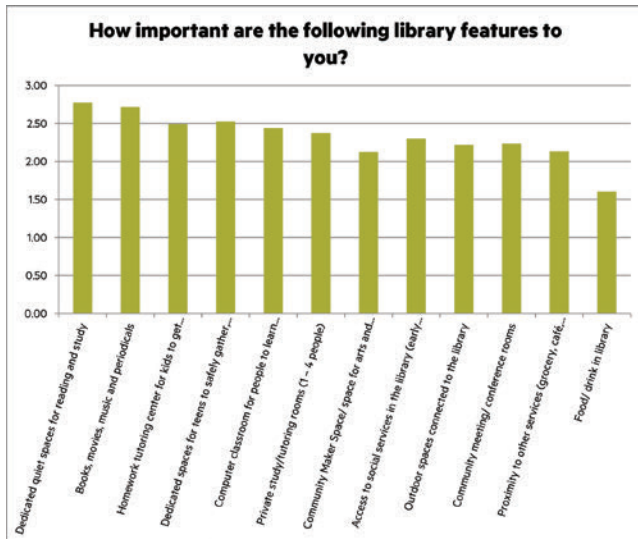
## Question 3 – “How important are the following Library features to you?”

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 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.”



## 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 residents. A complete list of all 435 survey responses received citywide is available in the City Council staff report on March 26, 2019.<sup>15</sup>

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.

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15. <https://www.menlopark.org/DocumentCenter/View/21091/J1---Belle-Haven-library-draft-study>

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

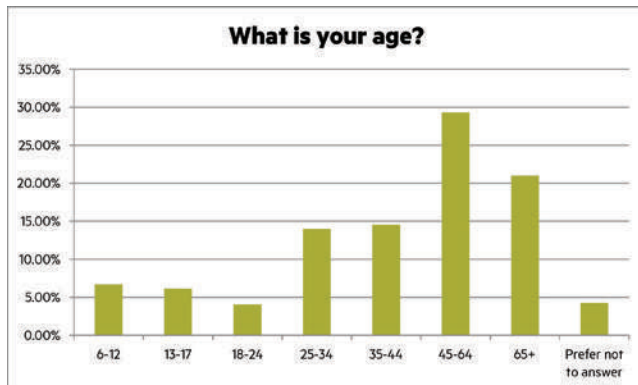


96. Multicultural supports (eg., language consideration)\*  
\*support for seniors such as large print, books on tape, etc.\*  
\*extended programs that may incentivize new library users to visit\*
97. 1. city council meeting beamed to community room. 2. go to schools & boys & girls club to sign up for kids cards. 3. have moveable book cases
98. A baseball field
99. A better selection og challenging for ( and larger) elementary & middle school students. modern & better computers. better printing service. color printing
100. A gimnis room
101. Better quality reading materials for higher reading levels
102. Bigger manga collection
103. Expand dvd collection, place to study
104. Expand the movie collection, cd collection in adults and young adults, bicycke rack, water fountain detached from restrooms!
105. Feature i would like to see in the library is having more computers
106. For the library to have reasonable hours. and for it to be in the center of town. not to far from everyone.
107. Free local reservations 4 meeting rooms
108. High level/ advance books for kids in math, science, english -stem-
109. I would like some more restrooms and have a snack shack.
110. 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
111. I would like to see more advanced books. also recomdations for better websites. video games should not be allowed less inopropite comics.
112. Less people smoke outside
113. Library of "things" that can be checked out. "friends" bookstore.
114. More computers
115. More manga please
116. More manga please
117. More movies
118. More space, more hours, more resources for adults, more events
119. Music
120. Natural light, display cases
121. None
122. Nothing
123. Parent areas similar to epa library
124. Puzzles, small café, snacks area, rent laptops/ipads
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?”

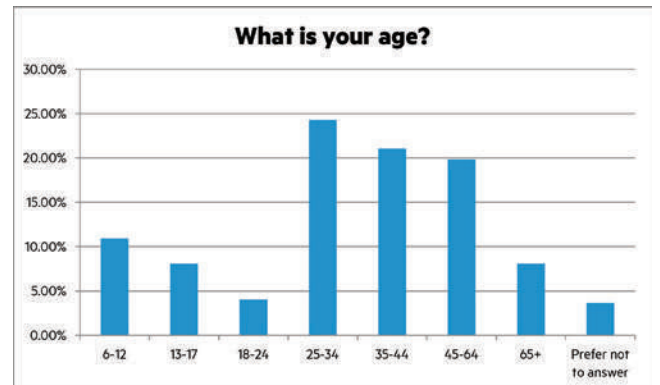
Citywide, 50.33% of the surveys were completed by adults who self-identified as 45 years of age or older. An additional 28.55% of the surveys were from adults who self-identified as between ages 25-44. Self-identified children and youth between ages 6-17 provided 12.8% of the responses.

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



Among self-identified Belle Haven 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.

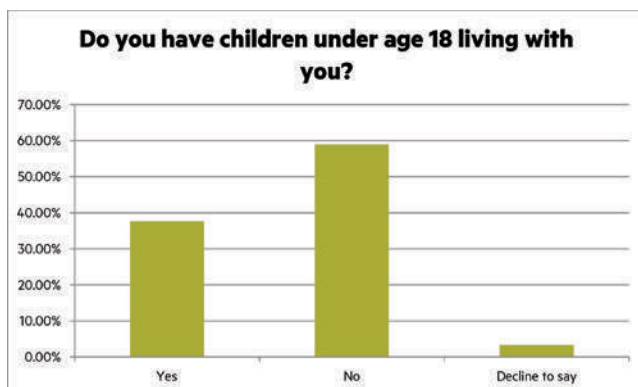
Answer Choices	Responses	
6-12	10.93%	27
13-17	8.10%	20
18-24	4.05%	10
25-34	24.29%	60
35-44	21.05%	52
45-64	19.84%	49
65+	8.10%	20
Prefer not to answer	3.64%	9
	Answered	247



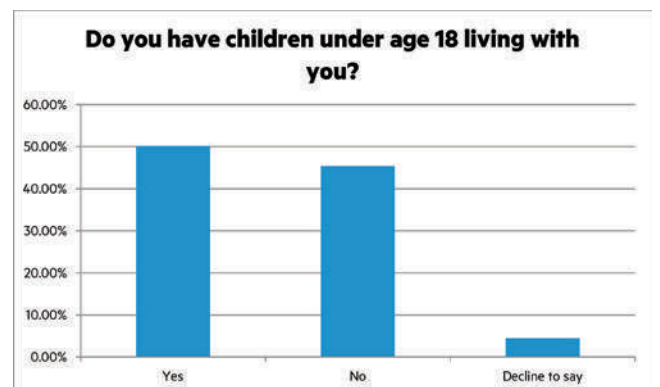
### Question 6 – “Do you have children under age 18 living with you?”

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

Answer Choices	Responses	
Yes	37.64%	344
No	58.97%	539
Decline to say	3.39%	31
	Responses	914



Answer Choices	Responses	
Yes	50.20%	124
No	45.34%	112
Decline to say	4.45%	11
	Responses	247



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## ¡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](http://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)

	<i>nada de importancia</i>	<i>algo de importancia</i>	<i>mucha importancia</i>
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 salón 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







# 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](http://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

- Are you a resident of the Belle Haven neighborhood? (Circle one) **YES NO**
- Have you ever used the Belle Haven branch library? (Circle one) **YES NO**
- Have you used the Belle Haven branch library in the last six months? **YES NO**
- 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.

- What is your age? (Circle one) 6-12 13-17 18-24 25-34 35-44 45-64 65+
- Do you have children under age 18 living with you? (Circle one) YES NO

Tear off card at dotted line

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





# Appendix B

## Focus Group Participants

### Monday November 26 2:00 – 3:30 PM

Betsy Halaby – Belle Haven Neighborhood Library Advisory Committee (BHNLAC) /Library Foundation

Monica Corman – Foundation

Jason Ellis – MidPen Housing (Sequoia Belle Haven Senior Housing)

### Monday November 26 6:30 – 8:00 PM

Jacqui Cebrian - BHNLAC

Rachel Bickerstaff – BH Neighborhood Association

Kristen Leep – Library Commission Chair

Pushpinder Lubana - BHNLAC

Rondell Howard – City Staff - Onetta Harris Community Center

Fr. Lawrence Goode – St. Francis of Assisi Catholic Church – EPA

Rose Bickerstaff – BH Neighborhood Association

Matt Henry – BH Neighborhood Association

Martel Arroyo – St. Francis of Assisi Catholic Church – EPA

Teresa Diaz – resident

Antonio Noriega – resident

Teresa Baruman – resident

Ruben Baruman – resident

### Tuesday November 27 9:00 – 10:30 AM

Juan Quinonez – Belle Haven Library staff

Yesenia Fierro – Belle Haven Library staff

Sonia Delgado – Belle Haven Library staff

Winnie Chan – Belle Haven Library staff

Rani Singh – Belle Haven Library staff

Tony Armendariz – Belle Haven Library staff

### Tuesday November 27 11:00 AM – 1:00 PM

Natalie Bonham – Belle Haven Child Development Center

Nicole Acker – Menlo Park Police Department (MPPD)

Katie Hadrovic – Library Commission

Adriane Lee Bird – Assistant Director – Menlo Park Community Services Department

Kira Storms – Belle Haven Child Development Center

Konstance Kirkendoll – Teacher - Beechwood School

Sabine De Brabandere – Science in the Parks, resident

Ellen Mouchawar – Ravenswood Education Foundation

### Tuesday November 27 1:30 PM - 3:00 PM

Ester Bugna – Library Commission

Matt Henry, Rose Bickerstaff, Rachel Bickerstaff – model presentation and discussion

### Tuesday February 12 6:30 PM

Jacqui Cebrian – BHNLAC/resident

Tiffanie Lai – BHNLAC/resident

### Tuesday February 12 7:30 PM

Martel Arroyo – St. Francis of Assisi Church parishioner and resident

Ruben Baruman – neighborhood resident

### Wednesday February 13 3:00 PM

Alan Cohen – Library Commission

Ester Bugna – Library Commission

Monica Corman – Library Foundation

Jeff Cooley – MPPD

## Wednesday February 13 4:00 PM

Pushpinder Lubana – BHNLAC/resident

Matt Henry – BHNA/resident

Diana Ramirez – Boys & Girls Club/resident

Ashley Chambers – Library Commission

Kira Storms - Belle Haven Child Development Center

Katie Hadrovic – Library Commission

## Stakeholder Interviews

### Dec 2018/Jan 2019/Feb 2019

Carmen Gonzalez Casteneda - BH staff 12/12/18

Koby Chavez - BH Staff 12/18/18

Cristina Carillo - Project READ – adult literacy program 12/4/18

Sergeant Jeff Cooley – MPPD 12/4/18

Officer Christine Powell – MPPD 12/4/18

Kathy Connolly - 8th Grade Advisor and Alumni Director, at Beechwood School – 1/16/19

Lynne Bramlett – former Chair of the Library Commission 12/12/18

Carolyn Blatman - 12/11/18, 2/20/19 Every Student Matters (BH School volunteer tutoring organization)

Lorena Alcayaga - Family Connections 1/9/19

Shamar Edwards – Principal of TIDE Academy, Sequoia HS District tech school opening in fall of 2019 1/5/19, 2/22/19

Steve Young – Team Sheeper/Manager of BH Pool at OHCC 12/19/18

Steve Haas – President Friends of the Library 2/22/19

## Focus Group Invitees Who Could Not Attend

Amanda Kemp – Principal of Belle Haven School

Steve Eichman – Chief Building Official, Ravenswood City School District

Matthew Zito – Facilities Director, Sequoia Union HS District

Pastor Memphis Latchison – Cummings Park Christian Methodist Church

Bishop Terman L. Bostic – Mount Olive AOH Church of God

Fran Dehn – Menlo Park Chamber of Commerce

Avideh Samardar – Menlo Park Senior Center (Staff did speak to Program Assistant Airel Tinajero during outreach visits to the Senior Center)

Linda Torgeson – ESL teacher for Project READ

Renu Nanda – Ravenswood Education Foundation (Foundation member Ellen Mouchawar did attend)

Julie Shanson – Belle Haven Action

# Appendix C

## Focus Group Discussions

November 26 - 27, 2018

(Survey was handed out for people to fill out at the beginning and then referred to in the discussions.)

### Focus Group #1

#### Do you personally use the library—and if so, how? Do you use the main library?

- No—it's not my local library (I use the Main Library). Yes, in that I provide programming.
- I use the Main library—it's closer to where I live and work. I have visited here.
- I'm new—I used to be a library user in my old community.

#### What works well in the current library?

#### What will you and other community members not want to lose?

- Division of space, such as it is, works well. Glass wall makes multi-use for the teens. Literacy partners can happen in this quiet space. Visually it doesn't feel closed off.
- When I've been here for more formal programming, seating is a great use of space because it's flexible. I do workshops for children and families. I'm usually in the window/alcove area. It's OK if I only have 10 – 15 people. It would not hold more. Flexibility of open space also inhibits programming at one end and people doing other stuff at the other end. Having too much open space. Programming is thematic—6X a year. This space isn't used for programming.
- I used to be a teacher. As a teacher, this is a nice school library aesthetically. A lot of school libraries have gone way from books. Studies show that students retain info better from books than electronic info. I like the open view with partitions. I would support that idea. Smaller rooms for specific needs. There can always be more books. It could be warmer.
- I think it is a nice open space. I do like that about it. High ceilings good lighting. It looks like you could sit down and enjoy the books. Meander and explore...

#### What are the issues or challenges that need to be addressed?

- I think the biggest one is that no one thinks it is a library. As a program provider, attendance is always quite small. We are oversubscribed in MP in the main library and here it's the opposite. (She does them both places). Library isn't available afternoons. Weekends: My feeling is that the library doesn't get used a lot. Perception of availability.
- The biggest downside is that you can't get in here during the week. It's completely locked down. So that's why people don't come here.
- First thing I wrote: ACCESS. I'm ¼ mile away and had to loop around to get here.
- It looks like a school library. That visual impact is not appealing to other people. Nice, clean, a little austere. I'd like it a little warmer. Even the colors are not welcoming. I don't know how many of the seniors I work with know that this is here. They don't get out very much. I'm trying to fix that. I don't know what kind of language the library supports. I have five different languages in addition to English. English, Russian, Tagalog, Mandarin, Spanish. Some Vietnamese. 60% of seniors at my facility are solid English speakers, easily 20% don't speak English at all.

#### Thinking about your answers to the survey questions, which potential features of the new library are most important to you? Why?

- My biggest issue is accessibility—welcoming (aesthetically), and in terms of people be able to physically enter rooms.
- I was involved with Gensler report. Spaces for teens—I hardly see them here. If you build it they will come. Branch library in Redwood City works—when there is access to social services (if not in the library but close to), it meets the needs of seniors and others who don't have a voice. I feel like they would be served better if it were there. Fair Oaks in Redwood City is right next to community center.
- I added in other features—I didn't feel serving kids was in there as a choice. Dedicated children's 10 years and under. Los Gatos jumped out to me as the best blending of generations. Banquette seating. People bring in food or coffee. It's a place where people come together.

- Almost all are important. All should be included to be part of a community. Are there books here for seniors or just kids?
- All these social services are important. During the downtown, the San Mateo Library helped people find jobs and apply for jobs, offered clothes to wear. They have sections for different languages. All make it a community library.
- I like the idea of having the mix in the room—intergenerational contact. At the same time, there needs to be a way to avoid that.
- If we want to have non library services like housing and stuff like that, I feel like it needs to be a hybrid of urban/suburban features.
- Should we think of the people commuting on the buses as library users? There are thousands of them. We keep talking that we would be building a library of the future. Will people buy condos in Redwood City? We don't really know.
- Buses come from North and South and East Bay. Any CA resident can get a library card.
- Does Facebook have a library that people use there? What about other employers?
- A lot of them do little excursions for team building. My son is doing a pizza making excursion with Google today. (We totally rolled our eyes.) They are always looking for these team building opportunities. I think the library could have programs that would be attractive. Facebook gives them bikes. (Blue bikes in front of the library).
- Facebook is developing a bus mall.

### **Are there any potential features on the list that are unimportant or inadvisable to you?**

- I had two #2s—food and drink. It would be great to have a little café. Not a priority. I'd rather see a dedicated food truck scene—more interactive way to bring people into the space. Feels more “of the moment.” If you had to cut dollars, I would cut it there.
- Around the neighborhood of the Giants and where the Warriors stadium is going in—I do a lot with Redwood City—they are asking how to incorporate greenspace. People are concerned about it going away. As they build the infrastructure, at certain curbs, they are putting in pipes and hookups and places to fix your bike, food trucks... people can plug into that system. If outdoor space seems to be important now, if that becomes an interesting feature, then you could do a food truck or other pop up things. I think we have the opportunity to have something really hip.
- Where do you charge your electric car? What will be around it? Creating spaces for entertainment and commerce. Some dying shopping centers become places to do that. If you are close to others buying food and drink, more people are buying. You need to expand your mind. Library could be place to house them.
- Outdoor spaces are important.

### **What would you see as commonly desired characteristics of library sites?**

- One of the challenges for Belle Haven—it's surrounded by busy roads. I think walkability and mass transit are the future. It's a walkable neighborhood but I don't know if people get out and walk. I don't know if this neighborhood has the same bike neighborhood.

### **What do you think should be in the collection for the new Belle Haven library?**

- I use the Main Library to check out books for my book club. I will use books on travel at the library. I do programming there. I have done some visual design by the library. I put books on hold because it's usually an assigned book for my book club. I don't check out other stuff. I attend events.
- I'm a bad library user, I don't return books on time. When I really want to read a book, I buy it and read it and then give it to the library. I go to meetings and events. I enjoy going there.
- Content: languages. There should be areas for individual languages. Large print books. Books on tape. People who don't read English. Not like ethnic food section. Something that is inclusive and welcoming. Quantity and presentation.
- We have large collection of audio books and large print.
- I just moved a few blocks away. How I used my last library: historical fiction. We'd use DVDs, sewing machines. You could check out a VCR.



## Is there anything else you'd like to share?

- I'm a visual person and how you feel when you first come into the door leaves an impression. There's no real entrance. It should say: this is my community center. This is a welcoming place. I feel like sight lines should take you to where you want to go. Los Gatos is amazing. When you first walk in...straight to the cozy library men's club, with setting of the trees. To the right: the wavy ceiling. When I had little kids, we would go straight there—so welcoming. Should feel like the best thing EVER.
- What I like about the library: it's very familiar. That's what you are trying to convey. Friendly neighborhood place. It has to feel like you belong there.
- I agree with all that. An air of safety, whatever that entails. Things that encourage seniors to want to come, parents to bring their children. Something that is not just aesthetically pleasing.

## What would seniors come here to do?

- The current library isn't appealing. Accessibility is #1 thing. Getting older, your mobility is diminished. They have to rely on mass transit. How far do they have to go from the bus? That is #1 concern, along with cost. It would have to be at a central spot. Maybe they'd love to read the newspaper. I get a lot of requests for technology. They want to know how to use the internet. They're still learning. My job is to keep them from being stagnant.
- Are materials available in Russian and Mandarin? He'll pass them out if the library makes them available that way.

## Focus Group #2

### Do you personally use the library—and if so, how?

- I would like to use it. I'm a babysitter and I don't have time to bring my kids in the evening. When I come in the morning it's closed. I want to use it but I can't.
- I bring my after-school kids here—special events.
- I don't have a computer at home. I am also taking a math class online and I come here to do homework.
- I pick up books. I check out books—quite a few. I browse the collection.

- My daughter needs research. Books aren't here so we go Redwood City or Menlo Park.
- Sometimes DVDs.
- I teach kindergarten—I'll pick them up here.
- This has always been a school library. Strictly for children. I never found it to be anything but school library.
- I lived in BH for five years before I realized there was a library. Perception is that it's for the school children. I work on the other side of town and live here.
- The library has been updated. This has not been like this all the time. Dolled it up a little bit.

## What works well in the current library? What will you and other community members not want to lose?

- Great kids collection.
- Great place for kids to come after school.
- Newspapers.
- It was great to bring my kids here.
- Good sightlines.
- It's close to my house and my husband comes to do homework over here. Computers.
- It's great, I like it. They have good books.
- It's not a big enough library, however, it is nice. As a parent with a small kid, I liked the Atherton library—kids and adults are in good visual sight.
- We have an after-school program that takes kids to East Palo Alto.

## What are the issues or challenges that need to be addressed?

- Hours. It's a school library.
- Perception. That's huge. It's next to the school. People think, "am I allowed?" Getting that perception off of this building.

- It didn't start out that way but it increased and they wanted to make it inclusive. When it started, it was just for the students.
- I don't compare it with a regular public library. You don't have the same things, or the access to people getting their degree would want. I have not engaged in it.
- It's great for the students.
- When my kids were in elementary school, it was good. After that, it didn't work. I had to go to Menlo Park.
- For now, I take care of the kids and I want to bring them to the library, but I can't bring them to East Palo Alto or Menlo Park because it's far. From here I walk and use a stroller.
- It would be nice if it were bigger. I like to check knitting books out. I like to browse. I could choose one and have it sent over but I like to browse.
- Quieter place.
- East Palo Alto—why don't we use it as a model? Traffic makes it hard to get to Menlo Park.
- In my opinion, Hayward library would be a good model. It's new, state of the art.
- Being between the giants Facebook and Google, it has to be modernized. Technology has to be a key point as well. Being at the community center, knowing that it is a resource for kids but it also needs to be a resource for parents. More than just books.
- What if they could get the companies to use the library as a beta space. Space to play with.
- 21st century stuff is a very high priority.
- There is no available land. We'll have to house it at the community center.
- The neighborhood association has already worked out the square footage and the location. We jumped right on it. We came up with a 12,000 square foot library, with one computer for every 1,000 square feet, spread throughout the library. Two of computers are local computers, for library info only. It's important to have a community room 20 – 25 seats. Plan was drawn up so that size could be varied. "Hot Room" is sound proof—where you can make noise, play video games, eat snacks. The library has got to be fun.

### **Thinking about your answers to the survey questions, which potential features of the new library are most important to you? Why?**

- Space for kids to gather and socialize and study. Kids, teens, whatever.
- I think it's important for kids and grownups to know that this is where you get information.
- Computer classrooms
- I would say that dedicated quiet spaces for reading and tutoring. Right below book in terms of being a priority.
- Homeowners association drew up a plan for a library with the elements we want. We've been discussing this for years.
- All the features on the survey are important.

### **Are there any potential features on the list that are unimportant or inadvisable to you? Why?**

- Food and drinks? I'm not good with that.
- The only one I marked –proximity to other services.
- There was some community pushback when Willow Road was mentioned. I wouldn't prioritize that.

### **What do you think should be in the collection for the new Belle Haven library?**

- More stuff for grownups. More stuff for research. Multilingual collection.
- New library should be for everybody.
- It should have all languages. For everyone.
- It goes back to the 21st century library.
- New apartments will need it.
- Library of things is a good idea.
- Need to have it as a community connecting space.
- 21st century thing should also be with BH character. Perhaps our focus can be looking in ways in which community and technology can be married.

- We do need meeting rooms. 75 – 125 capacity.
- Small conference room. Study rooms. Lounge area. Even a chat room.
- Flexibility

### **What would you see as commonly desired characteristics of library sites?**

- There aren't that many choices.
- Centrally located.
- Easy access.
- Close to a bus line.
- Parking is huge.
- Located where there is a lot of activity. Pedestrian activity.
- Community center—swimming pool, senior center, the bus...everything is right there. Park.
- City owns the property.
- Really important to be connected to the community—input on selection
- Unique because of different ethnic groups that are here. Wonderful soup of different nationalities. But it's isolated from the rest of the city. Gentrification is happening. My grandmother grew up here. It had a different character then. Community is so blended because we're isolated. Techies are coming in, it's going to be wild.
- What I like about Onetta Harris site—my son would go to swimming; my mom can walk there to go sit at Senior Center. It was comforting for her to be with people her own age. She's an avid reader. Donated stuff at Senior Center. We'd take her to Atherton or Menlo Park. From kids to seniors –that's the 21st century library. Marry needs of the library with the needs of the actual community.
- Neighborhood plan for the library: we spaced the shelves in such a way that a wheelchair could go all around. I wasn't sure if the bookshelves should be permanent. Half Moon Bay did that. We also put an elevator in/ The problem is that on the second floor, we have 2 options, on one of them, there wasn't an emergency exit, so we developed another option to where the emergency exit could take you outside.

- Location—generally speaking the residents of BH spend enough time in traffic that it would be awesome that we wouldn't have to drive around to get to the library.

### **Focus Group #3**

#### **Do you personally use the library—and if so, how? Do you use the main library?**

- I used it when it was open daytime hours.
- I used to use it when I was a teacher.
- I check out books and DVDs—I put a lot on hold.

#### **What works well in the current library? What will you and other community members not want to lose?**

- I like that there is a soft area for small children.
- I love the robust collection of actual books for all ages of kids. I'm concerned about the shift away from books. I think it's important to touch them.
- I like that there is a private area.
- There's a lot of good stuff for preschool kids. Both picture books and nonfiction.
- I know people want a bigger space but I didn't feel like that was an issue.
- Computer area is used.
- My husband was on the city council 84 – 92. It's been a learning curve being on the library commission.
- My approach was twofold. I wanted to understand the library commission. Read old minutes from the 60s and 70s. My friends were all involved in various organizations. I then wanted to understand modern libraries. I found the history of the BH library. Problem in 1960, 1980, 1998, at that juncture a friend was on the library commission. That's when it was decided to put the library in a school setting.
- Ravenswood School District has a long troublesome history. Putting the library here created a new set of problems. Community is again saying we need a library.

## What are the issues or challenges that need to be addressed?

- Small adult collection.
- Not enough space. Way too small. I think it should be much more welcoming and open to the entire community.
- School library limits the adult collection.
- Space feels like a school library.
- I like the open space, the short shelves. It doesn't look like there is a clear separation between adults and kids.
- Small space limits what they can do. Stuff for older kids. The kids need more space to come after school vs. messing around in the plaza doing nothing.
- Getting community support. First educating the community that there is a need—not just Belle Haven. Education and partnerships are vital. With the main going in pause mode, BH is catching up. Big question is the funding. Do you do one first—BH first and then follow with the main? That will take time.

## Thinking about your answers to the survey questions, which potential features of the new library are most important to you? Why?

- Most important: dedicated spaces for homework, teen safe space, thing that support high school students.
- Super important to have the library open during the day. I would like to see something that is not just for young children but for teens. Something that is much bigger than this. Welcoming and engaging.
- Gathering spaces. Internet.
- I checked almost everything on the survey as important. Do homework and educational things that are not just after-school programs and not just for children but also for adults.
- Spaces for teens and kids.
- Spaces for people to learn.
- Areas that are easily separated because we know that children tend to be louder.

- Nice relationship between the seniors and the library—staff say they wish there was dedicated space for social services at senior center—it would be nice if it were all one thing.
- Having more opportunities for us to come over (works at school).
- Belle Haven has minimum days on Wed. We ask for a librarian to be there so we can have 2nd graders come here.
- East Palo Alto Library is great—they rely on schools to have field trips at the library.
- Having a day where the officer can do storytime and be a role model.
- Homework center, esp. in this area—many kids are lower than grade level. Reach them by 2nd grade. Tutoring.
- Gathering space for kids to socialize. Computers. A lot of people don't have computers in their homes.
- Access to social services.
- Quiet space—yes. Social services is key here. At CDC we used to have storytime. Doing stuff like that with seniors. Bring the community in. Seniors have literacy issues. Give them activities.
- My #1 priority—those things that are the essence—books, movies, whether electronic or old fashioned. Because that's the basis of where libraries are.
- Parallel to that: social interaction. That's an area that's evolving.
- Makerspace is not a high priority—we'll have a new high school, with a tech focus.
- I think the library should go over by the community center and senior center.

## Are there any potential features on the list that are unimportant or inadvisable to you?

- Food and drink—it does have a safe place to eat. Outdoor space?
- Proximity to services
- If this were linked to the community center, so many other ways it could serve a community.



- 21st century library –Los Gatos had food program; I smelled curry. It works fine.
- How when I was a student, I wanted to eat. Is forbidding it a barrier?
- My nightmare as a librarian is flaming hot cheese.
- Food is not at the top of my list.
- School district—I would just hate for this to not be a school library anymore. Could you continue to work with Bell Haven to keep this a school library?
- Meeting rooms:
  - There are some at the community center, but there aren't enough. Even our space gets utilized at child care.
  - 1 – 2 small ones
  - 1 large one—maybe 15 – 20
  - We have a lot of community and advocacy groups who use the senior center. There could be 30 - 45 people. Candidate forums.
- Senior center isn't open at night.
- And even if you get a successful storytime for kids, you need room for it. We're running out of space at the Main Library—we limit by registration.
- Storytime—both dedicated storytime area and meeting room?
- Have a community room the size of the one at the main library?
- Storytimes downtown: approx. 35 kids but they do multiple sessions. 35 – 50 is the right size downtown. But other events—94 people for a puppet show.
- If you had a nice new room the community would use it.
- One of the things I've seen at high tech spaces with large spaces with partitions.
- Locked wheels on shelving so you can move it.
- Outdoor spaces—there are challenges. There's not a lot of real estate.
- Arts and crafts
- Food and drink
- Not important to be near other services. BUT transit is important.
- Collection:
  - I think this collection is really small for the people we have in our area.
  - Not as diverse as it could be.
  - Multicultural books and resources for brown people.
  - The library should have materials in languages beyond English and Spanish. Polynesian—Tongan, Samoan, Mandarin.
  - We need a bigger adult collection.
  - I think it would be a mistake to make any assumptions based on the book use in this library, because that this is not considered to be a full access community library.
  - What do East Palo Alto and East Redwood City look like in terms of what's circulating?
  - There's nothing about this library that invites adults to come in. This library doesn't work for me.
  - With the crazy traffic, why would anybody who wasn't within walking distance to choose to put a book on hold here. Fighting upstream.
  - No fines, automatic renewals.
  - Why not park books here, and I'll place a hold on them from the other library.
- A lot of my parents don't know how to use on computers.
- The size of the collection isn't as important as the currency.
- We have parents coming to the child care center, looking for job resources, things for their children to be involved in, summer programs.
- They really would like to see the library be close to as the community. Proximity helps. Create a seamless comprehensive program near transportation and services.
- We need a space for teen socializing. We need more little rooms. I don't know if we need more rooms for various needs.

- Collection is one of the major areas that is evolving due to technology.
- A lot of Belle Haven people go to another library because it has a better Spanish collection.

## What would you see as commonly desired characteristics of library sites?

- Within walking distance. Our school is across the street. Their parking is horrible.
- Great transit.
- A lot of my families (pre-school ) don't drive, they take transit.
- I worry what will happen to this library if the public library goes elsewhere. Now the school district gives zero financial support. We're down to 2 LIMBS—each one covers three schools. Reality is if the library pulls out, the school library would suffer.
- People know where Onetta Harris Center is.
- We're doing park master planning for community services and parks—one of the things I've heard is that Onetta Harris is less utilized than senior center. Some people think that it's because it's on the outskirts.
- I grew up here and it was heavily used. There was a change in management at Onetta Harris and that severed some relationships. Beechwood school used to have their productions there. A lot of our families were so used to using it. Costs went up, it wasn't as accessible and people felt excluded.
- It's back in the corner but not far. A 5 minute walk.
- This is more central but they have the bus stop there.
- Young adults are willing to walk further here. Quicker to walk—it's a necessity.
- Research support: should that be available here? Physical reference collections. My staff are not computer savvy.
- This location is close to all corners to this community. If you live near Willow and you want to go to Onetta Harris, it's quite a walk. Needs to be near a thoroughfare, where others can access it. Parking.

- Site is key. Onetta Harris People don't drive; walking distance to everything is key. Centrally located. If it ends up at Onetta Harris, then we need to think about parking. That whole campus is an issue. I think there should be food vendors. Another possible location: other side of Willow, if there was a walking bridge.
- Next to a community center.
- Unknowns around Facebook Village. 1500 housing units. That is far from where the children are.
- I have heard talk about putting the library in the village, given that the school is over here. It would be great to separate the Belle Haven school from Ravenswood School District.

## Is there anything else you'd like to share?

- Aesthetics—inviting and colorful. No monotones.
- Having an area for children to play. If you are trying to attract the younger generation, that is important. "Let's take a brain break."
- Given our weather, I like the idea of enclosed within the library, an atrium or to sit and read. A reading garden, with tons of natural light.
- Mountain View library is nice.
- The value of the library is huge over here. It has been a hot topic for many years. I think it would really be used. If it was bigger and had more variety it would be a good thing. The more we improve it, the more value we would see.

## Library Staff

### Who is using the library? Which parts of the community are the heaviest users?

- School children who are here.
- Families from the neighborhood. A lot walk to the library.
- 2X a week LIMBS—school district.
- We start at 3 pm before we open at 3:15.
- Teachers can come in when we're closed.

- Compared to the main branch: it's a different crowd and a different vibe. People who come here are usually looking for resources: space to do work, something that they heard of somewhere else and want to find, social services.
- Newer residents want info about private schools, housing, child care, transportation. The neighborhood is changing.
- We'll see 25 – 40 people in one hour. Bunches of kids—a lot want to use the computers.
- There are a few members of the community who like to use the library.
- Teens come and use this room, more often. Some like to read.
- People do browse the collection.

### **Who isn't using the library? Who is underrepresented?**

- Parents. Adults in general. Parents come and check out kids' books.
- People are surprised that there are adult books.
- People brows and pick up a book, they read it, and then they put it back.

### **What works well in the current library? What will people not want to lose?**

- People wouldn't want to lose the area for books for young children. Read to kids. Space for that.
- Space for studying or quiet time.
- Tables get used a lot, more frequently than they have in the past.

### **What aspects of the facility get in the way of providing an excellent library experience?**

- School library
- Parking
- If you come in this way, the island blocks access.
- If you're outside, there's nothing that says it's a public library

- We open at 3:15. It is a little later than other public libraries.
- People know that it's a high trafficked area. They won't come here in the evening.
- Are there enough computers? Kids use them a lot for games. Adults do too. I think there are enough. It depends.
- If the traffic is not coming in, the amount is enough. We have fewer desktop computers at the Main Library but there are chrome books.
- I don't feel that we have enough computers.
- If we had software that people could use that would be great.
- Computers we have serve our current purpose. I've seen kids playing video games. I haven't seen real work being done on these computers.
- Adults bring own laptops. The number is OK but if we shifted and assigned certain #s to people doing actual work. (another person): what is considered real work?
- Mom who was doing research to find preschools. Resumes. Applications. People come to print something.
- Does the school have a laptop cart? Yes.

### **What services or features will be most important to incorporate into a new library?**

- Community resources. We need bulletin board or small room.
- Homework center. With volunteers.
- Hillsboro kids used this facility to tutor East Palo Alto kids. Family Connections.
- Teen zone.
- Study rooms.
- Google Chromebooks for homework. Most kids have Gmail accounts.
- Makerspace.
- Separate children's room

- Quiet room.
- Project READ office. Adult literacy

## What do you think should be in the collection for the new Belle Haven library?

- Larger adult collection. I feel like the books aren't getting checked out a lot, because it's so small. People associate it with being a children's library. More quick picks.
- Make it four times as big?
- If we increased the NOLO section, that would be good-- Self-help law books.
- There have been occasions where an adult asked for a specific book of fiction. I couldn't give them anything.
- People pick up holds.
- Teen collection is fine. We could always have more.
- Graphic novel collection is pretty small. Make it larger, particularly for the teens.
- More DVDs—newer ones.
- Spanish language collection is not too good. I don't think people know we have them.
- There's a stigma about checking out—losing them. High fines with kids. Spanish juvenile materials do circulate.
- Adult: Cantonese and Mandarin people are moving into the area. Also: Russian, Hindi. We have a small collection of non-English materials.
- CDs, audio books—we got rid of them, they were underutilized.
- If we could allow for younger group to stream, that would work better. Like Hoopla.
- Picture books are kind of old. That is probably the most used section in kids section.
- Library of things? I think so...
- Tool kit. Energy audit.
- I like the sewing machine idea. Other library does programming with that. Quilt was made by someone in the community. Grabs attention and we can get people to come back in.

- Programming—we are growing attendance. Better than last year, due to PR. We have had new neighbors come in. People are moving in—families with kids
- Pace here is slower than at Main. There, you pick up more technical skills, but here you are able to spend more time with staff. More training. More one on one with customers.
- 94 people came to puppet show.
- We don't see seniors here. They do go to the senior center. They have a lot of programs.
- Working here, you get more one on one time with patrons. I feel like the Main Library is more of a pass and go. Here, there is immediate gratification with the work you've done. You get to see the kids grow up and establish that relationship with them.

## Are there staff workflow changes that you like to see in the new library?

- Not enough storage. We have a huge TV. Crafts. Now, equipment and materials have to be sent from Main.
- We need 2 canopies, audio system. TV. Projector.
- No storytime.
- Not enough desk space.
- Back office that has one sit down computer.
- Minimum 3 offices.
- Our goal is to bring librarians in here, and more permanent staff.
- One private place—one on one with staff.
- Computers can be in a shared area.
- I learn the kids names and build a relationship with them. If they do something inappropriate, when you correct them, they will listen.
- Childcare teachers. They want to bring classes at the library. They would prefer to have them at the facility. Important way to educate them about the library and how to use it.
- RE: Gensler study: They missed those who don't come to the library. People who speak Spanish aren't as exposed. Surveyors didn't speak Spanish.



## What would you see as commonly desired characteristics of library sites?

- Close to Willow—easier access, it's busier.
- Glass building with lights on, it's visible.
- Parking
- Open space—open plaza here gets used a lot.
- Accessible for the community. Willow site sounds great but it seems like we are capturing people who are going through Willow. Location should serve the community as well.
- Majority of patrons that do come here, walk here.
- Woman sells food out on the plaza.
- Proximity to other services. If it was near a community center that would be good.
- Onetta Harrison—it's too deep into the neighborhood.
- At least right now the library is in the heart of Belle Haven overall.
- Proximity to other services like a grocery store would be great.
- Hamilton Plaza isn't a good site. They need parking too.
- People go to Redwood City to do their business.

## Is there anything else you'd like to share?

- Latino community doesn't tend to ask for stuff.
- I think we need to combine both sides—the entire Belle Haven community. There's a wide range.
- I don't see us being the same as Main, our clientele is different.
- Offer a good selection of bike locks. Both parking and locks.
- Lighting outside—yellow light bulbs, need to be brighter. Mercury vapor.
- Light above the door doesn't even work.
- People didn't walk in this neighborhood when I was a kid.

# Appendix D

## Hypothetical Building Program Scenarios

The following three program scenarios were created for discussion purposes as a means to gather feedback from community members during Community Workshop #2 on January 28th, 2019 and the second round of Focus Groups on February 12-13, 2019. The commentary received directly correlates to the ultimate Recommended Building Program.

	Best Practices (range)	Current Belle Haven Library	Hypothetical Building Program Scenarios (Used for Discussion Purposes Only)		
			Program A	Program B	Program C
<b>Projected Population Served</b>	-	Approx. 6,700	Approx. 9,000	Approx. 12,000	Approx. 18,000
<b>Approximate Size of Collection</b> (books, media, etc.)	-	13,600 items	15,400 items	15,400 items	23,100 items
<b>Reader Seating</b>					
<b>Quiet Reader Seating Area</b>	-	-	8 seats	12 seats	20 seats
<b>General Seating</b> (tables, desks, lounge seating)	-	64 seats	46 seats	60 seats	166 seats
<b>Seating per 1,000 People</b>	4 - 10	9.6	6.0	6.0	10.3
<b>Study/Conference Rooms</b>					
<b>2-Seat Study Rooms</b>	-	-	1 room	2 room	4 room
<b>4-Seat Study Rooms</b>	-	-	1 room	2 room	4 room
<b>Conference Room</b>	-	12 seat room*	-	10 seat room	24 seat room
<b>Homework Center/Conference Room</b>	-	-	20 seat room	20 seat room	35 seat room
<b>Computer Training Classroom</b>	-	-	-	-	12 seat room
<b>Total Seats/Total Rooms</b>	24 - 48 seats 3 - 6 rooms	12 seats 1 room	26 seats 3 rooms	42 seats 6 rooms	95 seats 11 rooms
<b>Teen Space</b>	-	400 sf*	440 sf	610 sf	1,584 sf
<b>Storytime Space</b> (floor seating)	30 - 60+ seats	-	-	30 seats	40 seats
<b>Large Community Meeting Room</b>	100 - 200+ seats	-	-	Dividable 100 seats	Dividable 150 seats
<b>Public Internet Access Computers</b>	-	15	24 (including 12 laptops)	24 (including 12 laptops)	30 (including 12 laptops)
<b>Approximate Size of Building</b>	-	<b>Approx. 3,500 sf</b>	<b>Approx. 7,100 sf</b>	<b>Approx. 11,400 sf</b>	<b>Approx. 20,600 sf</b>
<b>Square Feet per Capita</b>	0.5 - 1.2	0.52	0.78	0.95	1.1

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

# Appendix E

## Community Workshop Feedback

### Community Workshop Presentation December 13, 2018

Participants were asked to provide feedback regarding 12 common elements of a 21st century library, which matched the 12 items residents were asked to prioritize on the Community Survey. The following are boards created by Noll & Tam with community responses on sticky notes. The following are transcripts and photos from this workshop.

#### Community Room

- Have large screen in the community room so all meetings in the council chambers can be shown
- All book cases on wheels so they can be moved to different positions
- Yes, with ability to reserve spots
- Yes to a community room!
- Yes to a large and small community meeting/conference rooms, much needed
- In combo with community center
- Yes to a community room
- Let's find out why Mitchell Parks library/community center blend didn't work quite how they expected so that ours will
- Absolutely needed
- The spaces should be so nice that residents and/or business want to rent spaces when available (additional revenue)

#### Food and Drink

- Yes to cafes (eg. Barnes and Noble Bookstore cafes)
- It will be nice
- A dedicated space for a café or/and food to socialize
- Yes, food = happy people

#### Collection Content

- Yes
- And games computer
- Rotating collections to keep it small and spicy, lots of kid/teen
- Yes, love this idea

#### Social Services

- I like the artistic ceiling work/ lights, happy environment (Half Moon Bay)
- Open space for pre-k and younger with appropriate furniture, games, books
- Like the open space and work lights of the half moon bay library
- Yes, STEM related game center etc. for kids
- How do we avoid replicating too many of the same services? Careful attention should be paid to existing services so that we are making best use of the limited resources
- Definitely need this
- People are so pressed of time that one stop shopping would be great
- Having all social services located in one area is a community hub, yes to one library, community center, senior center, after school services

#### Outdoor Spaces

- Connecting library to the outside is a great idea, make good use of the sunshine
- Yes please
- Good for youth
- Solar energy
- Outdoor yes

#### Proximity to Services

- Totally agree to having access to grocery stores, bank, and restaurants so people can stay local

- More little free libraries throughout community
- Important for one community gathering place in our small triangle of the city, don't split
- Collocation senior center community
- Yes important but for drive/pedestrian
- Transit yes
- Yes

## Homework Center

- Yes, with options to reserve space
- Yes please, we need a homework center
- Tutoring center, drop-in hours
- Tutoring center is a definite needed space for our kids
- Please visit the Mitchell Park library in Palo Alto on Middlefield road. It is more contemporary and it goes with the technological area with live in
- Yes, love this idea
- Poor welcoming design
- Too empty, need better interior design finishes and colors
- Local schools would be able to bring their students to the library for various forms of educational enrichment

## Teen Social Spaces

- I like
- You got the idea on this one (Valley Hi)
- On this one, you need to work with finishes (Half Moon Bay)
- I like all the natural lighting
- To have social areas for teens: comfy furniture, also studying tables with electricity ports
- Yes!
- Vending machines or café for teens
- Be sure to partner with community services or programs

- Evening places for high school, live mic, performing arts, music
- I love dedicated spaces so our kids can feel safe
- Enclosed, glass windows or doors for their own space
- Makers spaces for teen programming
- Food area
- Food/drink outside only
- Parks/rec master plan coordination
- Whiteboard, corkboard, space for teens to collaborate and do homework in teen area
- Also add a tech center for the teens to help out with computer issues (eg. Help seniors)
- Reach out to TIDE academy to find out how we could work together

## Computer Room

- Much needed
- We need computer rooms for teens/adults or a teen place to do homework
- Absolutely! Plus conference style rooms with projectors
- We definitely need a computer room with more space for adults and teens

## Arts/Maker Space

- A maker space is a great idea and much needed for creativity/projects and for teens/kids
- Collaborate with parks/rec master plan and involve community services
- Have open space/ rooms for arts and crafts for pre-k and teens, workshops
- Yes, and tools for kids to build stuff (eg. Robotics, buildings, etc.)

## Quiet Spaces

- Let's not be too obvious that this place is for seniors, this design is more likely for the 60s and 70s, too old (Los Gatos)



- Yes with ample power outlets
- Square footage for photos in presentation
- Workshop spaces
- Too much wood, too dark, use a better alternative for acoustical at ceiling, lets use it with the different moving shelves/shelving incorporated (Los Gatos)
- I like!
- Love this!
- Like at Mitchell Park, more modern chairs with stowable trays for e-readers, books to rest on
- Design and build as if its 10-15 years from now and budget based on that time frame rather than based on today's \$
- Mezzanine level rather than 2nd floor or similar to Mitchell Park's 2nd floor outdoor meeting/ study areas

## Private Rooms

- Yes, with option to book space in advance
- Yes, we need tutoring help/rooms for elementary/teens
- Much needed for finals and tutoring
- 3-4 tutoring rooms
- Warmer more inviting and welcoming entry ways into private study rooms
- Rooms for workshops
- Better designs for study rooms
- Restriction on who people come in, who using for safety
- Rooms for literacy partners adult EL/tutoring sessions
- Make spaces for older people more comfortable, wider chairs, easier to sit up
- Glass buildings
- Increase number of computers
- More welcoming spaces
- Valley Hi photo of computer room is modern and inviting

## Library Commission Review January 28, 2019

Participants were asked to provide feedback on the initial 3 programs while discussing four categories of library spaces. The following are boards created by Noll & Tam with community responses on sticky notes. The following are transcripts and photos from this workshop.

### Adult Services

Responses to Program A:

Responses to Program B:

- Need more private study table and seat
- Option B is decent size IMO

Responses to Program C:

- Prefer this one
- Option C seems to be best fit for the need of the community! We're growing...
- Seems most suitable
- Build the biggest building possible
- Preferred, aging pop. Will be majority in this neighborhood
- 6 public access computers no matter which option
- If you build it, they will come- so many student age kids throughout our neighborhood who need it
- Too many outdated resources- please update books and kids activities
- Los Gatos Library:
- <3 the inside/outside

### Child/Teen Services

Responses to Program A:

Responses to Program B:

- Storytime space is important
- Include storytime space
- At least this amount of space for teens

Responses to Program C:

- Must have storytime space with floor seating
- Needed space
- Option C- I like
- Larger children's area and family space for children
- C!! Build the library- it will be filled
- So many students in our neighborhood who need a "home" away from home- so yes to all rooms and biggest size
- Option C meets the need of the teens and children
- Los Gatos library design would be very attractive for inviting kids
- Big teen enclosed space is important with comfy chairs for hanging out
- C due to population growth

### Meeting Spaces

Responses to Program A:

Responses to Program B:

- This size won't quite make it
- Include computer training classroom
- Flexibility, more tutoring rooms, soundproof rooms for music

Responses to Program C:

- Needs space to reinforce learning/supporting kids needs
- Ditto! Hold events here
- This space is best for events
- Seems optimal
- No common area for neighbors to meet up for meetings- so yes to C

## Technology

Responses to Program A:

Responses to Program B:

Responses to Program C:

- Seems best!
- We need to have modern robust computers and printers
- Preference! For technology section
- Family space is twice as big as Option B. Very inviting!
- Computer labs yes!
- Computer lab= yes needed!
- Family space-> decrease the space here
- Separate computer lab to host community classes, need!
- Need more larger family room and provide toys and books for the family
- We need separate/designated room for a computer lab
- Public access computers!
- Bigger please- there is a need

# Appendix F

## Detailed Program Tables

The following pages include a series of tables which describe the Recommended Program in finer detail, delineating the furniture necessary in each space. These unit counts are a direct result of the community input received throughout the study and these units in turn, with their associated square footage, directly correlate to the size of each space in the program and, thus, the total area of the proposed library.

### Belle Haven Branch Library - Recommended Building Program

				Total Net Assignable Square Feet:	8,607
				Total Gross Square Feet @ 70% Efficiency:	12,296
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	
<b>Public Areas Total</b>				<b>436</b>	
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	
<b>Adult Services Total</b>				<b>1,248</b>	
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	820	
<b>Youth Services Total</b>				<b>2,679</b>	
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	
<b>Meeting Areas Total</b>				<b>3,331</b>	
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	
<b>Staff Areas Total</b>				<b>913</b>	
<b>Grand Total</b>				<b>8,607</b>	



## Detail Report

							Total Net Assignable Square Feet:	8,607
							Total Gross Square Feet @ 70% Efficiency:	12,296
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	
<b>Entry Lobby Total</b>							<b>161</b>	
1.08	Public Areas	Public Restrooms	restrooms	GSF			IN GSF	
<b>Public Restrooms Total</b>							<b>0</b>	
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	
<b>Service Desk Total</b>							<b>275</b>	
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	

### Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
2.02	Adult Services	Adult Books and Magazines	seating, 2 person tables	6	chairs	25	150
<b>Adult Books and Magazines Total</b>							<b>722</b>
2.04	Adult Services	New Materials and Media	shelving, 66" for DVDs				24
2.04	Adult Services	New Materials and Media	display shelving, 66" for new adult fiction and nonfiction				30
<b>New Materials and Media Total</b>							<b>54</b>
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
<b>Public Access Computers Total</b>							<b>160</b>
2.08	Adult Services	Quiet Reading	seating, 1 person tables	12	chairs	25	300
<b>Quiet Reading Total</b>							<b>300</b>
2.10	Adult Services	Reference Collection	shelving, 66" for reference collection				12
<b>Reference Collection Total</b>							<b>12</b>
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
<b>Children's Area Total</b>							<b>1,168</b>
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

## Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
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
<b>Family Space Total</b>							<b>691</b>
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
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	10	chairs	35	350
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
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
<b>Teen Space Total</b>							<b>820</b>
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
<b>Meeting Room Storage Total</b>							<b>201</b>
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
<b>110 Seat Dividable Meeting Room Total</b>							<b>1,680</b>
4.08	Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	6	seats	40	240

### Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
4.08	Meeting Areas	Group Study/Tutoring Rooms	4 seats and table	12	seats	30	360
<b>Group Study/Tutoring Rooms Total</b>							<b>600</b>
4.12	Meeting Areas	10 Seat Meeting Room	10 seats at conference table	10	seats	25	250
<b>10 Seat Meeting Room Total</b>							<b>250</b>
4.14	Meeting Areas	Community Learning Center	24 seat multiuse space	24	seats	25	600
<b>Community Learning Center Total</b>							<b>600</b>
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
<b>Branch Manager Office Total</b>							<b>100</b>
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
<b>Server Room Total</b>							<b>87</b>
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
<b>Staff Lounge Total</b>							<b>222</b>
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



## Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.10	Staff Areas	Staff Work Area	bulletin board, white board, wall mounted	2	board	0	0
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
5.10	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
<b>Staff Work Area Total</b>							<b>469</b>
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
<b>Janitorial Closet Total</b>							<b>35</b>
<b>Grand Total</b>							<b>8,607</b>

### 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
<b>Adult Services Total</b>											<b>258</b>
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
<b>Youth Services Total</b>											<b>802</b>
<b>Grand Total</b>											<b>1,060</b>

## 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
<b>Adult Services Total</b>				<b>30</b>			<b>830</b>
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
<b>Meeting Areas Total</b>				<b>162</b>			<b>3,100</b>
Public Areas	Entry Lobby	benches, 5' x 2', 2 person		1	bench	15	15
<b>Public Areas Total</b>				<b>1</b>			<b>15</b>
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		10	chairs	35	350
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
<b>Youth Services Total</b>				<b>76</b>			<b>1,650</b>
<b>Grand Total</b>				<b>269</b>			<b>5,595</b>

### 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
<b>1.10 Total</b>							<b>82</b>
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
<b>2.06 Total</b>							<b>160</b>
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
<b>3.02 Total</b>							<b>76</b>
3.04	Youth Services	Family Space	early learning station	1	wkstns	30	30
<b>3.04 Total</b>							<b>30</b>
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
<b>3.06 Total</b>							<b>86</b>
<b>Grand Total</b>							<b>434</b>





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## STAFF REPORT

**City Council**  
**Meeting Date:** 4/16/2019  
**Staff Report Number:** 19-068-CC

**Informational Item:** **Update on the Menlo Gateway development agreement requirements to construct 1) off-site landscape improvements near the project site and 2) capital improvements in Belle Haven and Bedwell Bayfront Park**

### Recommendation

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

### Policy Issues

There are no policy issues related to this informational item.

### Background

In 2010, the City approved an application from Bohannon Development Company to redevelop the property located at 100 to 190 Independence Drive and 101 to 155 Constitution Drive (collectively known as Menlo Gateway.) The Independence Drive site is complete, and construction on the Constitution Drive site is estimated to be completed in fall 2019.

The project's development agreement requires the applicant to make off-site landscaping improvements to certain areas in or around the project for the purpose of improving the aesthetics, architectural, circulatory and habitat connections. In addition, the development agreement requires the applicant to make capital improvements at Bedwell Bayfront Park and the Belle Haven neighborhood. In 2017, the City entered into a memorandum of understanding (MOU) with Bohannon to clarify the implementation of these requirements in the development agreement. Since that time, there has been significant progress on each of the requirements, as described below.

### Analysis

#### Off-Site landscaping improvements

The City and the applicant hosted a meeting January 25, 2018 at the Menlo Park Senior Center in order to receive community input on the selection and design of the off-site landscaping improvements in the vicinity of the Menlo Gateway project. Consistent with the public feedback at the meeting, staff and the applicant selected the area immediately west of the project site adjacent to Marsh Road for the improvements (Attachment A.) The proposed "pocket park" will provide a meandering walkway that connects to a new bicycle/pedestrian path that provides access from Constitution Drive to the Bay Trail (Attachment B.) It also provides a bio retention feature that has been designed to help alleviate flooding that occurs at the Marsh Road/Bayfront Expressway intersection. The design plans are nearing completion, and construction on the

park is expected to commence in April 2019.

### Bedwell Bayfront Park improvements

As described in the 2017 MOU, the City was required to provide a scope of work and cost estimate for a potential capital improvement project within Bedwell Bayfront Park prior to June 1, 2018, or else Bohannon could satisfy the obligation by providing the City with a funding contribution instead of designing and constructing the improvements.

City staff worked in good faith with Bohannon to explore feasible improvements to the Park. Ultimately, it was determined that there were no feasible options for a near-term improvement within the available budget and timeframe, given the different jurisdictions involved and the complexity of the permitting process, among other factors. Therefore, Bohannon issued a check in the amount of \$362,536.69 to satisfy their funding contribution pursuant to the MOU. The funds have been earmarked for future improvements to be implemented as part of the Bedwell Bayfront master plan. Staff is pursuing grant opportunities to enhance the entrance to the park consistent with the master plan (Attachment C) following construction of the Bayfront Canal Bypass Project and the South Bay Salt Pond Restoration Project, both of which involve construction at the entrance to the Park.

### Belle Haven neighborhood improvements

The City hosted a meeting May 2, 2018 at the Menlo Park Senior Center in order to receive community input on the preferred scope of work for the Belle Haven improvements (Attachment D.) A list of potential projects including items from the 5-year capital improvement plan and the ConnectMenlo community amenities list was presented. Feedback at the meeting was consistent in that the preferred improvements were 1) new fence, landscaping, and trees along Chilco Street adjacent to Belle Haven School, and 2) Beechwood school sidewalks. Bohannon developed a scope of work that included new black, tubular steel fence around the entire school perimeter, curb bulb-outs on Chilco Street to aid in traffic calming and stormwater treatment, and a new sidewalk at Beechwood School. The bulb-outs require City Council approval of parking removal, which is being addressed through the Belle Haven traffic calming study. Because the nonprofit group Canopy, in conjunction with Facebook, has a long history regarding the effort to plant trees along Chilco, the Facebook/Canopy team has agreed to design and install the landscaping and trees (Attachment E), following completion of Bohannon's work.

Staff is working with the project team to implement an aggressive schedule, so that construction may begin when school is let out for the summer in mid-June 2019. Bohannon's site work is estimated to take 8-10 weeks. Facebook/Canopy will follow with the landscaping, and Canopy will be leading a community event to plant the trees in the fall of 2019.

## **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. Site plan – pocket park at corner of Marsh Road and Bayfront Expressway
- B. Site rendering – pocket park at corner of Marsh Road and Bayfront Expressway
- C. Bedwell Bayfront Park entrance
- D. Public meeting agenda, Belle Haven improvements on May 2, 2018
- E. Rendering – Chilco landscaping

Report prepared by:  
Theresa Avedian, Senior Civil Engineer



CONSTITUTION: UNIFIED PLANTING EXHIBIT

LANDSCAPE MASTER PLAN : CORE AND SHELL

Scale: 1/32" = 1'-0"

Issue Date:  
02/12/2019



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## BELLE HAVEN CAPITAL IMPROVEMENTS

**Date:** 5/2/2018  
**Time:** 6:30 p.m.  
**Senior Center**

### A. Background

As part of their Development Agreement, the Menlo Gateway project is required to install capital improvements in the Belle Haven neighborhood.

### B. Goal of meeting

Identify preferred scope of work for Belle Haven improvements

### C. Available funds

Bohannon's financial obligations are approximately \$850k for the Belle Haven neighborhood improvements

### D. List of potential projects (refer to map on opposite page)

- Neighborhood monument signs
- Walking trail/park on Ivy Dr. between Almanor and Market
- New fence, landscaping, and trees along Chilco adjacent to the elementary school
- Street improvements/beautification on Chilco between Hamilton and Newbridge
- Beechwood school sidewalks
- Belle Haven Youth Center improvements

### E. Timeline

Scope of work and rough order of magnitude cost estimate are needed by June 1 for Bohannon to design and construct the improvements over the next 18 months.





New Fence and Landscaping Adjacent to School

Neighborhood Monument Signs  
Potential Locations Indicated with **M**

Belle Haven Youth Center Improvements

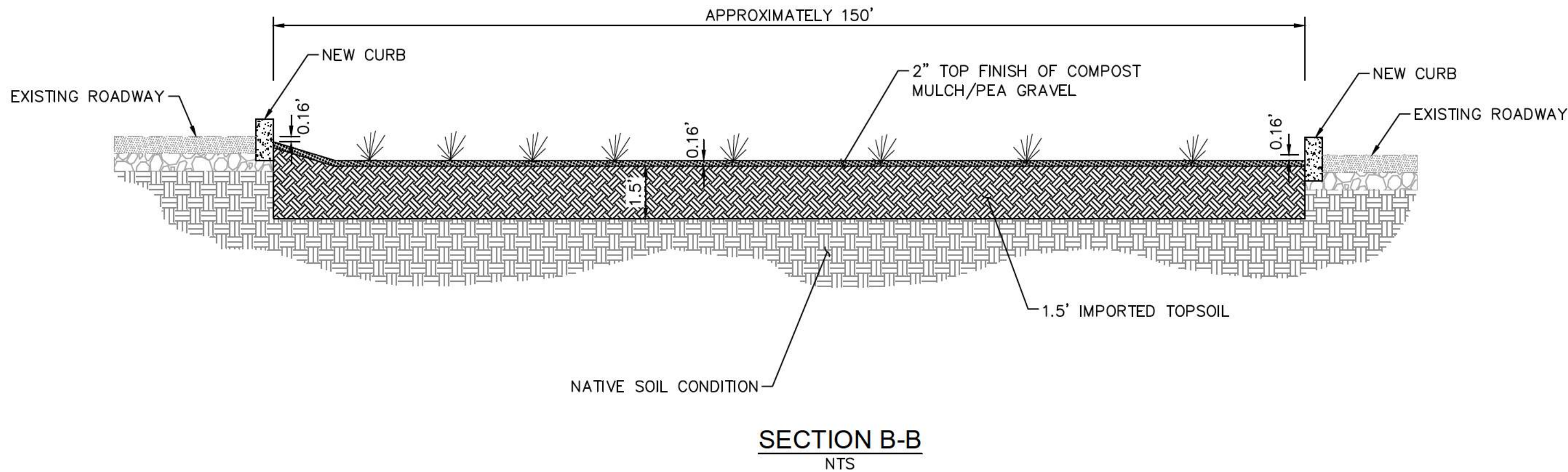
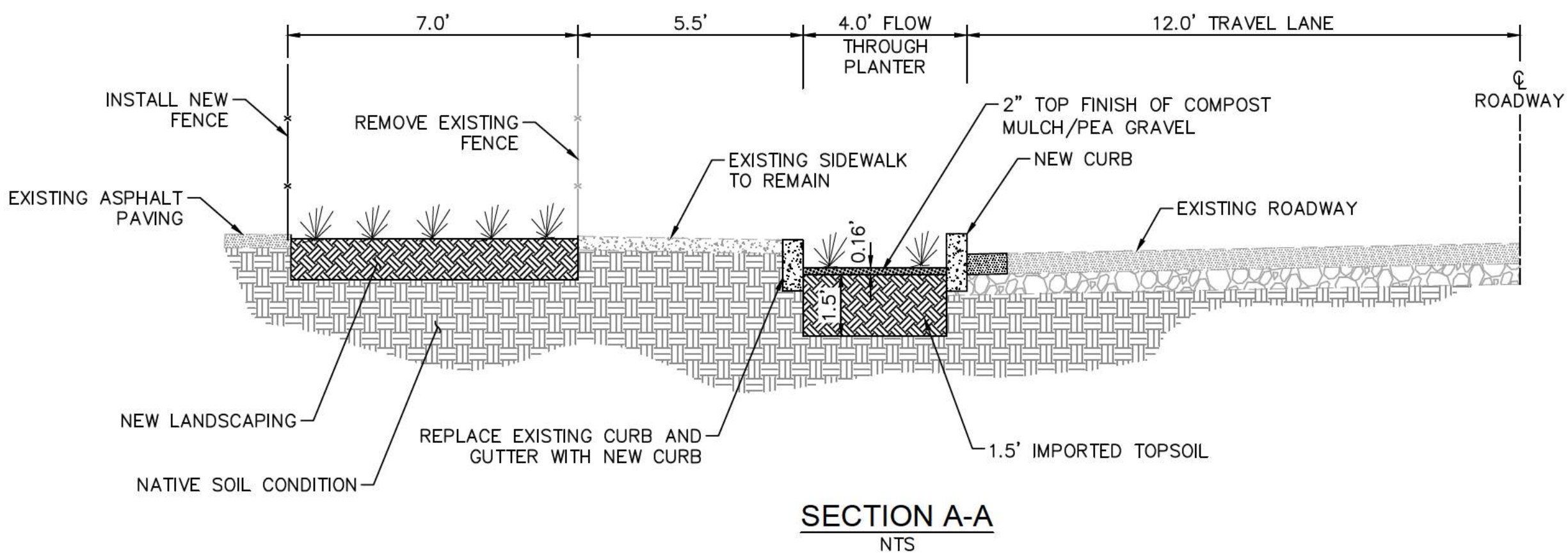
Street Improvements on Chilco between Hamilton and Newbridge

Sidewalk from Beechwood School to Terminal

Walking Trail on Ivy between Almanor and Market

**BELLE HAVEN CAPITAL IMPROVEMENTS  
PRELIMINARY CONCEPTS**





**BELLE HAVEN SCHOOL EXHIBIT**  
**SEPTEMBER 2018**



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