



SPECIAL AND REGULAR MEETING AGENDA

Date: 8/20/2019
Time: 4:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

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

4:00 p.m. Closed Session (City Hall - “Downtown” Conference Room, 1st Floor)

A. Call To Order

B. Roll Call

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

CL1. Closed session conference with real property negotiators pursuant to Government Code Section 54956.8.
Property: 700-800 El Camino Real, Menlo Park (APN: 071-333-200)
Agency Negotiating Parties: Heather Gould, City Manager Starla Jerome-Robinson, Deputy City Manager/Public Work Director Justin Murphy
Negotiating Parties: Menlo Station Development
Under negotiation: Price and terms of payment

CL2. Closed session conference with real property negotiators pursuant to Government Code Section 54956.8.
Property: 1283 Willow Road, Menlo Park [APN: 062103640]
Agency Negotiating Parties: City Attorney Bill McClure, City Manager Starla Jerome-Robinson, Deputy City Manager/Public Work Director Justin Murphy
Negotiating Parties: Representatives of MidPen Housing Corporation
Under negotiation: Price and terms of payment

6:30 p.m. Study Session

A. Call To Order

B. Roll Call

C. Pledge of Allegiance

SS1. Federal securities laws for elected officials/staff

Regular Meeting

D. Report from Closed Session

E. Commission Report

- E1. Introduction of Mayor and Friendship City Delegation from Bizen, Japan

F. Public Comment

Under "Public Comment," the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under public comment other than to provide general information.

G. Consent Calendar

- G1. Accept the City Council meeting minutes for May 14, May 21, June 18, July 15, and July 16, 2019 ([Attachment](#))
- G2. Approve the 2019-20 investment policy for the City and the former Community Development Agency of Menlo Park ([Staff Report #19-160-CC](#))
- G3. Direct staff to prepare an update to the master fee schedule with proposed fees for the use of city owned electric vehicle charging stations ([Staff Report #19-165-CC](#))
- G4. Authorize the city manager to execute three-year master agreements with multiple consulting firms for on-call architectural design, cost estimating and mechanical, electrical and plumbing design services ([Staff Report #19-161-CC](#))

H. Public Hearing

- H1. Architectural control and major subdivision/Ranjeet Pancholy/115 El Camino Real ([Staff Report #19-166-CC](#))

I. Regular Business

- I1. Approve the introduction of an ordinance to prohibit commercial cannabis land uses and personal outdoor cultivation within Menlo Park ([Staff Report #19-163-CC](#))
- I2. Authorize the city manager to amend the contract with ICF Jones & Stokes, Inc. to prepare an environmental impact report for the proposed Willow Village master plan project in the amount of \$1,113,859 and any future increases as may be necessary to complete the environmental review for the proposed project ([Staff Report #19-167-CC](#))
- I3. Amend the approved Belle Haven neighborhood traffic management plan and provide direction on potential neighborhood turn restrictions ([Staff Report #19-169-CC](#))

- I4. Adopt Resolution No. 6518 to install a “no stopping” zone and bicycle lanes on Chrysler Drive between Constitution Drive and Commonwealth Drive and on Jefferson Drive between Chrysler Drive and Constitution Drive ([Staff Report #19-168-CC](#))

- I5. Reconsideration of Resolution No. 6512 establishing a process for notifying the City Council and public of final Planning Commission actions to facilitate City Council review of large or impactful development projects ([Staff Report #19-162-CC](#))

J. Informational Items

- J1. City Council agenda topics: August to October 2019 ([Staff Report #19-159-CC](#))

K. City Manager's Report

L. City Councilmember Reports

- L1. Confirm voting delegate for the League of California Cities Annual Conference ([Attachment](#))

M. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Council 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. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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 and can receive email notification of agenda and staff report postings by subscribing to the “Notify Me” service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 08/08/2019)



SPECIAL MEETING MINUTES – DRAFT

Date: 5/14/2019
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

7:00 p.m. Study Session

A. Call to Order

Mayor Mueller called the meeting to order at 7:01 p.m.

B. Roll Call

Present: Combs, Nash, Taylor, Mueller
Absent: Carlton
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 Muller reordered the agenda.

E. Consent Calendar

Item E4. was continued to May 21.

- E1. Accept the City Council meeting minutes for May 7, 2019 (Attachment)
- E2. Adopt Resolution No. 6500 approving the issuance of up to \$64 million of solid waste enterprise bonds to refinance outstanding bonds of the South Bayside Waste Management Authority for cost savings and to fund capital improvements and projects at the Shoreway Environmental Center in San Carlos (Staff Report #19-097-CC)
- E3. Item E3. was removed.
- E4. Authorize the City manager to amend a contract with ICF Jones & Stokes, Inc. to prepare an environmental impact report for the proposed willow village master plan project at 1350-1390 Willow Road, 925-1098 Hamilton Avenue and 1005-1275 Hamilton Court for the amount of \$967,522 and future augments as may be necessary to complete the environmental review for the proposed project (Staff Report #19-095-CC)
- E5. Authorize the city manager to execute a second amendment to the agreement with Gates + Associates in an amount of \$10,560 for the parks and recreation facilities master plan project and appropriate an additional \$15,096 from the general capital improvement plan fund unassigned fund balance (Staff Report #19-100-CC)

- E6. Review and discuss current draft sister city / friendship city criteria, goals and protocols (Staff Report #19-101-CC)

ACTION: Motion and second (Combs/Nash) to approve the consent calendar continuing item E4, passed unanimously (4-0-1, Carlton absent).

Items G5 and G6 were continued to May 21.

- G5. El Camino Real/Downtown specific plan biennial review update (Staff Report #19-093-CC)
G6. City Council adopted 2019-20 priorities and work plan quarterly update (Staff Report #19-099-CC)

F. Regular Business

- F1. 1) Issue determination on an appeal of the Environmental Quality Commission's approval of a heritage tree permit to remove seven heritage redwood trees at 1000 El Camino Real and 2) determine whether to waive the \$500 appeal fee based on the appellants' request (Staff Report #19-092-CC)

Sustainability Manager Rebecca Lucky made the presentation (Attachment).

Appellant Judy Rocchio, Peter Edmonds, and Bijan Aalami made a presentation (Attachment).

Applicant Matt Madison made a presentation (Attachment).

- Judy Adams spoke in favor of the appeal.
- Roberta Morris stated the El Camino surface parking lot is empty and can be used for the applicants tenants (Attachments).
- Mark Mitchell spoke in opposition of the appeal.
- Jane Williams spoke in opposition of the appeal.
- Wendy McPherson spoke in opposition of the appeal.
- Charlene Cogan spoke in opposition of appeal.
- Jen Mazzon spoke on the process of finding feasible and reasonable alternatives.
- Rico Rosales spoke in opposition of the appeal.
- Marcum Khouri spoke in opposition of the appeal.
- Margaret Spak spoke in support of the appeal and alternative No. 10.
- Joe Nootbaar spoke about the precedence of new construction fear of landscaping and in opposition of the appeal.
- Mike Moran spoke on safety concerns of pedestrians and bicyclists and in opposition of the appeal.
- Mike Mohrman spoke in opposition of the appeal.
- Scott Marshall spoke on the lack of compromise from both parties and possible redesign to maintain some of the trees.
- Ruth Robertson spoke in support of the appeal.
- Henry Riggs spoke in opposition of the appeal
- Jane David spoke in support of the appeal.

City Council discussed the potential of removing the trees in phases, occupancy disruption for alternative No. 10, and the availability of contractors willing to construct alternative No. 10. The City Council directed the applicant to collaborate with Canopy and replant 76 new trees for the removal of the seven.

ACTION: Motion and second (Taylor/Combs) to deny the appeal and uphold the Environmental Quality Commissions decision to remove seven trees, replant 76 trees (14 onsite, 12 at Burgess Park, and 50 in the Belle Haven neighborhood) through Canopy, waive the appellant fee, and repurpose the removed redwood tree wood, passed unanimously, (4-0-1, Carlton absent).

Items D1, D2, and F2 were continued to May 21.

D. Commission/Committee Report

- D1. Library Commission update and announcements (Staff Report #19-091-CC)
- D2. Complete Streets Commission update
- F2. Approve the prioritization strategy for projects identified as part of the transportation master plan (Staff Report #19-085-CC)
- SS1.** Study session on the transportation impact fee program update (Staff Report #19-096-CC)

Mark Spencer with W-TRANS made the presentation (Attachment).

- Jen Wolosin spoke about levels of measurement.
- Adina Levin spoke in support of the transportation impact fee program and questioned if affordable housing and retail could have a reduced fee.

The City Council discussed the difference between level of service and vehicle miles traveled measurements and which measurement is more beneficial to the City. Staff briefly explained the process of the transportation impact fee program in Palo Alto and the prioritization of how and when projects are funded. The City Council received confirmation that no transportation impact fees are spent without City Council approval.

Item F3 was continued to May 21.

- F3. Adopt pilot program to implement the Institute for Local Government's public engagement framework (Staff Report #19-098-CC)

G. Informational Items

- G1. Update on the Parks and Recreation facilities master plan process and timeline (Staff Report #19-087-CC)
- G2. Review of the City's investment portfolio as of March 31, 2019 (Staff Report #19-090-CC)
- G3. Quarterly financial review of general fund operations as of March 31, 2019 (Staff Report #19-089-CC)

G4. Executive summary of city manager’s proposed budget for fiscal year 2019-20
(Staff Report #19-088-CC)

G7. Little free library pilot incentive program update (Staff Report #19-094-CC)

I. City Manager's Report

J. Councilmember Reports

K. Adjournment

Mayor Mueller adjourned the meeting at 10:32 p.m.

Judi A. Herren, City Clerk



SPECIAL AND REGULAR MEETING MINUTES – DRAFT

Date: 5/21/2019
Time: 5:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

5:30 p.m. Study Session

A. Call to Order

Mayor Mueller called the meeting to order at 5:31 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.

SS1. Presentation: Prof. Bennon from Stanford Global Project Center – feasibility of tunnels for rails

Professor Michael Bennon made a presentation.

The City Council discussed the cost and benefits of tunneling, trenching, and grade separation. Also, received clarification on collaboration with Caltran, implications of working around the creek, and length of track factors. Bennon confirmed that diesel trains are not allowed underground and provided an overview of the maintenance costs and responsibility.

- Adina Levin spoke in support of the study session and increased density in downtown, but was also in opposition of tunneling.

SS2. City manager budget presentation

Finance and Budget Manager Dan Jacobson and Management Analyst II Brandon Cortez made a presentation (Attachment).

- Lynne Bramlett suggested that the City Council consider a 2-year budget cycle, had concerns with staffing increases, and requested increased transparency.

The City Council discussed pension liability, hiring of a full-time park ranger, and the budget reflecting City Council priorities and needs of the community. There was clarification given regarding the cost of maintaining the sprinkler system as a regulatory compliance.

City Council took a break at 6:43 p.m.

City Council reconvened at 6:50 p.m.

Items F2 and H1 were continued to June 4.

- F2. Award contracts totaling \$511,857 to Towne Ford Sales and Priority 1 Safety for hybrid vehicles and outfitting (Staff Report #19-106-CC)
- H1. Authorize the City manager to amend a contract with ICF Jones & Stokes, Inc. to prepare an environmental impact report for the proposed willow village master plan project at 1350-1390 Willow Road, 925-1098 Hamilton Avenue, and 1005-1275 Hamilton Court for the amount of \$967,522 and future augments as may be necessary to complete the environmental review for the proposed project (Staff Report #19-095-CC)

D. Presentations and Proclamations

- D1. Proclamation: Public Works week (May 20 - 26, 2019)

Mayor Mueller read the proclamation and Maintenance Worker I - Streets Maintenance Gary Lundstrom accepted.

- D2. Presentation: update on San Francisquito Creek JPA projects

San Francisquito Creek Joint Power Authority Executive Director Len Materman made a presentation (Attachment).

The City Council received clarification on the impacts of sea level rise to the project, viable financing options, and impacts to Webb Ranch.

Public Comment

- Ron Shepherd was discouraged by the lack of discussion during the Finance and Audit Committee meetings and the process of agenda setting (Attachment).
- Sody Tronson spoke on the Finance and Audit Committee charter and suggested additional changes and issues with meeting limitations.
- Lynne Bramlett followed up on an email that evaluated the effectiveness of the role of advisory committees.
- Adina Levin spoke on the cost factors of the San Francisquito Creek JPA and grade separation.

F. Consent Calendar

- F1. Adopt Resolution No. 6502, preliminary approval of the engineer's report for the Menlo Park landscaping assessment district, and Resolution No. 6503, intention to order the levy and collection of assessments for the landscaping assessment district for fiscal year 2019-20
(Staff Report #19-105-CC)

Staff confirmed that lists of sidewalk complaints and an inventory of property owners with street trees are maintained.

- F3. Authorize the city manager to execute agreements as required by conditions of approval for the Menlo Gateway project and reimburse fees collected through the construction street impact fee (Staff Report #19-108-CC)

ACTION: Motion and second (Carlton/Taylor) to approve the consent calendar continuing item F2, passed unanimously.

G. Public Hearing

- G1. Consider the Planning Commission's recommendation and approve Resolution No. 6501 to amend and restate conditional development permit for the Sharon Hills development (1-45 Biltmore Lane; 1115-1135 Continental Drive; 2-55 Hallmark Circle; 1-15 Oliver Circle; 2-26 Susan Gale Court; 2300 Tioga Drive; 1200-1371 Trinity Drive) (Staff Report #19-102-CC)

Principal Planner Thomas Rogers made a presentation (Attachment) and corrected the 1-15 Olive Court address.

Applicant Fred Smith resident of Sharon Hills development made a presentation.

- Katherine Glassey spoke in support of the amendment.

Mayor Mueller confirmed support from the community and City Councilmember Combs suggested more similar models be brought to City Council to alleviate the Planning Commission workload.

ACTION: Motion and second (Carlton/Combs) to approve Resolution No. 6501 to amend and restate conditional development permit for the Sharon Hills development (1-45 Biltmore Lane; 1115-1135 Continental Drive; 2-55 Hallmark Circle; 1-15 Oliver Court; 2-26 Susan Gale Court; 2300 Tioga Drive; 1200-1371 Trinity Drive), passed unanimously.

H. Regular Business

- H2. Complete Streets Commission update and approval of the Complete Streets Commission's work plan and the Middle Avenue and Olive Street bike improvements project on a page (Staff Report #19-086-CC)

Associate Transportation Engineer Kevin Chen and Complete Street Commissioner Bill Kirsch made a presentation (Attachment).

- Adina Levin reported on the Complete Streets Commission process for this project.
- Steve Schmidt commented on the nine goals as an essential part of the process and that it is unfortunate the designs accompanied the goals
- Katie Behroozi commented that City Council should make Middle Avenue a complete street.
- Connie Conroy spoke about the history of how the Complete Streets Commission was formed and the need for more public input at Complete Streets Commission meeting.

The City Council expressed concern for the project on a page timeline, selection of preferred alternative, and amount of public outreach to residents on Middle Avenue.

ACTION: Motion and second (Carlton/Combs) to approve the Complete Street Commission's work plan and the Middle Avenue and Olive Street bike improvements project on a page with the following amendments: 1) omission of the selection of a preferred alternative, timeline, activities, and design graphic; 2) update the title to "Middle Avenue and Olive Street Complete Street; 3) removal of "The Complete Streets Commission has developed a proposal (see attached concepts) which includes:" sentence, passed unanimously.

- H3. Adopt Resolution No. 6504 approving the removal of on-street parking on Santa Cruz Avenue between Olive Street and Avy/Orange Avenue and identify a preferred conceptual design to accommodate the installation of bike lanes and sidewalks (Staff Report #19-109-CC)

Mayor Mueller was recused at 9:39 p.m.

Assistant Public Works Director Nikki Nagaya made a presentation (Attachment).

City Council received confirmation of the number of parking spaces to be removed and the replacement of asphalt sidewalk with cement with the exclusion of 1095 Lemon due to trees. City Council directed staff to increase the sidewalks up to 6-feet where possible and to replace the "no parking" signs with "no stopping" signs.

ACTION: Motion and second (Nash/Carlton) to adopt Resolution No. 6504 approving the removal of on-street parking on Santa Cruz Avenue between Olive Street and Avy/Orange Avenue and identify a preferred conceptual design to accommodate the installation of bike lanes and sidewalks including increasing the sidewalks up to 6-feet where possible and install "no parking" signs rather than "no stopping" signs, passed unanimously (4-0-1, Mueller recused).

Mayor Mueller returned at 9:53 p.m.

City Council took a break at 9:54 p.m.

City Council reconvened at 10:02 p.m.

- I2. Update on best practices for addressing chronic homelessness (Staff Report #19-107-CC)

- Curt Conroy recommended the previous Flood School site be used for homeless housing.

- H4. Adopt pilot program to implement the Institute for Local Government's public engagement framework (Staff Report #19-098-CC)

Assistant City Manager Nick Pegueros made a presentation (Attachment).

- Lynne Bramlett spoke on the importance of written documents and the ability for the Finance and Audit Committee to also have a project on a page. Bramlett also spoke against the removal of the library system improvements position and in support of measuring public engagement.
- Adina Levin commented on the importance of the "who" the outreach extends to.
- Pamela Jones spoke in support of this being included in the City Council procedure manual and the need to outside-hire new positions.

Item H4. was continued to June 4.

I. Informational Items

- I1. City Council agenda topics: June to August 2019 (Staff Report #19-104-CC)

J. City Manager's Report

K. City Councilmember Reports

City Councilmember Nash reported on the upcoming Stanford general use permit meeting in Palo Alto on May 30 at 6 p.m.

Mayor Mueller reported on a stakeholder meeting for those interested in public art. Mueller also reported out on a new Student Commission for the high schools that will be administered by school staff.

L. Adjournment

Mayor Mueller adjourned the meeting at 10:28 p.m.

Judi A. Herren, City Clerk



SPECIAL AND REGULAR MEETING – MINUTES

Date: 6/18/2019
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

6:00 p.m. Closed Session City Hall - “Downtown” Conference Room, 1st Floor)

A. Call To Order

Mayor Mueller called the meeting to order at 6:01 p.m.

B. Roll Call

Present: Combs, Nash, Taylor, Mueller
Absent: Carlton
Staff: City Manager Starla Jerome-Robinson, Deputy City Manager/Public Work Director Justin Murphy, City Attorney Bill McClure, City Clerk Judi A. Herren (excused at 6:02 p.m.)

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

CL1. Closed session conference with real property negotiators pursuant to Government Code Section 54956.8.
Property: 1283 Willow Road, Menlo Park [APN: 062103640]
Agency Negotiating Parties: City Attorney Bill McClure, City Manager Starla Jerome-Robinson, Deputy City Manager/Public Work Director Justin Murphy
Under negotiation: Price and terms of potential purchase of the Property

Mayor Mueller adjourned the meeting at 6:41 p.m.

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

City Councilmember Catherine Carlton participated by phone from:
30 Rue des Merciers
Avallon, Bourgogne
Franche – Comte
89200, France

A. Call To Order

Mayor Mueller called the meeting to order at 7 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.

Report from Closed Session

None.

D. Presentations and Proclamations

D1. Proclamation: June as Immigrant Heritage Month

Mayor Mueller read the proclamation.

D2. Proclamation: Juneteenth

Mayor Mueller read the proclamation.

E. Commissioner Reports

E1. Library Commission update and announcements ([Staff Report #19-090-CC](#))

Library Commission Chair Katie Hadrovic made the presentation ([Attachment](#)).

F. Public Comment

- Jackie Comstock with donated time from Annika Lortensen spoke on the noise coming from the Tysons dog kennel and the inability for the City to address the issue.
- Judith B. Howson spoke on the noise from Tysons Kennel.
- Karin Sargis spoke about the noise from Tysons Kennels.
- Francois Michael spoke against SB 967.

G. Consent Calendar

Mayor Mueller pulled items G2, G4, and G5.

G1. Accept the City Council meeting minutes for May 13, 2019 ([Attachment](#))

G2. Approve public engagement plan for a local minimum wage ordinance effective January 1, 2020 ([Staff Report #19-125-CC](#))

The City Council requested the Chambers of Commerce be included in the list of stakeholders. City Council also discussed all Menlo Park employees be brought to the minimum wage proposed in the ordinance.

ACTION: Motion and second (Nash/ Taylor) to approve public engagement plan for a local minimum wage ordinance effective January 1, 2020, passed unanimously.

G3. Amend the fiscal year 2018-19 budget ([Staff Report #19-136-CC](#))

G4. Authorize the city manager to enter into agreements with Chrisp Company and Tri-Valley Striping for citywide street signage and striping program and authorize the city manager the option to extend the agreements for up to three additional years ([Staff Report #19-131-CC](#))

The City Council received clarification as to the selection of Chrisp Company and Tri-Valley Striping. City Council requested that future staff reports include the previous year's contract and to receive a non-agendized progress report in one and a half years.

ACTION: Motion and second (Taylor/ Nash) to authorize the city manager to enter into agreements with Chrisp Company and Tri-Valley Striping for citywide street signage and striping program, authorize the city manager the option to extend the agreements for up to three additional years, and non-agendized progress report at the one and half year mark, passed unanimously.

G5. Authorize the city manager to enter into an agreement with Universal Building Services and Supply Co. for janitorial services at Bedwell Bayfront Park up to the budgeted amount ([Staff Report #19-133-CC](#))

ACTION: Motion and second (Taylor/ Nash) to authorize the city manager to enter into an agreement with Universal Building Services and Supply Co. for janitorial services at Bedwell Bayfront Park up to the budgeted amount, and non-agendized progress report at the one and half year mark, passed unanimously.

G6. Receive and file the Library Commission's work plan 2019-2020 ([Staff Report #19-126-CC](#))

ACTION: Motion and second (Nash/ Combs) to approve the consent calendar excluding items G2, G4, and G5, passed unanimously.

H. Public Hearing

H1. Adopt Resolution No. 6483 overruling protests, ordering the improvements, confirming the diagram and ordering the levy and collection of assessments for landscaping assessment district for fiscal year 2019-20 ([Staff Report #19-128-CC](#))

Senior Civil Engineer Theresa Avedian made the presentation (Attachment).

Mayor Mueller opened the public hearing.

- Steve Van Pelt spoke about concerns that the proposed work cannot be completed within the timeframe and requested a list of upcoming projects.

By acclamation, Mayor Mueller closed the public hearing.

The City Council requested that future staff reports include a list of pending projects and suggested putting the inventory online. City Council received clarification on how public outreach is accomplished.

ACTION: Motion and second (Taylor/ Combs) to adopt Resolution No. 6483 overruling protests, ordering the improvements, confirming the diagram and ordering the levy and collection of assessments for landscaping assessment district for fiscal year 2019-20, passed unanimously.

H2. Adopt Resolution No. 6505 to collect the regulatory fee at the existing rates to implement the City's stormwater management program for fiscal year 2019-20 ([Staff Report #19-129-CC](#))

Assistant Public Works Director Chris Lamm made the presentation.

Mayor Mueller opened the public hearing.

By acclamation, Mayor Mueller closed the public hearing.

ACTION: Motion and second (Combs / Taylor) to adopt Resolution No. 6505 to collect the regulatory fee at the existing rates to implement the City's stormwater management program for fiscal year 2019-20, passed unanimously.

I. Regular Business

I1. Authorize the city manager to execute an agreement with Noll & Tam Architects for Belle Haven branch library conceptual design options, site analyses and preliminary cost estimates ([Staff Report #19-130-CC](#))

Assistant Public Works Director Chris Lamm made the presentation (Attachment).

- Lynne Bramlett spoke about concerns on inadequate transparency and community involvement.
- Pamela Jones spoke about concerns on a lack of public feedback.

The City Council received clarification that a site has not been finalized and they directed staff to work with a subcommittee.

ACTION: Motion and second (Combs / Taylor) to authorize the city manager to execute an agreement with Noll & Tam Architects for Belle Haven branch library conceptual design options, site analyses, preliminary cost estimates, and appointed Mayor Pro Tem Taylor and City Councilmember Nash to the subcommittee, passed unanimously.

I2. Approve resolutions: adopting the fiscal year 2019–20 budget and capital improvement plan and appropriating funds; establishing the appropriations limit for fiscal year 2019–20; establishing a consecutive temporary tax percentage reduction in the utility users' tax rates through September 30, 2020; and establishing citywide salary schedule effective July 7, 2019 ([Staff Report #19-135-CC](#))

Administrative Services Director Lenka Diaz made the presentation (Attachment).

The City Council received clarification on body cameras for the police department. They also discussed the excess education revenue augmentation fund (ERAF) regarding pension reserve and CalPERS payments.

ACTION: Motion and second (Carlton/ Combs) approve Resolution No. 6507 adopting the fiscal year 2019–

20 budget and capital improvement plan and appropriating funds, passed unanimously.

ACTION: Motion and second (Combs/ Carlton) approve Resolution No. 6508 establishing the appropriations limit for fiscal year 2019–20, passed unanimously.

ACTION: Motion and second (Combs/ Taylor) approve Resolution No. 6509 establishing a consecutive temporary tax percentage reduction in the utility users' tax rates through September 30, 2020, passed unanimously.

ACTION: Motion and second (Nash/ Taylor) approve Resolution No. 6506 establishing citywide salary schedule effective July 7, 2019, passed unanimously.

13. Direct staff to draft a permanent ordinance prohibiting commercial cannabis land uses and outdoor personal cannabis cultivation ([Staff Report #19-124-CC](#))

Management Analyst II John Passmann made the presentation (Attachment).

- Anthony Duhon spoke in support of commercial cannabis land uses.

The City Council received confirmation that a permanent moratorium could not occur as it has expired. City Council also received clarification on recreational and commercial use and cultivation, testing in the life-science area, and taxable revenues for Menlo Park.

ACTION: Motion and second (Combs/ Carlton) to direct staff to draft a permanent ordinance prohibiting commercial cannabis land uses and outdoor personal cannabis cultivation, passed unanimously.

J. Informational Items

- J1. City Council agenda topics: July to September 2019 ([Staff Report #19-132-CC](#))

- J2. Summary of City Council's direction to pursue alternatives to citywide temporary development moratorium for purposes of reassessing current community values ([Staff Report #19-134-CC](#))

The subcommittee was updated from Mueller/ Nash to Combs/ Nash.

- Lynne Bramlett spoke on the concept of environmental justice and commented that the staff report does not include SB 1000.

Mayor Mueller continued this item.

K. City Manager's Report

None.

L. City Councilmember Reports

None.

M. Adjournment

Mayor Mueller adjourned the meeting at 9:30 p.m.

Judi A. Herren, City Clerk



SPECIAL MEETING MINUTES – DRAFT

Date: 7/15/2019
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

6:00 p.m. Special Session

A. Call To Order

Mayor Mueller called the meeting to order at 6:06 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.

D. Consent Calendar

Mayor Pro Tem Taylor pulled items D1 and D2.

- D1. Adopt Resolution No. 6511 authorizing the city manager to sign contract with the State of California Department of Education to reimburse the City up to \$1,011,860 for child care services at the Belle Haven Child Development Center for fiscal year 2019-20 ([Staff Report #19-138-CC](#))

The City Council requested that future staff reports include an itemized budget, a copy of the referenced State report, and the master agreement. They also requested that information be provided as to why the subsidies increased.

ACTION: Motion and second (Combs/ Taylor) to adopt Resolution No. 6511 authorizing the city manager to sign contract with the State of California Department of Education to reimburse the City up to \$1,011,860 for child care services at the Belle Haven Child Development Center for fiscal year 2019-20, passed unanimously.

- D2. Authorize the City Manager to enter into a professional services agreement up to \$100,000 with Steer for a Transportation Management Association feasibility study ([Staff Report #19-152-CC](#))

- Jen Wolosin spoke in support of the Transportation Management Association (TMA) and suggested that the Bayfront area be included.

The City Council discussed public outreach, impacts from the Stanford project, and bus sharing options.

ACTION: Motion and second (Combs/ Taylor) to authorize the city manager to enter into a professional services agreement up to \$100,000 with Steer for a Transportation Management Association feasibility study, passed unanimously.

D3. Item moved to regular business.

E. Regular Business

E1. Combined with item E5.

E2. Combined with item E5.

E3. Adopt Resolution No. 6512 identifying those discretionary projects approved by the Planning Commission to be appealed by the City Council as a matter of course ([Staff Report #19-147-CC](#))

Assistant City Attorney Cara Silver and Assistant Community Services Director Deanna Chow made the presentation (Attachment).

The City Council discussed the different options available regarding City Council initiated Planning Commission appeals. They also considered the staff impacts of these items being brought before the City Council. Mayor Mueller suggested staff send an email (CCIN) to all City Councilmembers after each Planning Commission meeting and allow the individual City Councilmembers to put any item on the City Council agenda for consideration. The City Council discussed triggers and focusing on large and impactful projects.

ACTION: Motion and second (Taylor/ Carlton) to adopt Resolution No. 6512 establishing a process for notifying the City Council and public of final planning commission actions to facilitate City Council review of large or impactful projects, passed unanimously.

E4. Establish a City Council subcommittee to review current City Council procedures and recommend updates ([Staff Report #19-150-CC](#))

Assistant City Manager Nick Pegueros introduced the item.

The City Council received clarification on the timeline.

ACTION: By acclamation, the City Council appointed City Councilmember Carlton and Mayor Mueller to the subcommittee.

E5. City Council adopted 2019-20 priorities and work plan quarterly update and verbal report from City Council subcommittees on planning and zoning updates ([Staff Report #19-155-CC](#))

Assistant City Manager Nick Pegueros introduced the item.

City Councilmember Nash read a report out for the District 2, 3, 4, and 5 subcommittee (Attachment).

Mayor Pro Tem Taylor reported out for the District 1 subcommittee.

Mayor Pro Tem Taylor read a letter from June 11 (Attachment).

- Lynne Bramlett spoke in accord with Mayor Pro Tem Taylor and City Councilmember Combs' concerns and suggested a city satisfaction survey.
- Angie Evans spoke in support of affordable housing in the downtown, preferably on public land.
- Karen Grove spoke in support of affordable housing and to not displace people through the up-zoning process.
- Katie Berhoozi spoke in support of more dense housing in the community.
- Adina Levin spoke in support of housing in the downtown and speeding up the timeline.

The City Council went to recess at 7:54 p.m.

The City Council reconvened at 8:03 p.m.

The City Council received clarification that the City Council priorities will be updated and returned to the City Council after the subcommittee's provider their recommendations. The City Council requested this be revisited in August.

- E6. Authorize the city manager to enter into a contract with LSA Associates, Inc. to prepare an environmental impact report for the proposed Menlo Uptown project with 483 multifamily dwelling units and 2,000 square feet of commercial uses at 141 Jefferson Drive and 180-186 Constitution Drive for the amount of \$197,574 and future augments as may be necessary to complete the environmental review for the proposed project ([Staff Report #19-142-CC](#))

Assistant Community Development Director Deanna Chow and Senior Planner Tom Smith introduced the item.

- Lynne Bramlett spoke in opposition of this project moving forward.
- Adina Levin spoke about including services into this project and similar projects.

The City Council received clarification that this item does not approve a project and, legally, the application must be processed. The City Council discussed the number of proposed rental units, air quality, the job/ housing imbalance, lack of essential services, and other projects denied after their environmental impact report (EIR) approval.

ACTION: Motion and second (Combs/ Carlton) to authorize the city manager to enter into a contract with LSA Associates, Inc. to prepare an environmental impact report for the proposed Menlo Uptown project with 483 multifamily dwelling units and 2,000 square feet of commercial uses at 141 Jefferson Drive and 180-186 Constitution Drive for the amount of \$197,574 and future augments as may be necessary to complete the environmental review for the proposed project, passed 4-1-0 (Taylor dissenting).

- E7. Receive and file a summary of the outreach process and status update for transportation projects ([Staff Report #19-156-CC](#))

Assistant Public Works Director Nikki Nagaya introduced the item.

- Jen Wolosin spoke in opposition of how the repaving/re-striping project on San Mateo Drive was presented to the community.
- Katie Behroozi spoke in support of the projects on Middle Avenue.
- Adina Levin spoke on the Complete Streets Commission process.

The City Council requested a total and list of parking spots to be removed and a stop sign analysis.

F. Informational Items

F1. Belle Haven Child Development Center self-evaluation report for fiscal year 2018-19
([Staff Report #19-139-CC](#))

- Lynne Bramlett commented that documents like this need a budget attachment.

F2. Additional financial information on City website ([Staff Report #19-158-CC](#))

- Lynne Bramlett spoke in support of more financial specifics.

G. City Manager's Report

None.

H. City Councilmember Reports

City Councilmember Combs requested that residents who send emails to individual City Councilmembers to also send to the CCIN email.

City Councilmember Carlton commented on educating people on mosquito abatement.

I. Adjournment

Mayor Mueller adjourned the meeting at 9:49 p.m.

Judi A. Herren, City Clerk



REGULAR MEETING AGENDA – DRAFT

Date: 7/16/2019
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

7:00 p.m. Regular Meeting

A. Call To Order

Mayor Mueller called the meeting to order at 7:15 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.

D. Presentations and Proclamations

D1. Park and Recreation month

Mayor Mueller read the proclamation (Attachment) and Program Assistant David Hill, Recreation Supervisor Todd Zeo, Parks and Recreation Chair Christopher Harris and Parks and Recreation Commissioner Jennifer Baskin accepted and presented a video.

E. Public Comment

F. Commission Report

F1. Consider applicants and make appointment to fill one vacancy on the Finance and Audit Committee ([Staff Report #19-157-CC](#))

The City Council made an appointment to fill a vacancy on the Finance and Audit Committee.

Finance and Audit Committee:
Shaun Maguire – term expiring April 30, 2021

G. Consent Calendar

Mayor Pro Tem Taylor pulled items G4 and G6.

G1. Accept the City Council meeting minutes for June 4, and June 11, 2019 ([Attachment](#))

- G2. Authorize the city manager to enter into a master professional agreement with R3 Consulting Group, Inc. to implement zero waste programs and policies for a five year period up to \$100,000 per year ([Staff Report #19-149-CC](#))
- G3. Adopt Resolution No. 6513 accepting the green stormwater infrastructure plan for stormwater discharge in accordance with the municipal regional stormwater permit ([Staff Report #19-143-CC](#))
- G4. Accept and appropriate the California State Library grant in the amount of \$95,000 and authorize the city manager to execute all necessary agreements to conduct an after-school homework support center pilot program ([Staff Report #19-140-CC](#))

The City Council received clarification that the original request for proposals (RFP) received no applicants, but the second yielded three to advance to the interview process. Also clarified, were the hours, space limitations and student capacity.

ACTION: Motion and second (Nash/ Carlton) to accept and appropriate the California State Library grant in the amount of \$95,000 and authorize the city manager to execute all necessary agreements to conduct an after-school homework support center pilot program, passed unanimously.

- G5. Item moved to regular business
- G6. Adopt Resolution No. 6510 approving the City of Menlo Park to become an additional member of the California Community Housing Agency ([Staff Report #19-137-CC](#))
 - Karen Grove spoke in support of becoming an additional member of the California Community Housing Agency.
 - Lynne Bramlett requested the item be pulled and additional details be added to the staff report.
 - Katie Berhoozi spoke in support of becoming an additional member of the California Community Housing Agency.

The City Council discussed how Menlo Park would assist in the selection of tenants.

ACTION: Motion and second (Carlton/ Nash) to adopt Resolution No. 6510 approving the City of Menlo Park to become an additional member of the California Community Housing Agency, passed unanimously.

ACTION: Motion and second (Carlton/ Nash) to approve the consent calendar excluding items G4 and G6, passed unanimously.

H. Public Hearing

- H1. Consider the Planning Commission's recommendation to approve architectural control, use permit, heritage tree removal permit, major subdivision, and below market rate housing agreement for a six unit condominium conversion, the addition of two new condominium units and associated site improvements at 975 Florence Lane ([Staff Report #19-144-CC](#))

Senior Planner Corinna D. Sandmeier and Assistant Community Development Director made the presentation (Attachment).

Project Architect Steve Kellin made a presentation.

Mayor Mueller opened the public hearing.

- Kristen Leep spoke in support of the 975 Florence Lane project.

By acclamation, Mayor Mueller closed the public hearing.

The City Council received clarification on the program restrictions.

ACTION: Motion and second (Nash/ Taylor) to uphold the Planning Commission’s recommendation to approve architectural control, use permit, heritage tree removal permit, major subdivision, and below market rate housing agreement for a six unit condominium conversion, the addition of two new condominium units and associated site improvements at 975 Florence Lane, passed unanimously.

The City Council went to recess at 8:25 p.m.

The City Council reconvened at 8:34 p.m.

I. Regular Business

Item I1 was continued.

11. Authorize the city manager to amend a contract with ICF Jones & Stokes, Inc. to prepare an environmental impact report for the proposed Willow Village master plan project at 1350-1390 Willow Road, 925-1098 Hamilton Avenue and 1005-1275 Hamilton Court for the amount of \$992,460 and future augmentations as may be necessary to complete the environmental review for the proposed project ([Staff Report #19-145-CC](#))
12. Review the Heritage Tree Task Force recommendations and direct staff to prepare necessary amendments to the heritage tree ordinance ([Staff Report #19-148-CC](#))

Sustainability Manager Rebecca Lucky made the presentation (Attachment).

- Peter Edmonds spoke about reprioritization and provided alternatives (Attachment).
- Steve Van Pelt spoke about concerns for private trees (non-development).

The City Council received clarification on the number of trees, type of removal and the levels of decision-making criteria. There was also discussion on the penalty fine and the amount being set by the City Councils discretion, the remaining public engagement opportunities, and expressed interest in the development of a smart app for inspection purposes.

ACTION: Motion and second (Carlton/ Combs) to review the Heritage Tree Task Force recommendations and direct staff to prepare necessary amendments to the heritage tree ordinance, passed unanimously.

13. Authorize staff to develop amendments to the 2019 California Building Standards Code to require new buildings be electrically heated and require solar production on new nonresidential buildings, and apply for a \$10,000 reach code grant ([Staff Report #19-146-CC](#))

Sustainability Manager Rebecca Lucky and Sustainability Specialist Joanna Chen made the presentation (Attachment).

- Joanna Falla spoke in support of the adoption of reach codes (Attachment).
- Janet Walworth spoke in support of the adoption of reach codes.
- Ryann Price spoke on behalf of the Environmental Quality Commission (EQC) and in support of the staff recommendation.
- Sven Thesen spoke in support of the adoption of reach codes.
- Nova Midwinter spoke in support of the reach codes.
- Moshe Heletz spoke in support of the staff recommendations.
- John Tarlton spoke on a concern regarding the lack of technology to heat life-sciences without natural gas.

The City Council expressed interest in pursuing electrical requirements on all non-residential projects, excluding for-profit, as well as an analysis on life-sciences.

ACTION: Motion and second (Carlton/ Nash) to authorize staff to develop amendments to the 2019 California Building Standards Code to require new buildings be electrically heated and require solar production on new nonresidential buildings, and apply for a \$10,000 reach code grant, passed unanimously.

14. Approve the terms of a successor agreement between the City of Menlo Park and the Menlo Park Police Sergeants Association; and amend the citywide salary schedule effective July 21, 2019 ([Staff Report #19-151-CC](#))

Administrative Services Director Lenka Diaz introduced the item.

ACTION: Motion and second (Combs/ Taylor) to approve the terms of a successor agreement between the City of Menlo Park and the Menlo Park Police Sergeants Association; and amend the citywide salary schedule effective July 21, 2019, passed unanimously.

15. Item moved to July 15, 2019.

16. Approve the public engagement plan for the Belle Haven Branch Library conceptual design process ([Staff Report #19-141-CC](#))

Library Services Director Sean S. Reinhart and Assistant Public Works Director Chris Lamm introduced the item.

ACTION: Motion and second (Carlton/ Combs) to approve the public engagement plan for the Belle Haven Branch Library conceptual design process, passed unanimously.

J. Informational Items

- J1. City Council agenda topics: August to October 2019 ([Staff Report #19-127-CC](#))

K. City Manager's Report

None.

L. City Councilmember Reports

Mayor Pro Tem Taylor reported on the last two Facebook community grant meetings.

City Councilmember Carlton reported on attending the upcoming Sister City International meeting.

M. Adjournment

Mayor Mueller adjourned the meeting at 10:33 p.m.

Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date: 8/20/2019
Staff Report Number: 19-160-CC

Consent Calendar: Approve the 2019-20 investment policy for the City and the former Community Development Agency of Menlo Park

Recommendation

Staff recommends that the City Council accept the Finance and Audit Committee's recommendation to approve the 2019-20 investment policy for the City and the former Community Development Agency of Menlo Park.

Policy Issues

The investment policy provides guidelines for investing City and former Agency funds in accordance with State of California Government Code Section 53601 et seq.

Background

The investment of funds by a California local agency, including the types of securities in which an agency may invest, is governed by the California Government Code. The law requires that the legislative body of each agency adopt an investment policy, which may add further limitations than those established by the State. In addition, an agency's investment policy must be reviewed annually, and any changes must be adopted at a public meeting. The City of Menlo Park has had such a policy in place since 1990. The investment policy was last reviewed and updated by the City Council September 26, 2017.

Annual adoption of the City's investment policy provides an opportunity to regularly review the policy to ensure its consistency with the overall objectives of safety, liquidity and yield, as well as its relevance to current law and economic trends. Early in each fiscal year, the City's investment adviser (Insight Investment) reviews the policy to ensure it is kept up to date and in compliance with applicable State statutes. Insight also makes recommendations for strategic changes to the investment policy to position the City's portfolio to maximize yield while maintaining safety and liquidity.

The annual review of the City's investment policy provides the opportunity to make modifications to reflect changes in the investment environment. The types of modifications will vary but are often focused on providing greater diversification to maintain a safe and liquid investment portfolio. Further, the annual review is also a good time to clarify certain terms, remove ambiguity in the policy language, and better reflect changes in current market trading technologies.

Analysis

The Finance and Audit Committee met July 17 and reviewed the City's investment policy previously adopted September 26, 2017, at which time the Committee made the recommendation to adopt the policy

with a single recommended change. The current investment policy dictates that, in cases where securities have been downgraded to a level below the minimum ratings threshold, the portfolio be brought back into compliance with policy guidelines as soon as is practical. This requirement, however, includes ambiguity with respect to timing of trades and with respect to the portfolio review and reporting requirement that such a ratings change trigger a notification to the city manager with a recommended course of action. The Committee recommends striking the sentence that includes the requirement for bringing the portfolio back into compliance as soon as is practical, a change that would result in greater discretion with respect to sale of securities whose ratings fall subsequent to purchase. This change would remove ambiguity but would not change the minimum ratings requirement for purchases or alter the reporting requirement in the event that a rating were downgraded. The recommended policy also includes minor changes to the introductory sections that reflect the City's move to district elections and to match current practice for investment income allocation.

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. Finance and Audit Committee-recommended investment policy for the City and the former Community Development Agency of Menlo Park

Report prepared by:
Dan Jacobson, Finance and Budget Manager

Approved by:
Lenka Diaz, Administrative Services Director

City of Menlo Park

Investment Policy

The City of Menlo Park (the “City”), incorporated in 1927, is located between San Francisco and Oakland on the North, and San Jose on the South. The City is governed by five members elected to City Council (the “Council”). Effective November 2018, the City began the transition from at-large elections to by-district elections. Three of the five councilmembers were elected by-district in November 2018. Two of the five councilmembers were elected at-large in November 2016 to four-year terms expiring in 2020. The transition to by-district elections will be complete in November 2020.

The Council has adopted this Investment Policy (the “Policy”) in order to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the unexpended funds of the City. All such investments will be made in accordance with the Policy and with applicable sections of the California Government Code.

This Policy was endorsed and adopted by the City Council of the City of Menlo Park on the 26th of September 2017. It replaces any previous investment policy or investment procedures of the City.

SCOPE

The provisions of this Policy shall apply to all financial assets of the City and the Community Development Agency of Menlo Park as accounted for in the City’s Comprehensive Annual Financial Report, with the exception of bond proceeds, which shall be governed by the provisions of the related bond indentures or resolutions.

All cash shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance in the investment portfolio. Investment income shall be distributed to the individual funds on a quarterly basis.

OBJECTIVES

The City’s funds shall be invested in accordance with all applicable municipal codes and resolutions, California statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

1. Preservation of capital and protection of investment principal.
2. Maintenance of sufficient liquidity to meet anticipated cash flows.
3. Attainment of a market value rate of return.
4. Diversification to avoid incurring unreasonable market risks.

DELEGATION OF AUTHORITY

The management responsibility for the City's investment program is delegated annually by the Council to the Chief Financial Officer (the "CFO") pursuant to California Government Code Section 53607. The City's Administrative Services Director serves as the CFO. In the absence of the CFO, the Finance and Budget Manager is authorized to conduct investment transactions. The CFO may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to other specifically authorized staff members. The CFO shall maintain a list of persons authorized to transact securities business for the City. No person may engage in an investment transaction except as expressly provided under the terms of this Policy.

The CFO shall develop written administrative procedures and internal controls, consistent with this Policy, for the operation of the City's investment program. Such procedures shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the City.

The City may engage the support services of outside investment advisors in regard to its investment program, so long as it can be clearly demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources.

PRUDENCE

The standard of prudence to be used for managing the City's investments shall be California Government Code Section 53600.3, the prudent investor standard which states, "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

The City's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City recognizes that no investment is totally without risk and that the investment activities of the City are a matter of public record. Accordingly, the City recognizes that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the City.

The CFO and authorized investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that the deviations from expectations are reported in a timely fashion to the Council and appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS OF INTEREST

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any business interests they have in financial institutions that conduct business with the City and they shall subordinate their personal investment transactions to those of the City. In addition, the City Manager, the Assistant City Manager and the Administrative Services Director shall file a Statement of Economic Interests each year pursuant to California Government Code Section 87203 and regulations of the Fair Political Practices Commission.

AUTHORIZED SECURITIES AND TRANSACTIONS

All investments and deposits of the City shall be made in accordance with California Government Code Sections 16429.1, 53600-53609 and 53630-53686, except that, pursuant to California Government Code Section 5903(e), proceeds of bonds and any moneys set aside or pledged to secure payment of the bonds may be invested in securities or obligations described in the ordinance, resolution, indenture, agreement, or other instrument providing for the issuance of the bonds.

Any revisions or extensions of these code sections will be assumed to be part of this Policy immediately upon being enacted. However, in the event that amendments to these sections conflict with this Policy or past City investment practices, the City may delay adherence to the new requirements when it is deemed in the best interest of the City to do so. In such instances, after consultation with the City's attorney, the CFO will present a recommended course of action to the Council for approval.

The City has further restricted the eligible types of securities and transactions as follows:

1. United States Treasury bills, notes, bonds, or strips with a final maturity not exceeding five years from the date of trade settlement.
2. Federal Agency debentures, federal agency mortgage-backed securities, and mortgage-backed securities with a final maturity not exceeding five years from the date of trade settlement.
3. Federal Instrumentality (government-sponsored enterprise) debentures, discount notes, callable securities, step-up securities, and mortgage-backed securities with a final maturity not exceeding five years from the date of trade settlement. Subordinated debt may not be purchased.

4. Medium-Term Notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Medium-term notes shall have a final maturity not exceeding five years from the date of trade settlement and shall be rated at least "A" or the equivalent by a nationally recognized statistical ratings organization (NRSRO), at the time of purchase.
5. Negotiable Certificates of Deposit with a maturity not exceeding five years from the date of trade settlement, in state or nationally chartered banks or savings banks that are insured by the FDIC, subject to the limitations of California Government Code Section 53638. Certificates of Deposits may be purchased only from financial institutions that meet the credit criteria set forth in the section of this Investment Policy, "Selection of Banks and Savings Banks." Depending on their maturity, Negotiable Certificates of Deposit shall have a short-term rating of at least A-1+ or the equivalent by a NRSRO at the time of purchase.
6. Non-negotiable Certificates of Deposit and savings deposits with a maturity not exceeding five years from the date of trade settlement, in FDIC insured state or nationally chartered banks or savings banks that qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5. Deposits exceeding the FDIC insured amount shall be secured pursuant to California Government Code Section 53652.
7. Municipal and State Obligations:
 - A. Municipal bonds with a final maturity not exceeding five years from the date of trade settlement. Such bonds include registered treasury notes or bonds of any of the 50 United States and bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the states. Such obligations must be rated at least "A", or the equivalent, by a NRSRO at the time of purchase.
 - B. In addition, bonds, notes, warrants, or other evidences of indebtedness of any local agency in California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. Such obligations must be rated at least "A", or the equivalent, by a NRSRO at the time of purchase.
8. Prime Commercial Paper with a maturity not exceeding 270 days from the date of trade settlement with the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either sub-paragraph A. or sub-paragraph B. below:
 - A. The entity shall (1) be organized and operating in the United States as a general corporation, (2) have total assets in excess of \$500 million, and (3)

have debt other than commercial paper, if any, that is rated at least "A" or the equivalent or higher by a NRSRO.

B. The entity shall (1) be organized within the United States as a special purpose corporation, trust, or limited liability company, (2) have program-wide credit enhancements, including, but not limited to, over collateralization, letters of credit or surety bond, and (3) have commercial paper that is rated at least "A-1" or the equivalent or higher by a NRSRO.

9. Eligible Banker's Acceptances with a maturity not exceeding 180 days from the date of trade settlement, issued by a national bank with combined capital and surplus of at least \$250 million, whose deposits are insured by the FDIC, and whose senior long-term debt is rated at least "A" or the equivalent by a NRSRO at the time of purchase.
10. Repurchase Agreements with a final termination date not exceeding 30 days collateralized by the U.S. Treasury obligations, Federal Agency securities, or Federal Instrumentality securities listed in items #1 through #3 above, with the maturity of the collateral not exceeding five years. For the purpose of this section, the term collateral shall mean purchased securities under the terms of the City's approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102% of the dollar value of the funds borrowed. Collateral shall be held in the City's custodian bank, as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily.

Repurchase Agreements shall be entered into only with banks and with broker/dealers who are recognized as Primary Dealers with the Federal Reserve Bank of New York, or with firms that have a primary dealer within their holding company structure. Repurchase agreement counterparties shall execute a City approved Master Repurchase Agreement with the City. The CFO shall maintain a copy of the City's approved Master Repurchase Agreement along with a list of the banks and broker/dealers who have executed same.

11. State of California's Local Agency Investment Fund (LAIF), pursuant to California Government Code Section 16429.1.
12. Money Market Funds registered under the Investment Company Act of 1940 which (1) are "no-load" (meaning no commission or fee shall be charged on purchases or sales of shares); (2) have a constant daily net asset value per share of \$1.00; (3) invest only in the securities and obligations authorized in this Policy and (4) have a rating of at least "AAA" or the equivalent by at least two NRSROs.

Securities that have been downgraded to a level that is below the minimum ratings described herein may be sold or held at the City's discretion.

It is the intent of the City that the foregoing list of authorized securities and transactions be strictly interpreted. Any deviation from this list must be preapproved by resolution of the City Council.

INVESTMENT DIVERSIFICATION

The City shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Nevertheless, the asset allocation in the investment portfolio should be flexible depending upon the outlook for the economy, the securities markets, and the City's anticipated cash flow needs.

Securities shall not exceed the following maximum limits as a percentage of the total portfolio:

Type of Security	Maximum Percentage of the Total Portfolio
U.S. Treasury Obligations	100%
Federal Agency Securities†	100%†
Federal Instrumentality Securities†	100%†
Repurchase Agreements	100%
Local Government Investment Pools	100%
Aggregate amount of Certificates of Deposit, Negotiable and Non-Negotiable*	25%

	Aggregate amount of Prime Commercial Paper*	25%
	Aggregate amount of Money Market Funds*	20%
	Aggregate amount of Municipal Bonds*	30
%	Aggregate amount of Eligible Banker's Acceptances*	15
%	Aggregate amount of Medium-Term Notes*	30
%		

† No more than 20% of the City's total portfolio shall be invested in mortgage-backed securities.

*No more than 5% of the City's total portfolio shall be invested in any one issuer/financial institution and/or its affiliates.

PORTFOLIO MATURITIES AND LIQUIDITY

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities. The City will not invest in securities maturing more than five years from the date of trade settlement unless the Council has, by resolution, granted authority to make such an investment at least three months prior to the date of investment. The sole maturity distribution range shall be from zero to five years from the date of trade settlement.

SELECTION OF BROKER/DEALERS

The CFO shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the City to purchase securities only from those authorized firms. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code.

The City may engage the services of investment advisory firms to assist in the management of the portfolio and investment advisors may utilize their own list of approved Broker/Dealers. The list of approved firms shall be provided to the City on an annual basis or upon request.

In the event that an external investment advisory firm is not used in the process of recommending a particular transaction, each authorized broker/dealer shall be required to submit and annually update a City approved Broker/Dealer Information Request form which includes the firm's most recent financial statements. The CFO shall maintain a list of the broker/dealers that have been approved by the City, along with each firm's most recent broker/dealer Information Request form.

The City may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in Item 8 of the Authorized Securities and Transactions section of this Policy.

COMPETITIVE TRANSACTIONS

Each investment transaction shall be competitively transacted with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid and

If the City is offered a security for which there is no other readily available competitive offering, the CFO will then document quotations for comparable or alternative securities.

SELECTION OF BANKS AND SAVINGS BANKS

The CFO shall maintain a list of authorized banks and savings banks that are approved to provide banking services for the City. To be eligible to provide banking services, a financial institution shall qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5 and must be a member of the FDIC. The City shall utilize SNL Financial Bank Insight ratings to perform credit analyses on banks seeking authorization. The analysis shall include a composite rating and individual ratings of liquidity, asset quality, profitability and capital adequacy. Annually, the CFO shall review the most recent credit rating analysis reports performed for each approved bank. Banks that in the judgment of the CFO no longer offer adequate safety to the City shall be removed from the City's list of authorized banks. Banks failing to meet the criteria outlined above, or in the judgment of the CFO no longer offer adequate safety to the City, will be removed from the list. The CFO shall maintain a file of the most recent credit rating analysis reports performed for each approved bank. Credit analysis shall be performed on a semi-annual basis.

SAFEKEEPING AND CUSTODY

The CFO shall select one or more financial institutions to provide safekeeping and custodial services for the City, in accordance with the provisions of Section 53608 of the California Government Code. Custodian banks will be selected on the basis of their ability to provide services for the City's account and the competitive pricing of their safekeeping related services. The CFO shall maintain a file of the credit rating analysis reports performed semi-annually for each approved financial institution. A Safekeeping Agreement approved by the City shall be executed with each custodian bank prior to utilizing that bank's safekeeping services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. All securities shall be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities purchased by the City will be delivered by book entry and will be held in third-party safekeeping by a City approved custodian bank, or its Depository Trust Company (DTC) participant account.

PORTFOLIO PERFORMANCE

The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the City's investments shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's actual weighted average effective maturity. When comparing the performance of the City's portfolio, its rate of return will be computed net of all fees and expenses.

PORTFOLIO REVIEW AND REPORTING

Credit criteria and maximum percentages listed in this section refer to the credit of the issuing organization and/or maturity at the time the security is purchased. The City may, from time to time, be invested in a security whose rating is downgraded below the minimum ratings set forth in this Policy. In the event a rating drops below the minimum allowed rating category for that given investment type, the Administrative Services Director shall notify the City Manager and/or Designee and recommend a plan of action. Appropriate documentation of such a review, along with the recommended action and final decision shall be retained for audit.

Quarterly, the CFO shall submit to the Council a report of the investment earnings and performance results of the City's investment portfolio. The report shall include the following information:

1. Investment type, issuer, date of maturity, par value and dollar amount invested in all securities, and investments and monies held by the City;
2. A description of the funds, investments and programs;
3. A market value as of the date of the report (or the most recent valuation as to assets not valued monthly) and the source of the valuation;
4. A statement of compliance with this Investment Policy or an explanation for non-compliance; and
5. A statement of the ability to meet expenditure requirements for six months, as well as an explanation of why money will not be available if that is the case.

POLICY REVIEW

This Investment Policy shall be adopted by resolution of the City Council annually. It shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, yield and diversification and its relevance to current law and economic trends. Any amendments to the Policy shall be reviewed by the City's Finance/Audit Committee prior to being forwarded to the City Council for approval.

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STAFF REPORT

City Council

Meeting Date:

8/20/2019

Staff Report Number:

19-165-CC

Consent Calendar:

Direct staff to prepare an update to the master fee schedule with proposed fees for the use of city owned electric vehicle charging stations

Recommendation

Staff recommends that City Council direct staff to prepare an update to the master fee schedule with proposed fees for use of city owned electric vehicle charging stations.

Policy Issues

This recommendation is consistent with how the City establishes rates and fee structures to recover costs for owning, operating and maintaining utility services (e.g., solid waste and water rates.) The adoption of a pricing structure for public use of city owned electric vehicle charging stations is consistent with the City's climate action plan and will help in achieving the City Council adopted target of reducing communitywide greenhouse gas (GHG) emissions by 27 percent by 2020 from 2005 levels.

Background

The City currently owns and operates four public electric vehicle (EV) charging stations. As an incentive to increase EV purchase and ownership, the City Council has allowed the public to charge their EVs at no cost since their installation in 2016.

Each charging station has two ports, allowing two cars to be charged simultaneously. Two charging stations are located in the City's Civic Center parking lot with two more located in the City's downtown Parking Plaza II on Crane Street. With the rise of EVs in the market and an increasing demand for public access to available EV charging stations, a pricing structure is now needed to better utilize the stations, increase efficiency, and continue to promote the usage of EVs to further reduce local GHG emissions.

For the last year, the City has seen a high utilization of the stations and an increase in EV owners as the market shifts toward electric modes of transportation. Due to this high use, the City has received a number of reports from City staff and residents indicating the difficulty to find an open, designated space to charge their EV, as well as experiencing community conflicts at the stations. The main problem is many EVs are not being moved from a charging space once fully charged. This creates frustrations for other drivers that need the stations and can discourage EV use and purchase when stations are not available due to slow space turnover. A pricing structure can help with higher turnover of public EV charging stations.

The Environmental Quality Commission (EQC) recommends that the City Council adopt the proposed fee structure in this report, and implement a six-month trial to test whether the fee structure is sufficient at recovering costs and promotes more turnover and utilization of public EV charging spaces. The EQC also expressed interest in revisiting an incentive in the future as a way to increase and reward EV ownership, and

encourages City Council to explore a local fossil fuel tax that could support free EV charging and additional stations in the future.

In order to charge a fee for using publicly owned EV charging stations, the City Council must approve and incorporate the fee into the City's master fee schedule.

Analysis

Charging for use of EV chargers is relatively new. Under Proposition 26, most fees imposed by the City may not exceed the reasonable costs of providing the service or product. In other words, the City is not permitted to make a profit from the fee. However, Proposition 26 does not apply to penalties. Also charges for rental or use of government property is exempt from Proposition 26's reasonableness rule. While it would appear EV chargers would fall under the government property rental exception, there is no legal precedent yet. Staff has worked with the city attorney to develop a fee structure that complies with Proposition 26.

The proposed pricing structure would be consistent across each station to reduce confusion and maintain equity and transparency. The intended outcome for the pricing structure is to recover the operational and installation costs of the stations and increase EV space turnover through a penalty or escalation fee after an establish time frame.

The escalation fee provides a self-regulating system and reduces City resources to deter EV drivers from staying in the EV space once their vehicle is fully charged. Additionally, staff and the EQC recommends the implementation of this pricing structure to be introduced as a six-month pilot program to better understand and meet the needs and demands of EV drivers who rely on the City's stations.

The estimated operational and maintenance costs for the charging stations is \$40,657 per year. In addition, the initial cost of installation for the four public stations totaled \$98,000. This excludes the cost of the charging stations and some of the installation cost as a result of the City receiving a grant. The City is authorized to collect funds from users to operate, maintain, recover the capital costs, and replace the charging stations.

Staff recommends the following pricing structure:

- Tier 1 - Access fee: \$1.00
- Tier 2 - Energy-based fee: \$0.23 per kilowatt-hour
- Tier 3 - Escalation fee: \$5 per hour after allotted 3 hour charging time frame with a 15 minute grace period to move the vehicle
- Tier 4 - Off-peak fee: \$0.10 per kilowatt-hour with no penalties between 7 p.m. and 7:30 a.m.
- City of Menlo Park Employee Benefit: Free for first three hours with \$5 escalation fee after 15-minute grace period

The access fee (Tier 1) will be charged in order to use the station, and allow the City to recover the costs of installing the four public stations. Once the access (Tier 1) fee is paid, users will then be charged an energy-based pricing structure (Tier 2) to recover operational costs. The escalation fee will only be paid if the EV owner overstays in the charging station space, and funds would be considered additional allowable revenue to install more EV charging station infrastructure or fund climate action plan activities. Since the escalation fee is considered a penalty, Proposition 26 does not limit the use of this portion of the fee to reasonable cost of service charges. The off-peak pricing fee (Tier 4) will support local multifamily development EV owners with limited access to at home charging stations by keeping prices minimal. The off-peak pricing for EV drivers will also be charged the first access fee (\$1). The final consideration is an employee benefit where staff EV owners will not be charged for the first three hours, but will be charged the \$5 escalation fee after the 15 minute grace

period.

For the Tier 2 and Tier 4 energy-based, cost varies between EV models and their battery acceptance rate. The table below compares costs for a three hour charge between a Nissan Leaf and Chevy Bolt using Tier 2 rates.

Table 1: EV model cost comparison for three hours during peak use	
Nissan Leaf	Chevy Bolt
Energy draw rate: 3.3 kilowatt-hour	Energy draw rate: 7.2 kilowatt-hour
\$1 access fee applied (Tier 1)	\$1 access fee applied (Tier 1)
\$3.28 for energy used (Tier 2 @\$0.23)	\$4.97 for energy used (Tier 2 @ \$0.23)
Total is \$3.28 for three hour charge	Total is \$5.97 for three hour charge

Revenue forecasts for the first access fee, second energy-based fee and fourth off-peak pricing fee is estimated around \$57,060 per year with a seven year pay back for the initial station installation costs. This would cover the cost of operation and maintenance and recover the capital costs for installation over seven years. The cost recovery could fund replacement of EV charging stations, or purchase and installation of more public stations.

The escalation fee revenue based on idling hour data for 2019 is estimated at \$44,820 per year. However, once an escalation price is in place, the number of idling hours is likely to significantly drop, and is estimated to be \$11,000 per year. These funds could be used for other activities in the climate action plan or for EV related projects, policies and programs.

Almost all Bay Area cities surveyed that operate publically owned EV charging stations have implemented a pricing fee structure (Attachment A.) While some jurisdictions have instituted an hourly or time-based fee, it was found through research that hourly fees are not equitable for slower charging EV models and unintentionally benefits faster charging EV models. Additionally, the escalation fee is consistent with Bay Area Climate Collaborative recommendation to use an escalation fee that is five times greater than the charging fee. Furthermore, once the four public stations have recovered their initial operational costs, the access fee will be removed where the stations will result to a three tiered pricing fee structure.

While the EQC recommended approval of the proposed fee structure, they did advise the City Council to consider exploring a tax to offset the cost of charging EVs and building more public EV charging station infrastructure. The tax could also serve as a disincentive to purchasing gas powered vehicles. Voter approval is required to establish a new tax, such as a local sales tax, in Menlo Park. Another option would be to increase the utility users tax (UUT.) Through voter approval in 2006, and in accordance with Menlo Park Municipal Code Chapter 3.14, the City is permitted to charge a tax on electric, natural gas, and water utilities of up to 3.5 percent. Additionally, the City is permitted to charge a tax of 2.5 percent on communication utilities such as telephone charges. Historically, the City Council has made findings that the full UUT is not needed to fund the City’s operations or capital improvement program and, as such, adopted a temporary reduction on the UUT to 1.0 percent for all utilities. If a need arises for the additional revenue, such as to offset the costs of an augmented EV program, the City Council retains full discretion to return the UUT to any rate that does not exceed the maximum allowed by the Municipal Code.

The City also has a user fee cost recover policy that establishes cost recovery levels based on community values or social services provided. Currently, public EV charging station cost recovery is not included in the

policy, but could be included in the future (particularly if a subsidy is considered for EV users in the future.)

Next steps:

City Council approval and rate adoption into the master fee schedule is the next step in this process. If adopted by the City Council, rates would need to be updated regularly to reflect current energy and maintenance costs.

Impact on City Resources

The City is currently funding electricity, network fees and maintenance to all EV charging stations at no cost to the charging station users. The proposed pricing structure will provide an opportunity for the City to recover the operational costs of the stations while creating a new revenue stream to support purchase of additional charging stations as well as support implementation of the City's climate action plan. The fee administration requires little staff resources to implement as ChargePoint administers the billing system used for the charging stations.

Environmental Review

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

Public Notice

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

Attachments

A. San Francisco Bay Area EV charge prices

Report prepared by:

Elise Doan, Climate Corps Fellow

Reviewed by:

Rebecca Lucky, Sustainability Manager

Cara E. Silver, City Attorney

EV pricing policies in the Bay Area										
Location	City	# of charging stations	Level charger	Access fee	Hourly fee	Power per kWh fee	Escalation fee	Off-Peak fee	Time limit	Parking fee
City of Berkeley	Berkeley				\$1.50/ hr.					
Brisbane Village (*price set by City of Brisbane)	Brisbane		50 kW DCFC			\$0.20/ kWh	\$5/ hr. after 45 min			Evening flat rate at \$8
Brisbane Marina (*not owned by the City)	Brisbane		Level 2			\$0.52/ kWh	\$3/ hr. w/ 15 min grace period			
Burlingame City Hall	Burlingame	2	Level 2			\$0.30/ kWh				
City of Fremont	Fremont	17				\$0.35/ kWh				\$1 between 8 a.m. to 6 p.m.
County of San Mateo	County of San Mateo		Level 2		\$1.00/ hr. for first 4 hrs.		\$7.50/ hr. after first 4 hrs.			
City of Pleasant Hill	Pleasant Hill		Level 2			\$0.20/ kWh				
City of Redwood City	Redwood City		Level 2		\$2.00/ hr.				4 hrs.	
City of Petaluma	Petaluma	12	9 - Level 2; 3 - Level 1		\$1.00/ hr.					
Palo Alto CA High #3 (*price set by City of Palo Alto)	Palo Alto	8	Level 2			\$0.23/ kWh	\$2/ hr. w/ 20 min grace period			
City of Palo Alto	Palo Alto	4	3 - Level 2; 1- Level 1			\$0.23/ kWh	\$2/ hr. w/ 20 min grace period			
Simon Stanford CTR 1 and 2	Menlo Park	2	Level 2			\$0.40/ kWh				

(*price set by Simon Property Group)						
City of Mountain View	Mountain View	5	Level 2	\$1/ hr. for first 2 hrs.	\$4/ hr. after first 2 hrs.	4 hrs.
City of San Jose	San Jose	50	\$1.25	\$0.25/ kWh during day		\$0.20/ kWh (9:30 p.m. to 8:30 a.m.)



STAFF REPORT

City Council

Meeting Date:

8/20/2019

Staff Report Number:

19-161-CC

Consent Calendar:

Authorize the city manager to execute three-year master agreements with multiple consulting firms for on-call architectural design, cost estimating and mechanical, electrical and plumbing design services

Recommendation

Staff recommends that the City Council authorize the city manager to execute three-year master agreements with multiple consulting firms for on-call architectural design, cost estimating and mechanical, electrical and plumbing (MEP) design services with options to extend the agreements on a yearly basis for up to two additional years.

Policy Issues

The proposed action is consistent with the City's purchasing policies. Use of multiyear master agreements assists the delivery of capital improvement projects and community programs/services in a timely manner. It also serves as a risk management tool to quickly address emergencies, shifting priorities and staff vacancies.

Background

The public works department is responsible for building and maintaining the City's infrastructure and facilities and for providing building design services on projects included in the capital improvement program (CIP.)

The public works department CIP Section is responsible for managing a variety of projects that focus on the programming, design and construction of City buildings and facilities. Currently CIP programming, design and construction work is overseen by a group of engineers and inspectors working both in-house and with contract consulting firms. At times it may be necessary to augment City staff due to workload and schedule constraints.

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

Staff has identified the need for additional professional services to assist in the delivery of the current and future CIP projects in the specialized expertise areas of architectural design services, cost estimating services and MEP design services.

Analysis

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

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

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

In April 2019, staff advertised a request for qualifications (RFQ) for on-call architectural design, cost estimating and MEP design services. Thirty submittals were received and reviewed:

- Architectural design services – 12 submittals
- Cost estimating services – 10 submittals
- MEP design services – eight submittals

The hourly rates submitted by the architectural design firms ranged from \$65/hour for administrative staff to \$275/hour for principal staff. The hourly rates submitted by the cost estimating firms ranged from \$60/hour for administrative staff to \$230/hour for principal staff. The hourly rates submitted by the MEP design firms ranged from \$65/hour for administrative staff to \$255/hour for principal staff.

Upon review and evaluation of the submittals, interviews with the top firms, and an evaluation of anticipated upcoming work, staff identified two firms that would provide the widest range of specialties and best applicable project experience for on-call architectural design services. Similarly staff selected one firm each for on-call cost estimating and MEP design services.

Staff recommends entering into agreements with the following four firms for the on-call services identified below:

Service	Firm	Rates	Type of services
Architectural design	<ul style="list-style-type: none"> ● Ratcliff Architects ● JKA Architecture 	<ul style="list-style-type: none"> ● \$90-240 ● \$65-255 	<ul style="list-style-type: none"> ● Preparation of conceptual design drawings ● Building program development ● Master planning ● Space needs studies ● Interior design ● Feasibility studies ● Preparation of architectural design drawings and specifications ● Public meeting presentations ● Building permitting assistance ● Construction administration services

Service	Firm	Rates	Type of services
Cost estimating services	<ul style="list-style-type: none"> Cumming Corporation 	<ul style="list-style-type: none"> \$120-220 	<ul style="list-style-type: none"> Cost estimating services for the following types of design and construction projects: <ul style="list-style-type: none"> City buildings and operating systems Parks and recreation projects including park improvements and playing fields Stormwater projects including storm drain systems and pumping stations Streets and sidewalks, both new construction and maintenance repairs Traffic and transportation systems Water system projects including pump stations and reservoir improvements
MEP design	<ul style="list-style-type: none"> Advance Design Consultants 	<ul style="list-style-type: none"> \$75-246 	<ul style="list-style-type: none"> Preparation of integrated plans and specifications for building MEP systems including: <ul style="list-style-type: none"> Mechanical systems (HVAC) design Electrical systems design Information technology support systems Plumbing systems design MEP systems procurement and installation cost estimates

Establishing master agreements with these firms will assist in meeting increased community demand for maintaining progress on funded capital improvement projects, current and future staff vacancies and the ability to deliver products and services in a timely manner. While the types of services listed are meant to be comprehensive to the types of services that are or could be anticipated for the life of the agreement, it does not preclude the City from issuing project specific requests for proposals, if desired.

Impact on City Resources

The contract amount for services will vary for each project, depending on the scope of work/services, the number and type of professionals/technicians used, and the public input needed. The hourly rates for services typically range from \$75 to \$245, depending on the area of expertise and experience required to deliver the best products. The costs of these services are budgeted in the program or capital project for which the services are needed. No additional appropriations are being requested at this time.

Environmental Review

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

Public Notice

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

Staff Report #: 19-161-CC

Report prepared by:
Mike Sartor, Senior Project Manager

Report reviewed by:
Chris Lamm, Assistant Public Works Director



STAFF REPORT

City Council

Meeting Date: 8/20/2019

Staff Report Number: 19-166-CC

Public Hearing: Architectural control and major subdivision/Ranjeet Pancholy/115 El Camino Real

Recommendation

The Planning Commission and staff recommends that the City Council make the necessary findings and take actions for approval of the proposed project to demolish an existing two-story hotel and construct a new mixed-use development consisting of two commercial condominiums for retail, personal service or non-medical office uses on the first floor and four residential condominiums on the second and third floors in the SP-ECR/D (El Camino Real/Downtown specific plan) zoning district, at 115 El Camino Real, as outlined in Attachment A. The specific entitlements are as follows:

1. Architectural control to demolish an existing two-story hotel and construct a new mixed-use development consisting of two commercial condominiums on the first floor and four residential condominiums on the second and third floors in the SP-ECR/D (El Camino Real/Downtown specific plan) zoning district; and
2. A major subdivision to create two commercial condominiums on the first floor and four residential condominiums on the second and third floors.

Policy Issues

The proposed project requires the City Council to consider the merits of the project. The policy issues summarized here are discussed in greater detail throughout the staff report. The project qualifies as a residential project under the provisions of the Housing Accountability Act, in that its square footage is over two-thirds residential in nature.

Background

Site location

The project site is located at 115 El Camino Real, at the corner of Harvard Avenue, on the edge of the Allied Arts neighborhood. At the rear, the site adjoins Alto Lane, a narrow public service road. The subject parcel is currently occupied by the Stanford Inn.

The other properties along the west side of El Camino Real and the parcels on the opposite side of Alto Lane are also part of the SP-ECR/D district and the ECR SW (El Camino Real south-west) sub-district. These properties are occupied by a variety of commercial uses, including offices, as well as multi-family residences. The Stanford Park Hotel and the Middle Plaza at 500 El Camino Real mixed-use project site are located on the opposite side of El Camino Real. These parcels are part of the SP-ECR/D district and the ECR SE (El Camino Real south-east) sub-district. A location map is included as Attachment B.

Project description

The applicant is proposing to demolish the existing two-story, 13-room Stanford Inn and construct a new three-story, mixed-use building. The applicant's project plans are included as Attachment F and the applicant's project description letter is included as Attachment G. The proposal includes two small retail/personal service/non-medical office suites facing El Camino Real with parking behind the commercial suites. A trash room would also be located on the first floor, on the north side of the building along the Alto Lane frontage. Three residential units, each two or three bedrooms in size and each with a large terrace, would be located on the second floor. On the third floor, set back from the lower floors, would be a single, four-bedroom, penthouse-style unit with terraces at all sides.

The proposal would meet the specific plan's base level standards, which were established to achieve inherent public benefits, such as the redevelopment of underutilized properties, the creation of more vitality and activity, and the promotion of healthy living and sustainability. The applicant is proposing a FAR (floor area ratio) of 1.1, which is the maximum permitted base FAR for the ECR SW sub-district.

The applicant is proposing a subdivision to create four residential condominium units and two commercial condominium units. Since the proposal includes more than five condominium units, a major subdivision map is needed, and the City Council is the final hearing body for the proposal. The proposal does not meet the thresholds of five residential units or 10,000 square feet of commercial space that would trigger below market rate (BMR) Housing requirements. As specified by the specific plan, the development would be required to achieve LEED Silver certification (condition 5b.)

The maximum building height from existing grade to the top of the flat roof would be 38 feet, plus four-foot parapets at the stairs and elevators. The parapets would provide screening for the proposed mechanical equipment.

Planning Commission review

The Planning Commission held a study session on a previous design of the project May 8, 2017. The staff report and minutes are available via hyperlink at Attachments C and D. The Planning Commission provided the following feedback on the previous design:

- General support for the proposed uses and basic site layout (parking in the back, mass at front;)
- Significant concern with quality and interaction of materials;
- Concern with the height and prominence of the Harvard Avenue stair/elevator tower; and,
- Encouragement to look at other designs in the area (Station 1300, Middle Plaza, 389 El Camino Real,) for how they use more traditional styles in modern massings.

After the study session, the property owners hired a new architect and although the basic layout is the same, the overall proportions and balance of the design have improved, with the prominence of the stair tower reduced and made more proportional to the rest of the structure, and the proposed El Camino Real commercial space entrances relocated to the recessed areas. The proposed materials were also updated to provide a more cohesive design, as discussed in the following section.

On July 29, the Planning Commission voted unanimously (5-0, with Commissioner Strehl absent and Commissioner Kennedy recused) to recommend that the City Council approve the project subject to the staff recommended conditions, included in Attachment A. The July 29 Planning Commission staff report is

Analysis

Design and materials

The building's architectural character would be modern with a stepped and cluster massing appearance. The project architect references the architects Irving Gill and Mark Mack for influencing the building architecture and describes the design as emphasizing mass on the first two floors with a series of "floating" terraces and pavilions above.

The main materials would be smooth texture stucco walls in off-white and metal windows, frames, wall panels and perforated metal screens in bronze. Natural color vertical wood siding and clear glazing would round out the material and color palette. The building would have flat rooflines with parapets at two-story portions of the building volume and a mix of parapets and projecting eaves (up to 4 feet) at the third level of the building volume. The building would have a rectangular, stepped massing that would appear two-stories in height near the rear of the property facing Alto Lane and three-stories but with massing offsets facing El Camino Real.

Overall, the design's modern presentation would seem to fit well with adjacent structures that vary in style and scale from smaller, modern, stone-clad, flat roof offices to larger Spanish Revival buildings. The scale of the building would fit its context with the third floor differentiated well from the lower two floors, and the stucco volumes massing is strong. Additionally, materials are kept simple with textural and color contrast, while the detailing would work well with both the materials and the massing.

Parking and circulation

The project would provide 14 total parking spaces, of which 12 would be in the first-floor gated garage and two would be parallel spaces located along the rear wall of the structure along the Alto Lane frontage. The specific plan requires 1.85 parking spaces per residential unit in this area, meaning 7.4 parking spaces are required for the four residential units. The parking for the commercial component is provided at four spaces per 1,000 square feet of commercial space, resulting in a requirement of 6.17 parking spaces, which is adequate for retail, personal service or non-medical office uses. The total parking requirement would therefore be 13.57 spaces, which is rounded up to 14. The partial sharing of parking between uses (because of the fractional requirements) is encouraged throughout the specific plan, and is permitted in cases where parking spaces are not gated or otherwise restricted by use. Staff will work with the applicant to ensure any spaces dedicated in the CC&Rs (codes, covenants and restrictions) would allow for adequate shared parking for customers and employees of the commercial spaces. If the applicant chooses to assign two parking spaces per residential unit, the commercial space would need to be reduced slightly to 1,500 square feet total so not to require more than six parking spaces.

The garage would have a gated entry from Harvard Avenue, with the gate set 12-feet away from the back of the eight-foot wide sidewalk. Egress from the garage would be to Alto Lane, where there would also be a gate. Recommended condition of approval 5(d) would require the gates to be open 7 a.m. and 7 p.m., in order to limit the potential for vehicles blocking the sidewalk while waiting for the gate to open and to allow use by customers of the commercial spaces. This condition would allow the transportation manager to adjust these times if requested in the future, provided that the applicant demonstrates that pedestrian safety would not be compromised.

In this area, the specific plan specifies that sidewalks should have a 12-foot total width, made up of a four-foot furnishings zone and an eight-foot clear walking zone. As shown on the landscape plan, 8 feet of unobstructed sidewalk would be provided along the El Camino Real and Harvard frontages on the interior side of the four-foot furnishings zones. For the portions of the sidewalk that extend onto the subject property, a public access easement (PAE) would need to be recorded (condition 5e.) Alto Lane, as a service road, does not require any new sidewalks.

Secure bicycle parking is provided per the requirements in Table F1 of the ECR specific plan, with a bike storage room accessed along the interior side yard and three visitor bike racks along El Camino Real.

Open space, trees and landscaping

There are four non-heritage trees located within the courtyard of the existing hotel that would be removed. No other trees are located on the subject property. New landscaping with native plant selection would be provided along the building edges at the back of the sidewalk facing Harvard Avenue and El Camino Real. The three existing street trees along El Camino Real and one street tree along Harvard Avenue would be retained at the planting strip. The city arborist has recommended that the second, approximately eight-inch street tree, located just to the left of the proposed driveway on Harvard Avenue, should be removed due to poor condition and its proximity to the driveway, and replaced with a 24-inch Chinese pistache tree, centered between the two proposed planters.

The project would exceed the ECR SW open space requirement of 30 percent of the lot, with approximately 47.7 percent (4,902.3 square feet) proposed. Landscaped and sidewalk areas along the El Camino Real and Harvard Avenue frontages would provide approximately 1,560 square feet of open space. The large terraces at the residential units would provide approximately 3,342.3 square feet of total private open space, which counts toward the total open space requirement for the parcel and also greatly exceeds a related requirement of 80 square feet of private open space for each residential unit.

Subdivision

The subdivision ordinance requires the preparation of a tentative map, which is included in the applicant's project plans (Attachment F.) The tentative map has been reviewed by the City's engineering division and has been found to comply with the provisions of the State Subdivision Map Act and the City's subdivision ordinance subject to conditions of approval (Attachment A.) In order to deny the proposed subdivision, the City Council would need to make specific findings that would identify conditions or requirements of the State law or the City's ordinance that have not been satisfied.

Correspondence

Staff has not received any correspondence since the publication of the Planning Commission staff report.

Conclusion

Approval of the architectural control and tentative map would allow the development of additional, small-scale commercial uses along El Camino Real as well as four residential condominium units. The proposed design's modern appearance would fit well with adjacent structures that vary in style and scale. The proposal would meet the Specific Plan's Base level standards, which were established to achieve inherent public benefits, such as the redevelopment of underutilized properties, the creation of more vitality and activity, and the promotion of healthy living and sustainability. Vehicular and bicycle parking requirements

would be met, and the development would also provide a positive pedestrian experience with the widening of the sidewalks and the addition of new landscaping along El Camino Real and Harvard Avenue. Staff recommends that the City Council approve the architectural control and tentative map.

Impact on City Resources

The project sponsor is required to pay planning, building and public works permit fees, based on the City's master fee schedule, to fully cover the cost of staff time spent on the review of the project. In addition, the proposed development would be subject to payment of the specific plan transportation infrastructure proportionate cost-sharing fee and the El Camino Real/Downtown specific plan preparation fee. These required fees were established to account for projects' proportionate obligations.

Environmental Review

The specific plan process included detailed review of projected environmental impacts through a program environmental impact report (EIR), as required by the California Environmental Quality Act (CEQA). In compliance with CEQA requirements, the draft EIR was released in April 2011, with a public comment period that closed in June 2011. The final EIR, incorporating responses to draft EIR comments, as well as text changes to parts of the draft EIR itself, was released in April 2012, and certified along with the final plan approvals in June 2012.

The specific plan EIR identifies no impacts or less-than-significant impacts in the following categories: aesthetic resources; geology and soils; hydrology and water quality; land use planning and policies; population and housing; and public services and utilities. The EIR identifies potentially significant environmental effects that, with mitigation, would be less than significant in the following categories: biological resources; cultural resources; hazards and hazardous materials. The EIR identifies potentially significant environmental effects that will remain significant and unavoidable in the following categories: air quality; greenhouse gases and climate change; noise; and transportation, circulation and parking. The final EIR actions included adoption of a statement of overriding considerations, which is a specific finding that the project includes substantial benefits that outweighs its significant, adverse environmental impact.

As specified in the specific plan EIR and the CEQA guidelines, program EIRs provide the initial framework for review of discrete projects. In particular, projects of the scale of 115 El Camino Real are required to be analyzed with regard to whether they would have impacts not examined in the program EIR. This conformance checklist, which analyzes the project in relation to each environmental category in appropriate detail, is included as Attachment J of the July 29 Planning Commission staff report. As detailed in the conformance checklist, the proposed project would not result in greater impacts than were identified for the program EIR. Relevant mitigation measures have been applied and would be adopted as part of the mitigation monitoring and reporting program (MMRP), which is included as Attachment K of the July 29 Planning Commission staff report. No new impacts have been identified and no new mitigation measures are required for the proposed project.

Specific plan maximum allowable development

Per Section G.3, the specific plan establishes the maximum allowable net new development as follows:

- Residential uses: 680 units; and

- Non-residential uses, including retail, office and hotel: 474,000 square feet.

These totals are intended to reflect likely development throughout the specific plan area. As noted in the plan, development in excess of these thresholds will require amending the specific plan and conducting additional environmental review.

If the project is approved and implemented, the specific plan maximum allowable development would be revised to account for the net changes as follows:

Table 4: Specific plan totals		
	Dwelling units	Commercial square footage
Existing	0	8,962.7
Proposed	4	1,541.0
Net change	4	-7,421.7
% of maximum allowable development	0.6	-1.6
Available units and commercial SF in SP if project is approved	187	83,802.0
Available units and commercial SF in SP if all pending projects in SP are approved	171	30,521

Public Notice

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

Attachments

- A. Draft resolution approving the findings and conditions for the tentative subdivision map and architectural control
- B. Location map
- C. Hyperlink: Planning Commission staff report, May 8, 2017-
<https://www.menlopark.org/DocumentCenter/View/14349/G1---115-El-Camino-Real>
- D. Hyperlink: Planning Commission Minutes, May 8, 2017 -
https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/_05082017-2918
- E. Hyperlink: Planning Commission staff report, July 29 -
https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/_05082017-2918
- F. Project plans
- G. Project description letter

Disclaimer

Staff Report #: 19-166-CC

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

Exhibits to be provided at meeting

Colors and Materials Boards

Report prepared by:

Corinna Sandmeier, Senior Planner

Report reviewed by:

Deanna Chow, Acting Community Development Director

RESOLUTION NO. 6488**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
APPROVING FINDINGS AND CONDITIONS FOR ARCHITECTURAL
CONTROL AND A TENTATIVE SUBDIVISION MAP FOR THE PROJECT
LOCATED AT 115 EL CAMINO REAL**

WHEREAS, the City of Menlo Park ("City") has received an application from Ranjeet Pancholy ("Applicant"), for architectural control and a tentative subdivision map to create two commercial condominium units and four residential condominium units by constructing on the property located at 115 El Camino Real ("Project ");

WHEREAS, the findings and conditions for architectural control and tentative subdivision map would ensure that all City requirements are applied consistently and correctly as part of the project's implementation;

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

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the Planning Commission of the City of Menlo Park on July 29, 2019 whereat all persons interested therein might appear and be heard; and

WHEREAS, the Planning Commission of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend to the City Council of the City of Menlo Park to approve the findings and conditions for architectural control and tentative subdivision map; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the City Council of the City of Menlo Park on August 20, 2019 whereat all persons interested therein might appear and be heard; and

WHEREAS, the City Council reviewed the project on August 20, 2019, and found the project to be within the scope of the project covered by the El Camino Real/Downtown specific plan program environmental impact report (EIR), which was certified on June 5, 2012; and

WHEREAS, the City Council of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to approve the findings and conditions for architectural control and tentative subdivision map.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby approves the architectural control and tentative subdivision map for the Project and the findings and conditions attached hereto as Exhibit A and incorporated herein by this reference.

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 _____ day of _____, 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 _____ day of _____, 2019.

Judi A. Herren, City Clerk

115 El Camino Real – Attachment A: Exhibit A - Recommended Actions

LOCATION: 115 El Camino Real	PROJECT NUMBER: PLN2018-00008	APPLICANT/OWNER: Ranjeet Pancholy
REQUEST: Request for architectural control and a major subdivision to demolish an existing two-story hotel and construct a new mixed-use development consisting of two commercial condominiums for retail, personal service or non-medical office uses, totaling approximately 1,485 square feet, on the first floor and four residential condominiums on the second and third floors in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The Planning Commission will serve as a recommending body and the City Council will be the final decision making body and take action on the proposed project at a future meeting date.		
DECISION ENTITY: City Council	DATE: August 20, 2019	ACTION: TBD
VOTE: TBD (Carlton, Combs, Mueller, Nash, Taylor)		
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make findings with regard to the California Environmental Quality Act (CEQA) that the proposal is within the scope of the project covered by the El Camino Real/Downtown Specific Plan Program EIR, which was certified on June 5, 2012. Specifically, make findings that: <ol style="list-style-type: none"> a. A checklist has been prepared detailing that no new effects could occur and no new mitigation measures would be required (Attachment J of the July 29, 2019 Planning Commission staff report). b. Relevant mitigation measures have been incorporated into the project through the Mitigation Monitoring and Reporting Program (Attachment K of the July 29, 2019 Planning Commission staff report), which is approved as part of this finding. c. Upon completion of project improvements, the Specific Plan Maximum Allowable Development will be adjusted by 4 residential units and -7,421.7 square feet of non-residential uses, accounting for the project's net share of the Plan's overall projected development and associated impacts. 2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval: <ol style="list-style-type: none"> a. The general appearance of the structure is in keeping with the character of the neighborhood in that the design's modern appearance would fit well with adjacent structures that vary in style and scale. The proposed exterior materials and finishes would be high quality in nature and would reinforce the neighborhood compatibility. b. The development will not be detrimental to the harmonious and orderly growth of the City. The construction and ongoing occupation of the site would proceed in accordance with all applicable City requirements and procedures, as verified in these conditions of approval. c. The development will not impair the desirability of investment or occupation in the neighborhood. The project would meet all relevant development standards of the El Camino Real/Downtown Specific Plan and project land uses would represent a balanced project. d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking. e. The development is consistent with the El Camino Real/Downtown Specific Plan, as verified in detail in the Standards and Guidelines Compliance Worksheet (Attachment H of the July 29, 2019 Planning Commission staff report). 3. Make findings that the proposed major subdivision is technically correct and in compliance with all applicable State regulations, City General Plan, Zoning and Subdivision Ordinances, and the State Subdivision Map Act. 		

4. Approve the architectural control and tentative subdivision map subject to the following **standard** conditions:
- a. Development of the project shall be substantially in conformance with the plans prepared by Levy Art and Architecture, consisting of 49 sheets, dated received July 24, 2019, reviewed and recommended for approval by the Planning Commission on July 29, 2019 and approved by the City Council on August 20, 2019, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - b. Minor modifications to building exteriors and locations, fence styles and locations, signage, and significant landscape features may be approved by the Community Development Director or designee, based on the determination that the proposed modification is consistent with other building and design elements of the approved Architectural Control and will not have an adverse impact on the character and aesthetics of the site. The Director may refer any request for revisions to the plans to the Planning Commission for architectural control approval. A public meeting could be called regarding such changes if deemed necessary by the Planning Commission.
 - c. Major modifications to building exteriors and locations, fence styles and locations, signage, and significant landscape features may be allowed subject to obtaining an architectural control permit from the Planning Commission, based on the determination that the proposed modification is compatible with the other building and design elements of the approved Architectural Control and will not have an adverse impact on the character and aesthetics of the site.
 - d. Major revisions to the development plan which involve material changes, or expansion or intensification of development require public meetings by the Planning Commission and City Council.
 - e. Prior to approval of the Final Map or building permit issuance, whichever comes first, the Applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - f. Prior to building permit issuance, the Applicant shall comply with all Sanitary District, California Water Company, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - g. Prior to Final Map approval or building permit issuance, whichever comes first, Applicant shall submit plans for: 1) construction safety fences around the periphery of the construction area, 2) dust control, 3) air pollution control, 4) erosion and sedimentation control, 5) tree protection fencing, and 6) construction vehicle parking. The plans shall be subject to review and approval by the Building, Engineering, and Planning Divisions. The fences and erosion and sedimentation control measures shall be installed according to the approved plan prior to commencing construction.
 - h. Prior to Final Map approval or building permit issuance, whichever comes first, Applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - i. Prior to building permit issuance, the Applicant shall submit plans for construction parking management, construction staging, material storage and Traffic Control Handling Plan to be

reviewed and approved by the City. The applicant shall secure adequate parking for any and all construction trades.

- j. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

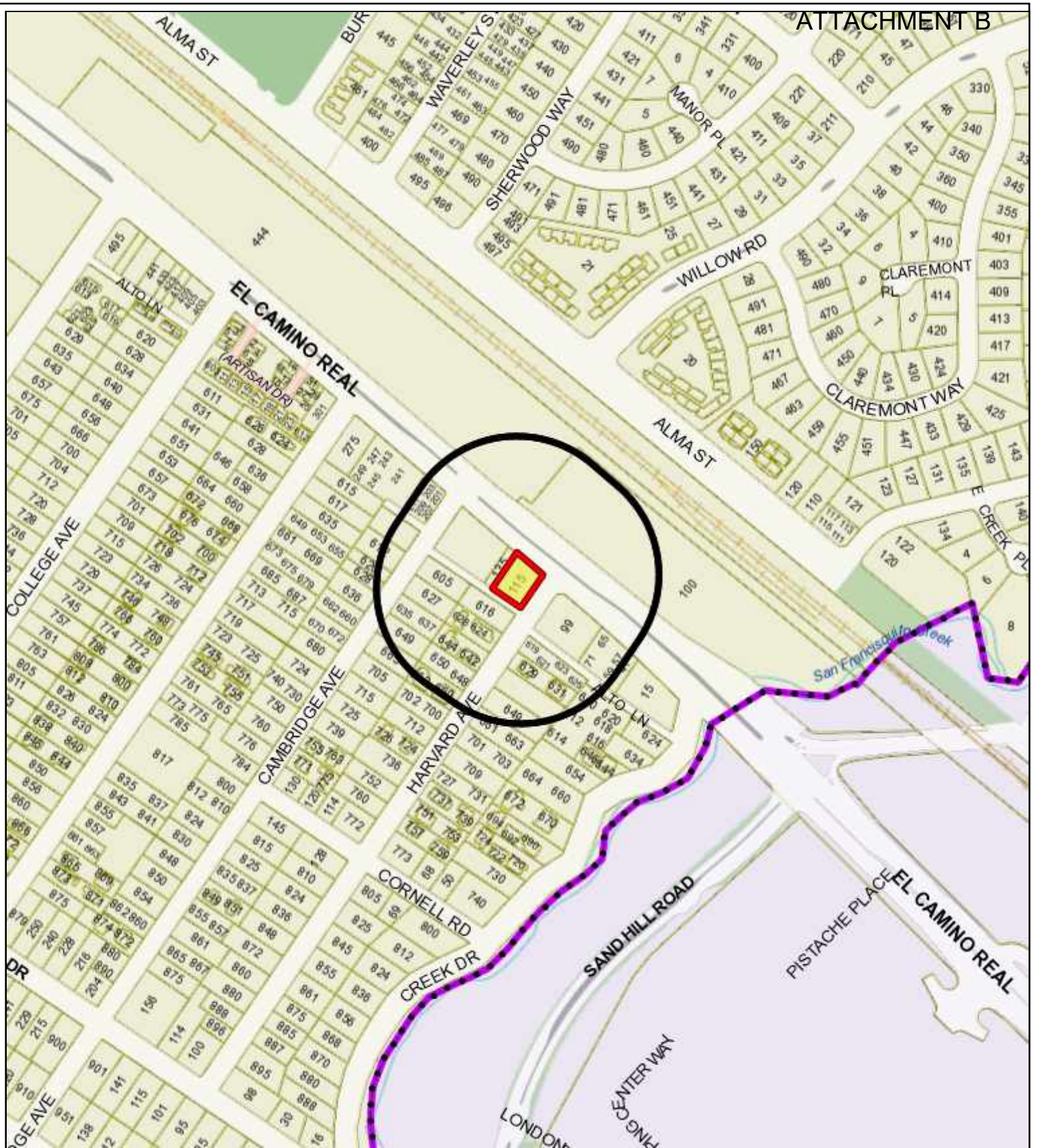
5. Approve the architectural control and tentative subdivision map subject to the following **project-specific** conditions:

- a. The applicant shall address all Mitigation Monitoring and Reporting Program (MMRP) requirements as specified in the MMRP (Attachment K of the July 29, 2019 Planning Commission staff report). Failure to meet these requirements may result in delays to the building permit issuance, stop work orders during construction, and/or fines.
- b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit an updated LEED Checklist, subject to review and approval of the Planning Division. The Checklist shall be prepared by a LEED Accredited Professional (LEED AP). The LEED AP should submit a cover letter stating their qualifications, and confirm that they have prepared the Checklist and that the information presented is accurate. Confirmation that the project conceptually achieves LEED Silver certification shall be required before issuance of the building permit. Prior to final inspection of the building permit or as early as the project can be certified by the United States Green Building Council, the project shall submit verification that the development has achieved final LEED Silver certification.
- c. Prior to Final Map approval, Applicant shall submit Covenants, Conditions and Restrictions (CC&Rs) to the City for review and approval. The CC&Rs shall provide for the maintenance of all infrastructure and utilities within the Project site or constructed to serve the Project. This shall include, but not be limited to, the private open spaces, shared parking spaces, common walkways, common landscaping, and the stormwater drainage and sewer collection systems. Prior to approval of the CC&Rs, shared parking issues shall be resolved to ensure sufficient parking for the commercial units pursuant to Specific Plan standards, subject to review and approval of the Transportation and Planning Divisions.
- d. The parking garage gates shall remain open between the hours of 7:00 a.m. and 7:00 p.m., in order to limit the potential for vehicles blocking the sidewalk while waiting for the gate to open. The Transportation Manager may adjust these times if requested in the future, provided that the applicant demonstrates that pedestrian safety will not be compromised.
- e. Dedication of Public Access Easements will be required prior to final occupancy as part of the Final Map or separate instrument to accommodate 12-foot wide sidewalks along the El Camino Real and Harvard Avenue frontages.
- f. Prior to issuance of a building permit, the applicant shall submit the El Camino Real/Downtown Specific Plan Preparation Fee, which is established at \$1.13/square foot for all net new development. For the subject proposal, the fee is estimated at \$1,467.87 (\$1.13 x 1,299 net new square feet).
- g. Simultaneous with the submittal of complete building permit application, the applicant shall submit revised plans that include a calculation of the building areas excluded from GFA (gross floor area) and that adhere to the maximum building height and screening requirements of the Specific Plan.
- h. Engineering-specific conditions, subject to review and approval of the Engineering Division except as otherwise noted:

- i. Within two years from the date of approval of the tentative map, the Applicant shall submit a Final Map for City Council approval.
- ii. Applicant shall adhere to the Subdivision Map Act and Chapter 15 of the City's Municipal Code.
- iii. Prior to Final Map approval or building permit issuance, whichever comes first, Applicant shall submit plans to remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for the review and approval of the Engineering Division.
- iv. The project is required for construction of public improvements along El Camino Real (ECR), to be designed and constructed to the satisfaction of the Engineering Division and Caltrans. The City will evaluate the condition of asphalt paving on ECR, following construction and prior to final occupancy of buildings. If necessary, the City and or Caltrans may require a grind and overlay of damaged pavement along the project frontage. All existing striping, markings, and legends shall be replaced in kind, or as approved by the City and Caltrans. Replacement of curb/gutter, sidewalk and 3-inch grind/overlay from curb to curb is required along Harvard Avenue and Alto Lane. The limit of grind and overlay will be determined at the time of improvement plans review and approval.
- v. Prior to Final Map approval or building permit issuance, whichever comes first, Applicant shall submit a Grading and Drainage Plan for review and approval. Post-construction runoff into the storm drain shall not exceed pre- construction runoff levels. A Hydrology Report will be required to the satisfaction of the Engineering Division. Slopes for the first 10 feet perpendicular to the structure must be 5% minimum for pervious surfaces and 2% minimum for impervious surfaces, including roadways and parking areas, as required by CBC §1804.3. Discharges from the garage ramp and underground parking areas are not allowed into the storm drain system. Discharge must be treated with an oil/water separator and must connect to the sanitary sewer system. This will require a permit from West Bay Sanitary District.
- vi. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation. As appropriate to the site and status of construction, winterization requirements shall include inspecting/maintaining/cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other physical means; rocking unpaved vehicle access to limit dispersion of much onto public right-of-way; and covering/tarping stored construction materials, fuels, and other chemicals. Plans to include proposed measures to prevent erosion and polluted runoff from all site conditions shall be submitted for review and approval of the Engineering Division prior to beginning construction.
- vii. Prior to building permit issuance, Applicant shall submit a street tree preservation plan, detailing the location of and methods for all tree protection measures.
- viii. Prior to Final Map approval or building permit issuance, whichever comes first, Applicant shall pay all Public Works fees including the Building Construction Impact Fee and the Recreation In-lieu Fee. Refer to current City of Menlo Park Master Fee Schedule.

- ix. During the design phase of the construction drawings, all potential utility conflicts shall be potholed with actual depths recorded on the improvement plans submitted for City review and approval.
 - x. Prior to Final Map approval or building permit issuance, whichever comes first, the Applicant shall submit engineered Off-Site Improvement Plans (including specifications & engineers cost estimates), for approval by the Engineering Division, showing the infrastructure necessary to serve the Project. The Improvement Plans shall include, but are not limited to, all engineering calculations necessary to substantiate the design, proposed roadways, drainage improvements, utilities, traffic control devices, retaining walls, sanitary sewers, and storm drains, pump/lift stations, street lightings, common area landscaping and other project improvements. All public improvements shall be designed and constructed to the satisfaction of the Engineering Division.
 - xi. Prior to Final Map approval or building permit issuance, whichever comes first, Applicant shall submit plans for street light design per City standards, at locations approved by the City. All street lights along the project frontages shall be painted Mesa Brown and upgraded with LED fixtures compliant with PG&E standards.
 - xii. Prior to Final Map approval, the Applicant shall enter into a Subdivision Improvement Agreement and provide a performance bond for the completion of the off-site improvements as shown on the approved project improvement plans. The Applicant shall obtain an encroachment permit, from the appropriate reviewing jurisdiction, prior to commencing any work within the right-of-way or public easements.
 - xiii. All agreements shall run with the land and shall be recorded with the San Mateo County Recorder's Office prior to building permit final inspection.
 - xiv. Street trees shall be from the City-approved street tree species or to the satisfaction of City Arborist. Irrigation within public right of way shall comply with City Standard Details LS-1 through LS-19.
 - xv. Prior to Final Map approval or building permit issuance, whichever comes first, Applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44).
 - xvi. All public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division prior to building permit as-built final inspection.
 - xvii. Prior to final inspection, the Applicant shall submit a landscape audit report.
 - xviii. The Applicant shall retain a civil engineer to prepare "as-built" or "record" drawings of public improvements, and the drawings shall be submitted in AutoCAD and Adobe PDF formats to the Engineering Division prior to Final Occupancy.
- i. Transportation-specific conditions, subject to review and approval of the Transportation Division except as otherwise noted:

- i. The City has adopted a Supplemental Transportation Impact Fee for the infrastructure required as part of the El Camino Real / Downtown Specific Plan. The fee is calculated at \$398.95 per PM peak hour vehicle trip. The proposed project is estimated to generate seven net new PM peak hour trips, so the fee would be \$2,792.65. Payment is due before a building permit is issued and the supplemental TIF will be updated annually on July 1st.



City of Menlo Park
 Location Map
 115 El Camino Real



115 EL CAMINO REAL



DRAWING SHEET INDEX

G0.1 TITLE SHEET	A3.3 EXTERIOR ELEVATION WEST FACING ALTO LN.
G0.2 ZONING AND OVERLAY ANALYSIS	A3.4 EXTERIOR ELEVATION NORTH INTERIOR LOT LINE
G0.3 ECR STANDARDS AND GUIDELINES DIAGRAMS	A4.1 STREETSCAPE
G0.4 PARKING ANALYSIS	A5.1 BUILDING CROSS SECTION
G0.5 SIGNAGE PLAN	A5.2 BUILDING LONGITUDINAL SECTION
G0.6 BUILDING DIVISION COMMENT RESPONSE	A6.0 ECR AT HARVARD AVE. RENDERING
G0.7 CONSTRUCTION PHASING DIAGRAM	A6.1 ECR FACADE + HARVARD AT ALTO RENDERING
G0.8 EXISTING CONDITIONS PHOTOGRAPHS	D.1 ENLARGED VIEWS AND SCHEMATIC DETAILS
A0.1 EXISTING PLANS	D.2 MATERIALS BOARD
A0.2 AREA PLAN	C-1.0 CIVIL TITLE SHEET
A0.3 SITE PLAN	C-1.1 TENTATIVE MAP & 1ST FLOOR LAYOUT PLAN
A0.4 SQUARE FOOTAGE CALCULATION PLANS	C-1.2 2ND FLOOR LAYOUT PLAN
L1.0 PRELIMINARY LANDSCAPE PLAN	C-1.3 3RD FLOOR LAYOUT PLAN
A1.1 OVERALL FLOOR PLAN - LEVEL 1	C-1.4 ROOF LAYOUT PLAN
A1.2 OVERALL FLOOR PLAN - LEVEL 2	C-2.0 PRELIMINARY GRADING AND DRAINAGE PLAN
A1.3 OVERALL FLOOR PLAN - LEVEL 3	C-2.1 SITE SECTIONS
A1.4 ROOF PLAN	C-3.0 PRELIMINARY UTILITY PLAN
A1.5 LINE OF SIGHT DIAGRAM	C-4.0 IMPERVIOUS AREA EXHIBIT
A2.1 ENLARGED COMMERCIAL UNITS FLOOR PLAN	C-5.0 DETAILS
A2.2 ENLARGED UNIT 1 PLAN	C-5.1 DETAILS
A2.3 ENLARGED UNIT 2 PLAN	C-5.2 DETAILS
A2.4 ENLARGED UNIT 3 PLAN	C-6.0 GRADING SPECIFICATIONS
A2.5 ENLARGED UNIT 4 PLAN	C-6.1 GRADING SPECIFICATIONS
A3.1 EXTERIOR ELEVATION EAST FACING ECR	SU-1 TOPOGRAPHIC SURVEY
A3.2 EXTERIOR ELEVATION SOUTH FACING HARVARD AVE.	

PROJECT DIRECTORY

OWNER: JAYA PANCHOLY + RANJEET PANCHOLY

ARCHITECT: LEVY ART + ARCHITECTURE
151 POTRERO AVE
SAN FRANCISCO, CA 94103
415-641-7320

CIVIL ENGINEER: LEA AND BRAZE ENGINEERING, INC
2495 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510-887-4086

PROJECT ADDRESS

115 EL CAMINO REAL
MENLO PARK, CA 94025

ZONING

APN: 071 - 433 - 330 OCCUPANCY: M, R-2

MUNICIPAL ZONING: SP-ECR/D CONSTRUCTION TYPE: VB

ECR: SW SPRINKLER SYSTEM: YES

LAND USE: MIXED USE / RESIDENTIAL # RESIDENTIAL UNITS: 4

PROJECT DESCRIPTION

DEMOLITION OF EXISTING HOTEL FOLLOWED BY NEW CONSTRUCTION OF MIXED USE BUILDING.

GROUND FLOOR WILL CONSIST OF PARKING AND TWO COMMERCIAL SPACES FRONTING EL CAMINO REAL. THE SECOND LEVEL WILL HAVE THREE RESIDENTIAL UNITS AND THE THIRD LEVEL WILL HAVE ONE RESIDENTIAL UNIT.



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**
315 Laurel Street
Menlo Park, CA 94025
Phone: (650) 323-4122
Fax: (650) 323-4120
planning@menlopark.org
www.menlopark.org

DATA SHEET

PROJECT NAME: 115 El Camino Real	ANNUAL: Long Ad + Improvement
PROPOSED USE: Mixed Use/Commercial	PROJECT GUARANTEE: Repair and Add Foundation
ZONING: SP-ECR/D	APPLICATIONS:
PERMITS:	APPLICANTS:
DATE: 04/02/2019	



PARCEL MAP

VICINITY MAP





LEVY
ART + ARCHITECTURE

151 POTRERO AVE. STE. 200
SAN FRANCISCO, CA 94103
415.641.7320
levyaa.com



115 EL CAMINO REAL
MENLO PARK, CA 94025

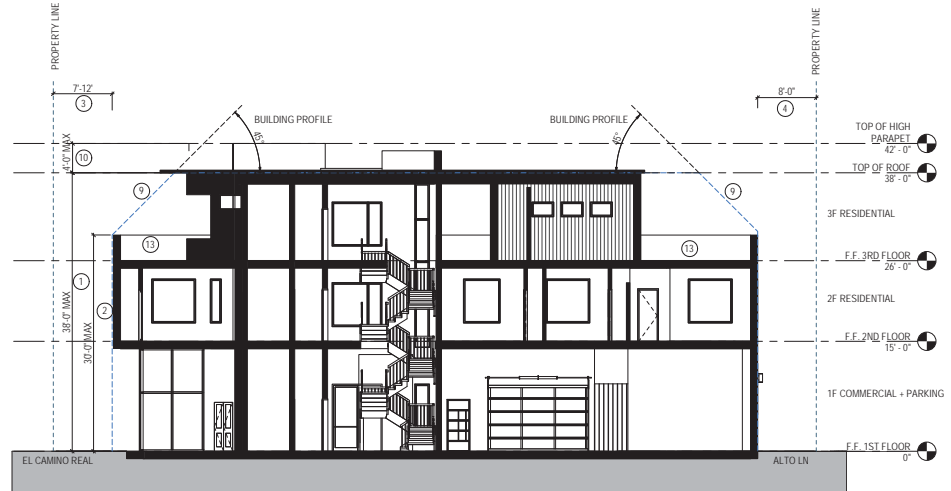
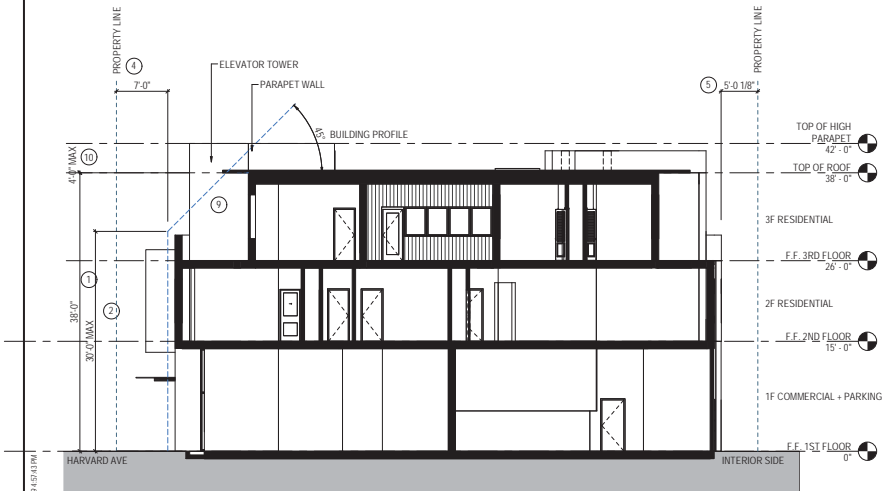
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Date: 04/02/2019
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Drawn: MJT
Job: 115 EL CAMINO
Sheet:

G0.1

ECR SPECIFIC PLAN LAND USE + BUILDING CHARACTER ANALYSIS: ECR SW



- ① BUILDING HEIGHT: 38' WITH 4' PARAPET PROJECTION
- ② FACADE HEIGHT: 30' - 0"
- ③ FRONT SETBACK: 7' - 12"
- ④ SIDE SETBACK: 7' - 12"
- ⑤ INTERIOR SIDE SETBACK: 5'-0"
- ⑥ MINOR BUILDING FACADE MODULATION: AT 50' MIN.
- ⑦ MAJOR BUILDING FACADE MODULATION: N/A
- ⑧ BUILDING BREAK AT 100' MIN: N/A
- ⑨ BUILDING PROFILE
- ⑩ BUILDING PROJECTIONS
- ⑪ ARCHITECTURAL PROJECTIONS
- ⑫ UPPER STORY FACADE LENGTH: N/A
- ⑬ OPEN SPACE



LEVY
ART + ARCHITECTURE

151 POTRERO AVE. STE. 200
SAN FRANCISCO, CA 94109
415.841.7200
levyaa.com



115 EL CAMINO
MENLO PARK, CA 94025

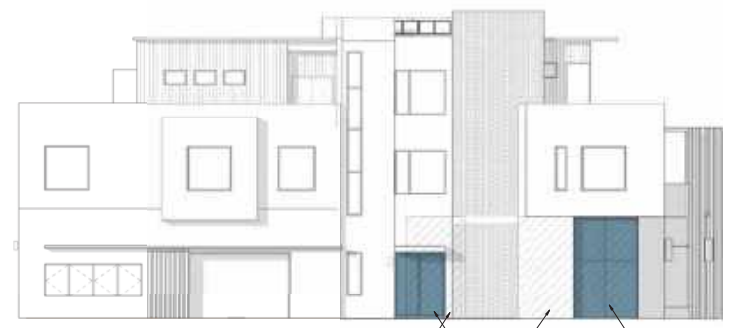
Description ZONING ANALYSIS	
Date	04/02/2019
Scale	As Indicated
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Job	115 EL CAMINO
Sheet	

G0.2

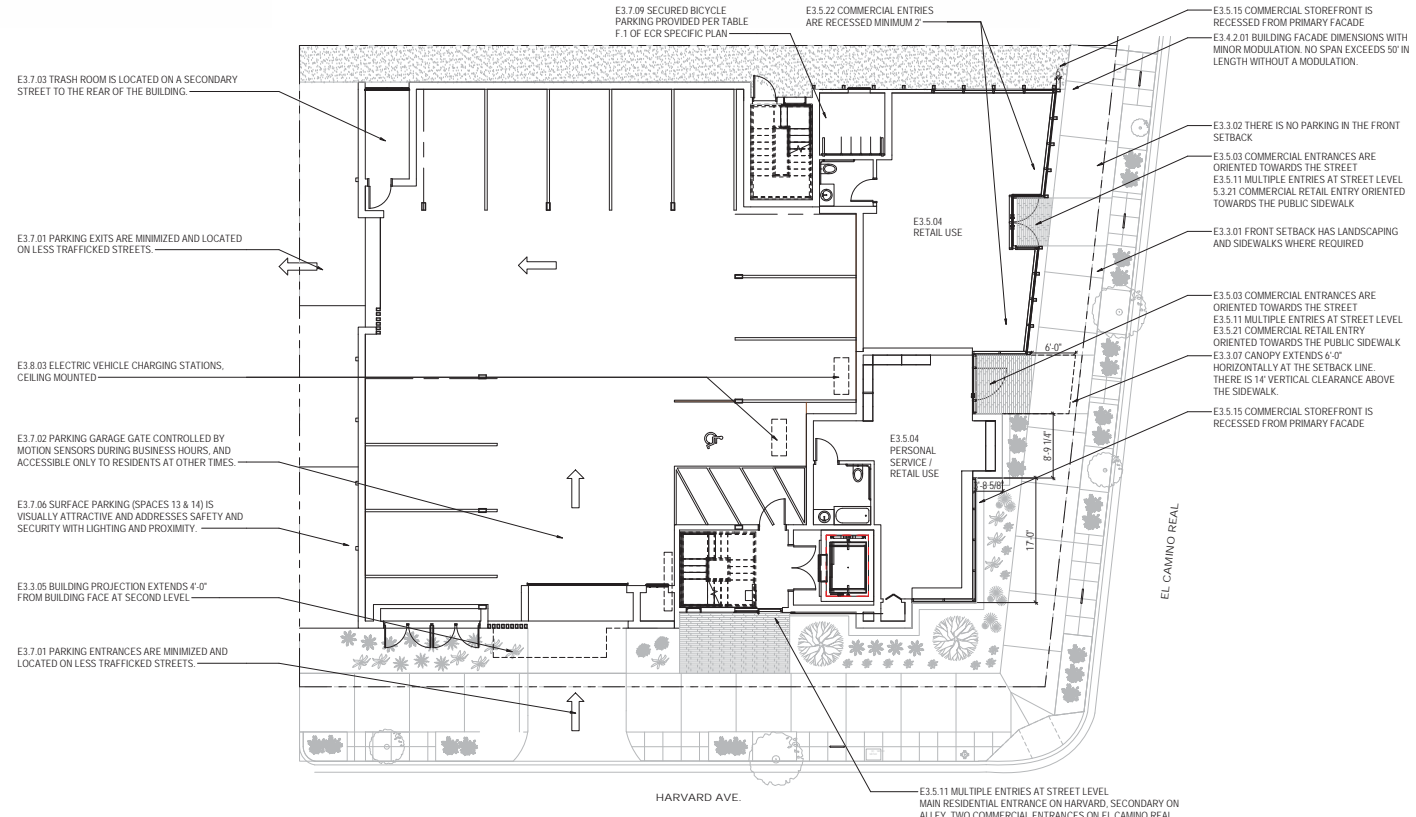
REVISIONS	BY



3 ELEVATION EAST - FACING EL CAMINO REAL TRANSPARENCY DIAGRAM
SCALE: 1/8" = 1'-0"



2 ELEVATION SOUTH - FACING HARVARD AVE TRANSPARENCY DIAGRAM
SCALE: 1/8" = 1'-0"



1 PROPOSED PLAN NOTATED WITH STANDARDS AND GUIDELINES
SCALE: 1/8" = 1'-0"



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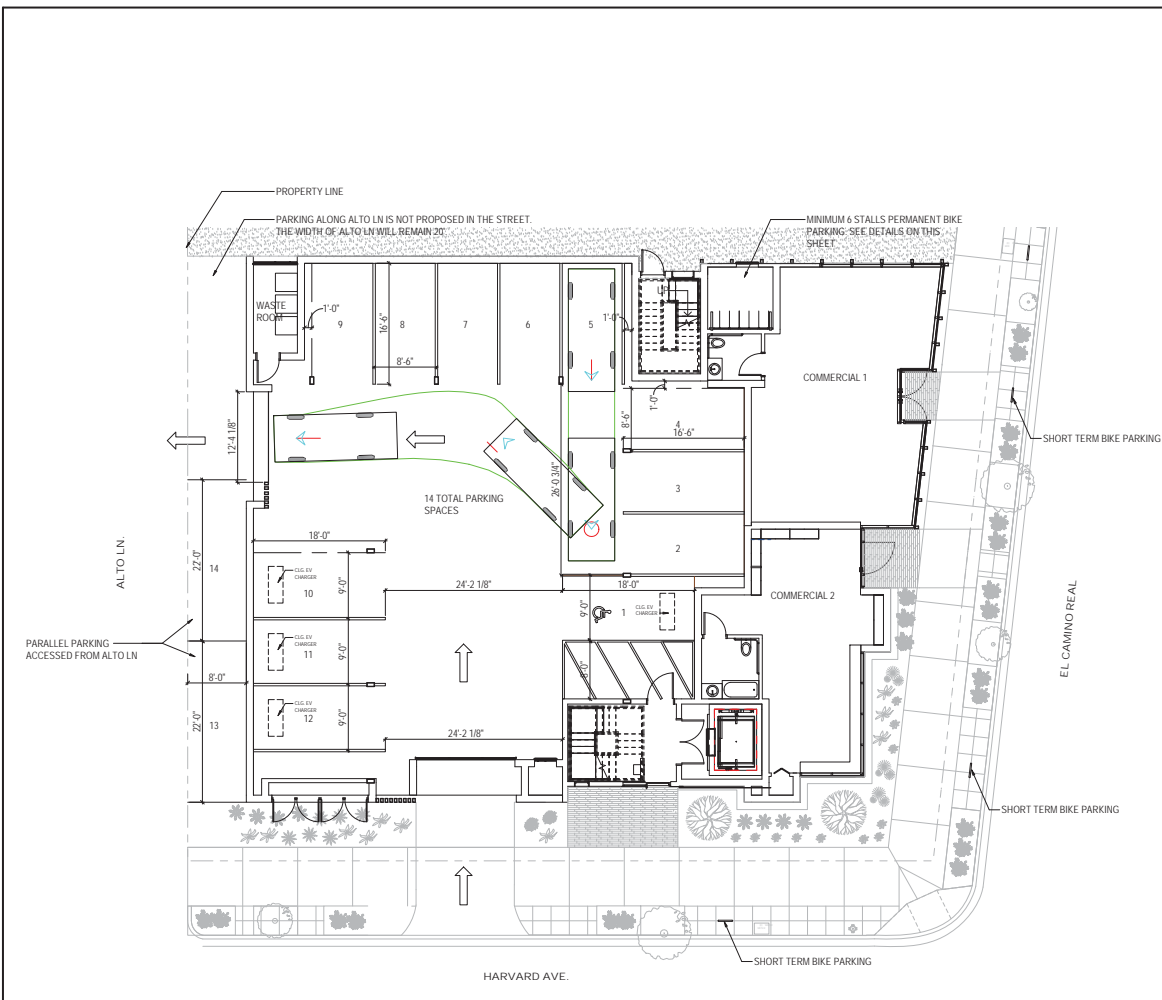


115 EL CAMINO
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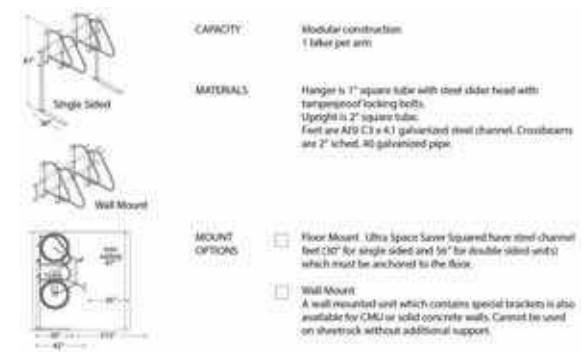
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Scale: 1/8" = 1'-0"
Drawn: MJT
Job: 115 EL CAMINO
Sheet

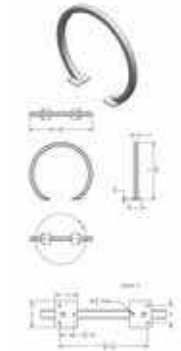
G0.3



1 PROPOSED PARKING PLAN
SCALE: 1/8" = 1'-0"



LONG TERM BIKE PARKING IN ENCLOSED ROOM ACCESSIBLE ONLY TO RESIDENTS AND EMPLOYEES



SHORT TERM BIKE PARKING. SEE PLAN FOR LOCATIONS

BIKE PARKING DETAILS

PARKING SPACE CALCULATIONS			
COMMERCIAL		RESIDENTIAL	
RETAIL SPACE 1	920 SF GLA	SECOND FLOOR	3 UNITS
RETAIL SPACE 2	623 SF GLA	THIRD FLOOR	1 UNIT
TOTAL	1541 SF GLA	TOTAL	4 UNITS
1541 SF / 1000 = 1.5 X 4 = 6 REQ. SPACES		4 UNITS X 1.85 PER UNIT = 7.4 = 8 REQ. SPACES	
6 COMMERCIAL SPACES + 8 RESIDENTIAL SPACES = 14 TOTAL SPACES			

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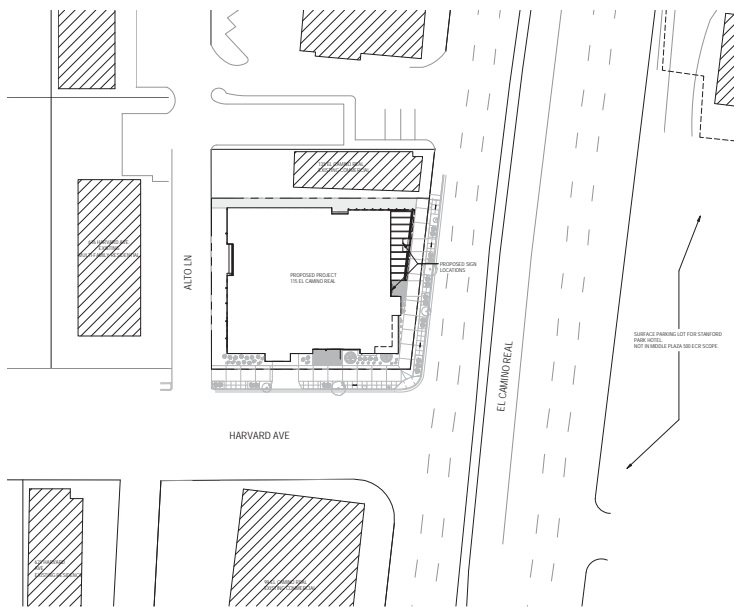
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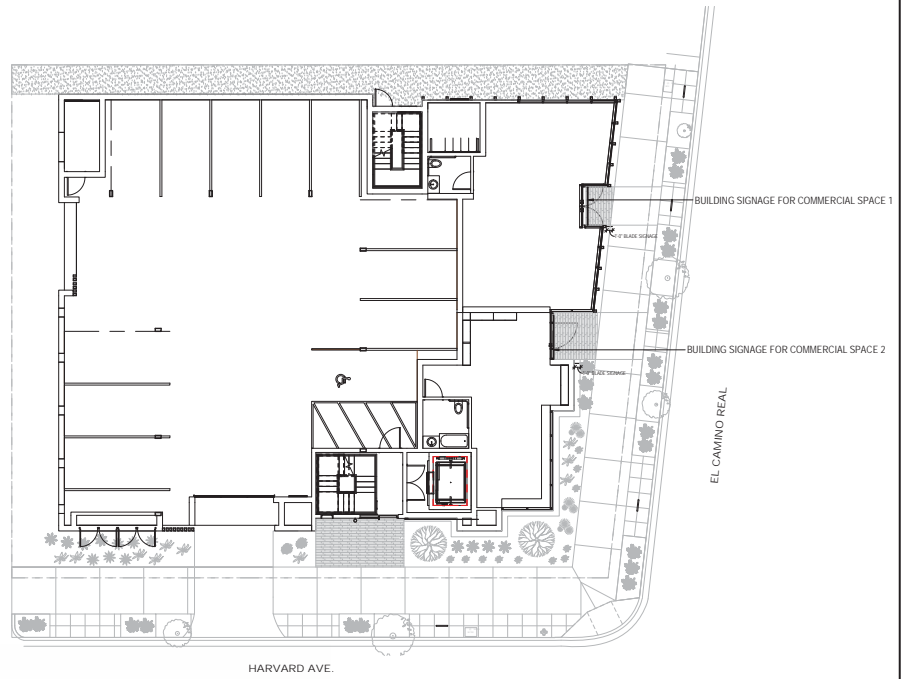
115 EL CAMINO
MENLO PARK, CA 94025

Description	
Date	04/02/2019
Scale	As Indicated
Drawn	MJT
Job	115 EL CAMINO
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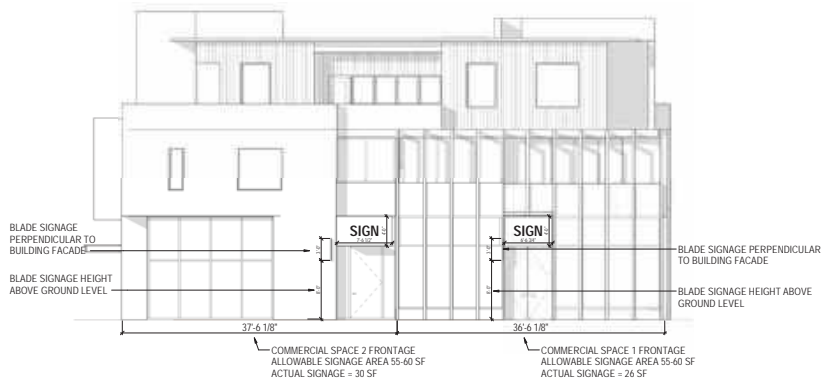
G0.4



3 SITE PLAN FOR SIGNAGE
SCALE: 1" = 30'0"



2 LEVEL ONE FLOOR PLAN FOR SIGNAGE
SCALE: 1" = 10'0"



1 ELEVATION FACING EL CAMINO REAL - SIGNAGE
SCALE: 1/8" = 1'-0"



BLADE SIGNAGE PRECEDENT
LASER CUT METAL, BACKLIT
3 SF MAXIMUM



BUILDING SIGNAGE PRECEDENTS
SOLID BACKGROUND WITH MOUNTED INDIVIDUAL LETTERS AND NUMBERS
LIGHT PROVIDED BY EXTERNAL LIGHT SOURCE

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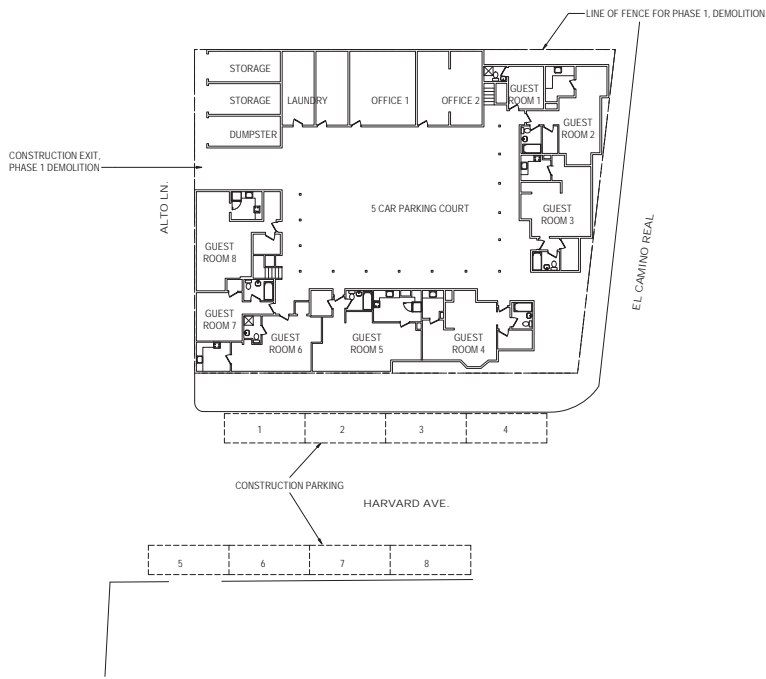


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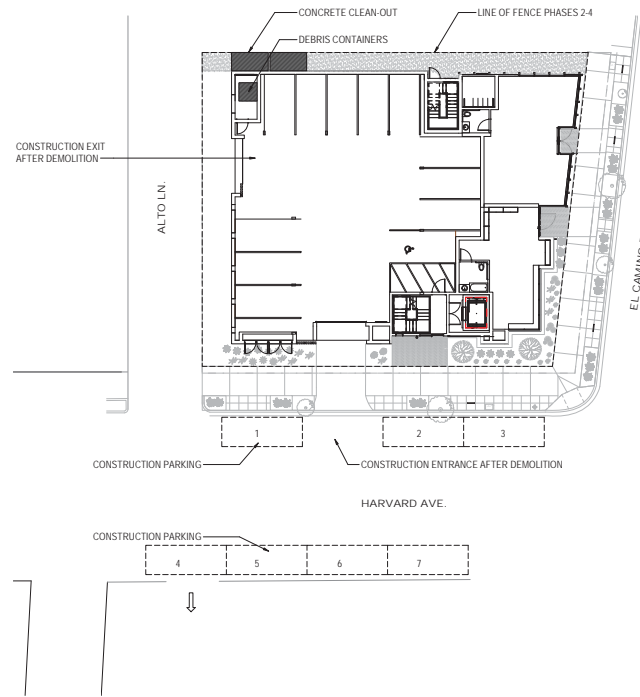
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Sign Plan	
Date	04/02/2019
Scale	As Indicated
Drawn	MJT
Job	115 EL CAMINO
Sheet	

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4/2/2019 10:00 AM



1 CONSTRUCTION PHASING DIAGRAM - DEMOLITION
SCALE: 1/16" = 1'-0"



2 CONSTRUCTION PHASING DIAGRAM - NEW CONSTRUCTION
SCALE: 1/16" = 1'-0"

NOTES:

- PHASE 1: 2 MONTHS CONSTRUCTION FENCING ALONG PROPERTY LINE, DEMOLITION OF EXISTING BUILDING AND SITE IMPROVEMENTS, GRADING OF BUILDING PAD, EQUIPMENT, PARKING, AND SUPPLIES WITHIN CONSTRUCTION FENCING, CONSTRUCTION WORKER PARKING ALONG HARVARD AVE. 5 SPACES NEEDED.
- PHASE 2: 3 MONTHS OFFSITE UNDERGROUND UTILITIES INSTALLATION, DRAINAGE AND FOUNDATION INSTALLATION, PARKING AND ROADWAY SUBGRADE AND BASECOURSE, DEBRIS BOX AND SUPPLIES DELIVERED WITHIN FENCED SITE, CONSTRUCTION WORKER PARKING ALONG HARVARD AVE AND WITHIN FENCED SITE, 8 SPACES NEEDED.
- PHASE 3: 12 MONTHS BUILDING IMPROVEMENT INSTALLATION, MINIMAL SITE WORK, CONSTRUCTION WORKER PARKING NEEDED 6-12 SPACES AVAILABLE WITHIN SITE AND 7 SPACES ALONG HARVARD AVE, DELIVERIES WITHIN FENCED SITE.
- PHASE 4: 6 WEEKS SITE WORK IMPROVEMENTS, CITY PROPERTY IMPROVEMENTS, CONSTRUCTION WORKER PARKING NEEDED 8-12 SPACES ALONG HARVARD AVE. AND ALTO LN. ALL PHASES TO MAINTAIN EXISTING SIDEWALK AVAILABLE FOR PUBLIC USE UNTIL PHASE 4 WORK. REMOVAL OF ALL CONSTRUCTION ACTIVITY END OF PHASE 4.

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Description	
CONSTRUCTION PHASING DIAGRAM	
Date	04/02/2019
Scale	1/16" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

G0.7

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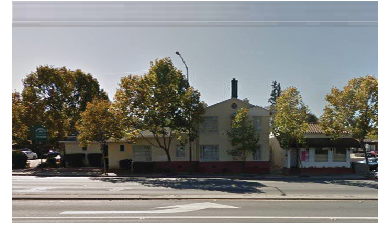
65 EL CAMINO REAL



99 EL CAMINO REAL



HARVARD AVE AT EL CAMINO REAL



115 EL CAMINO REAL

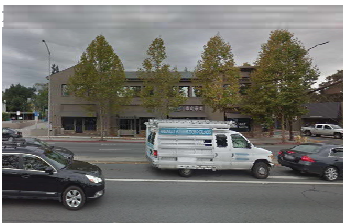


115 EL CAMINO REAL



135 EL CAMINO REAL

145A EL CAMINO REAL



145 EL CAMINO REAL



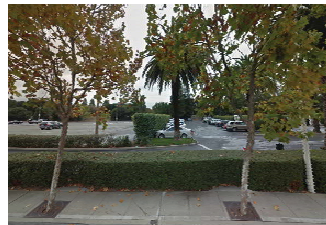
201-211 EL CAMINO REAL



300 EL CAMINO REAL PARKING



300 EL CAMINO REAL PARKING



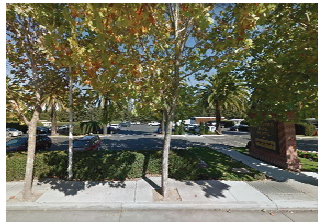
300 EL CAMINO REAL PARKING



STANFORD PARK HOTEL PARKING



STANFORD PARK HOTEL PARKING



STANFORD PARK HOTEL PARKING

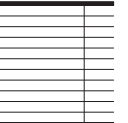


STANFORD PARK HOTEL PARKING



100 EL CAMINO REAL

NOTE: 500 ECR PROJECT WILL BE DEVELOPED ACROSS THE STREET FROM THIS PROPOSAL



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Description
EXIST'NG PHOTOS
Date 04/02/2019
Scale
Drawn MJT
Job 115 EL CAMINO
Sheet

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RED BUSH MONKEYFLOWER



COMMON SUN ROSE



PURPLE OWL'S CLOVER



CA POPPY



PURPLE SAGE



CA FUCHSIA



COMMON MANZANITA
MAX 6' - 20'



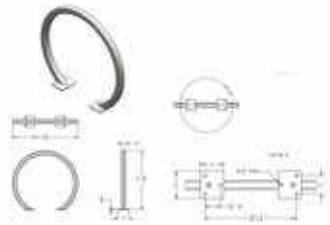
CA ASTER



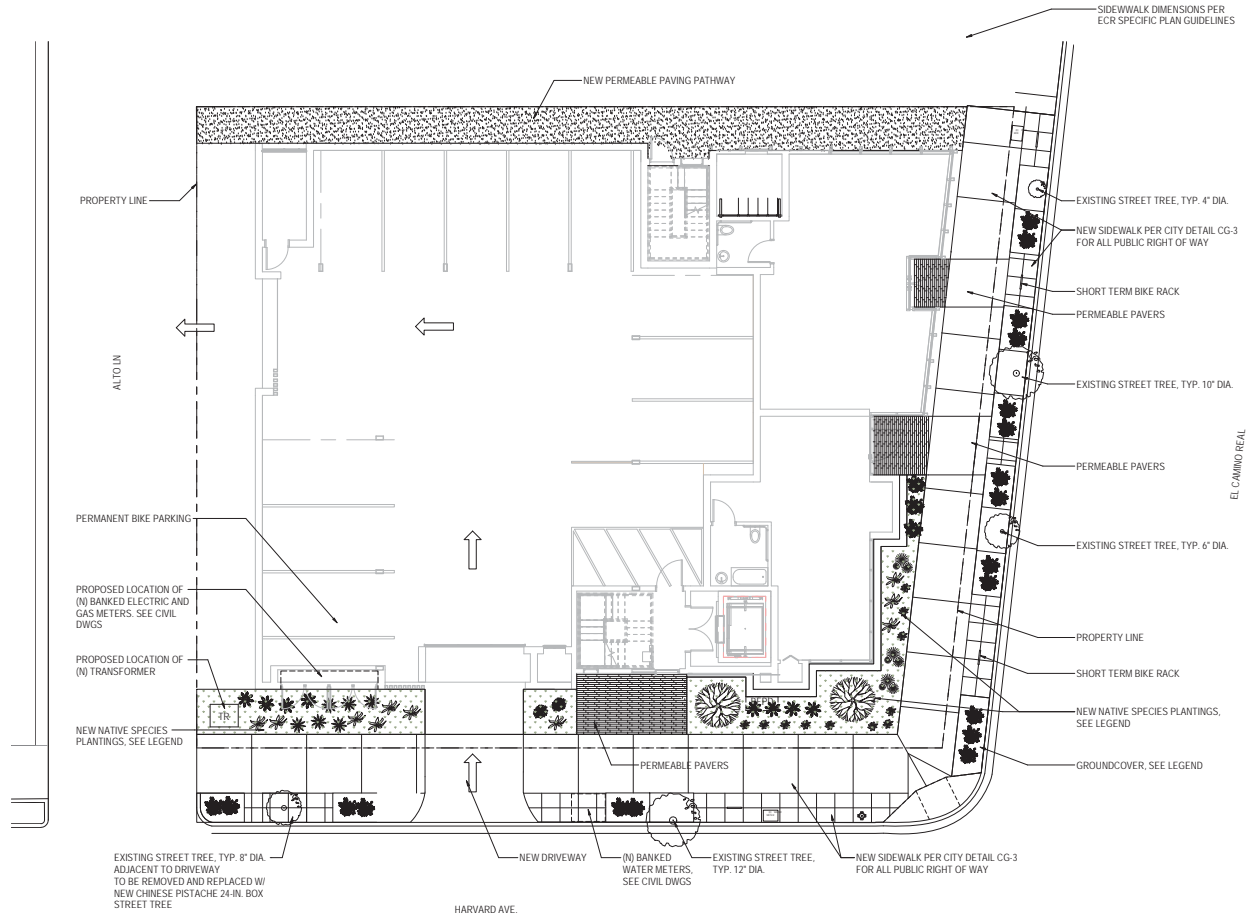
EXISTING STREET TREE



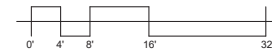
PERMEABLE PAVER



SHORT TERM BIKE PARKING DETAILS



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



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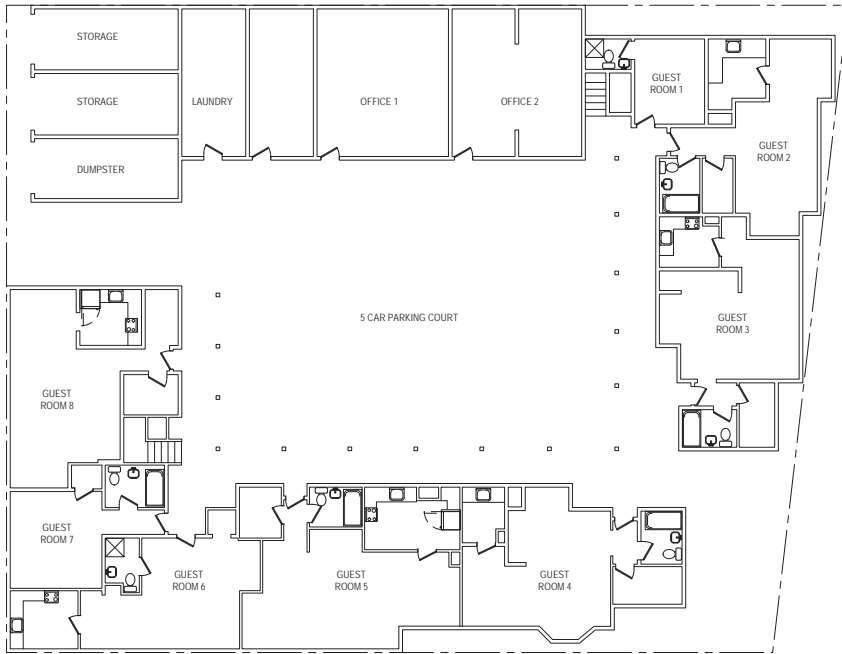
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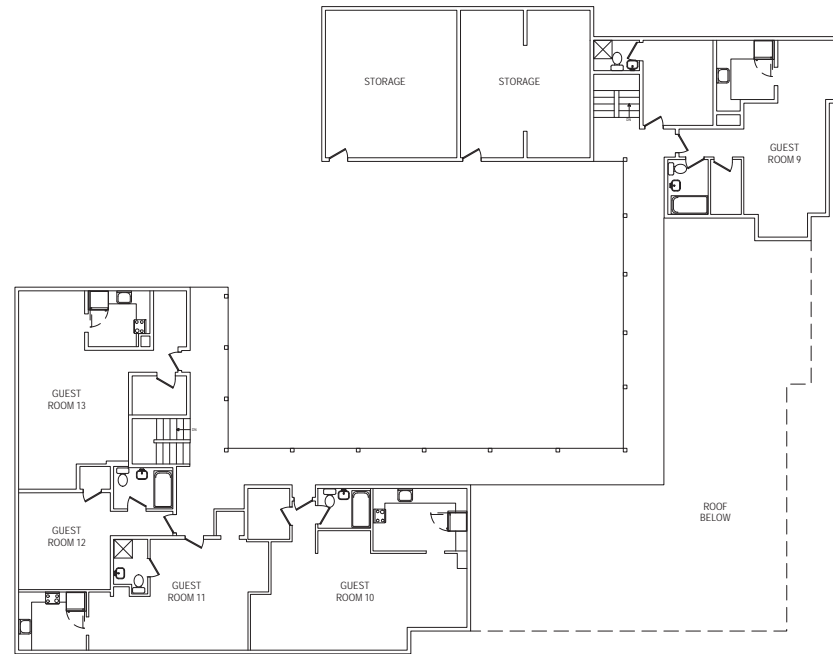
115 EL CAMINO
MENLO PARK, CA 94025

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Date:	04/02/2019
Scale:	1/8" = 1'-0"
Drawn:	MJT
Job:	115 EL CAMINO
Sheet:	

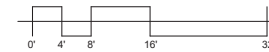
L1.0



1 EXISTING FIRST FLOOR PLAN - TO BE DEMOLISHED
SCALE: 1/8" = 1'-0"



2 EXISTING SECOND FLOOR PLAN - TO BE DEMOLISHED
SCALE: 1/8" = 1'-0"



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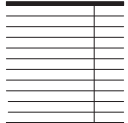
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Description EXISTING PLANS	
Date	04/02/2019
Scale	1/8" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

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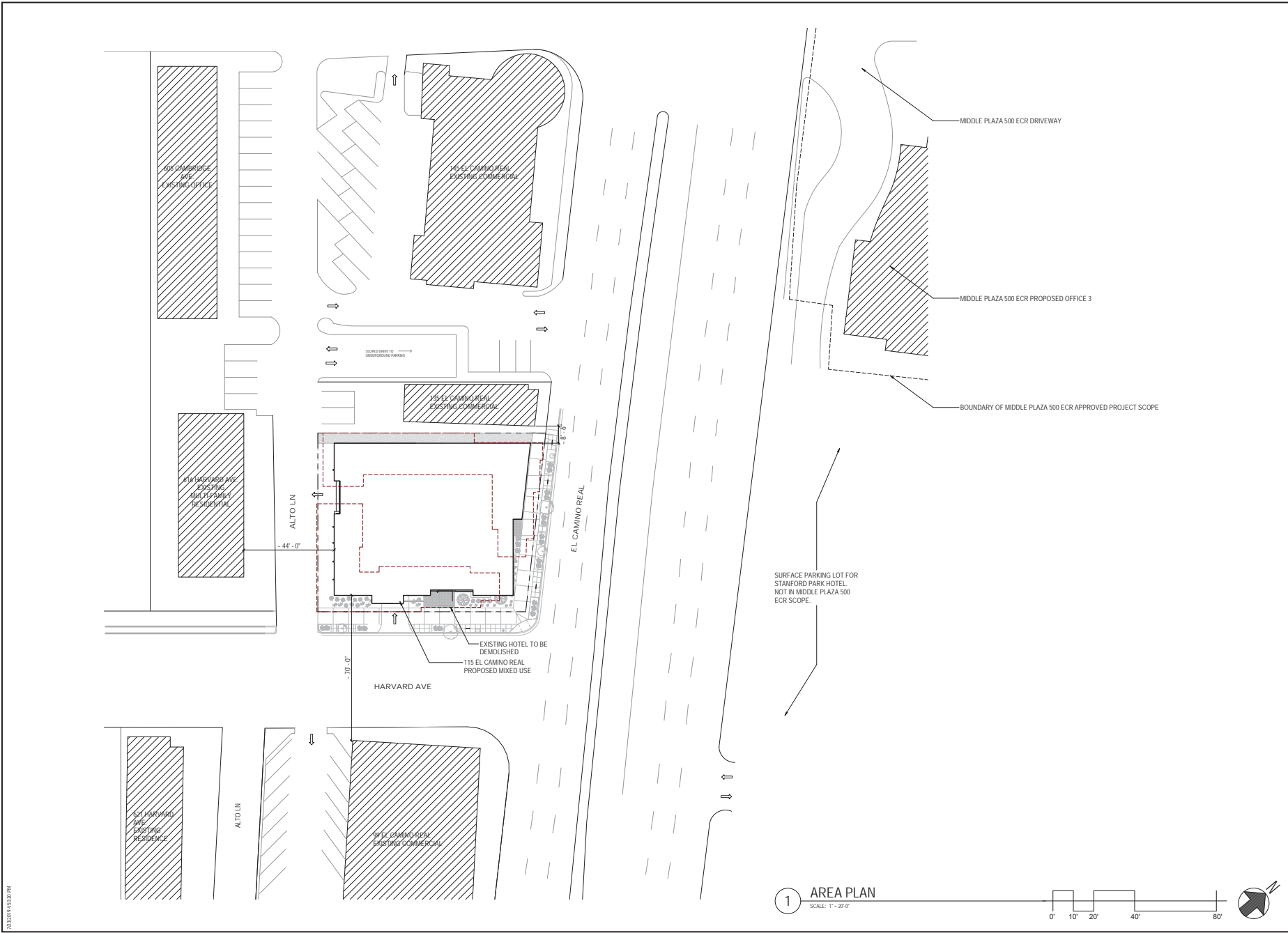
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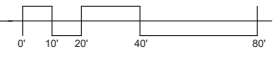
115 EL CAMINO
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Description	AREA PLAN
Date	04/02/2019
Scale	1" = 20'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

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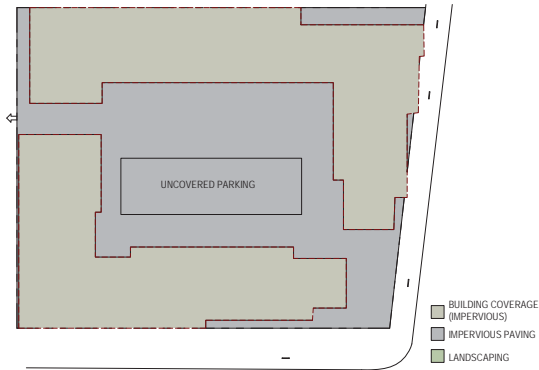


1 AREA PLAN
SCALE: 1" = 20'-0"



12/20/2014 10:30 AM

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EXISTING SITE PLAN COVERAGE AREAS

1/16" = 1'-0"

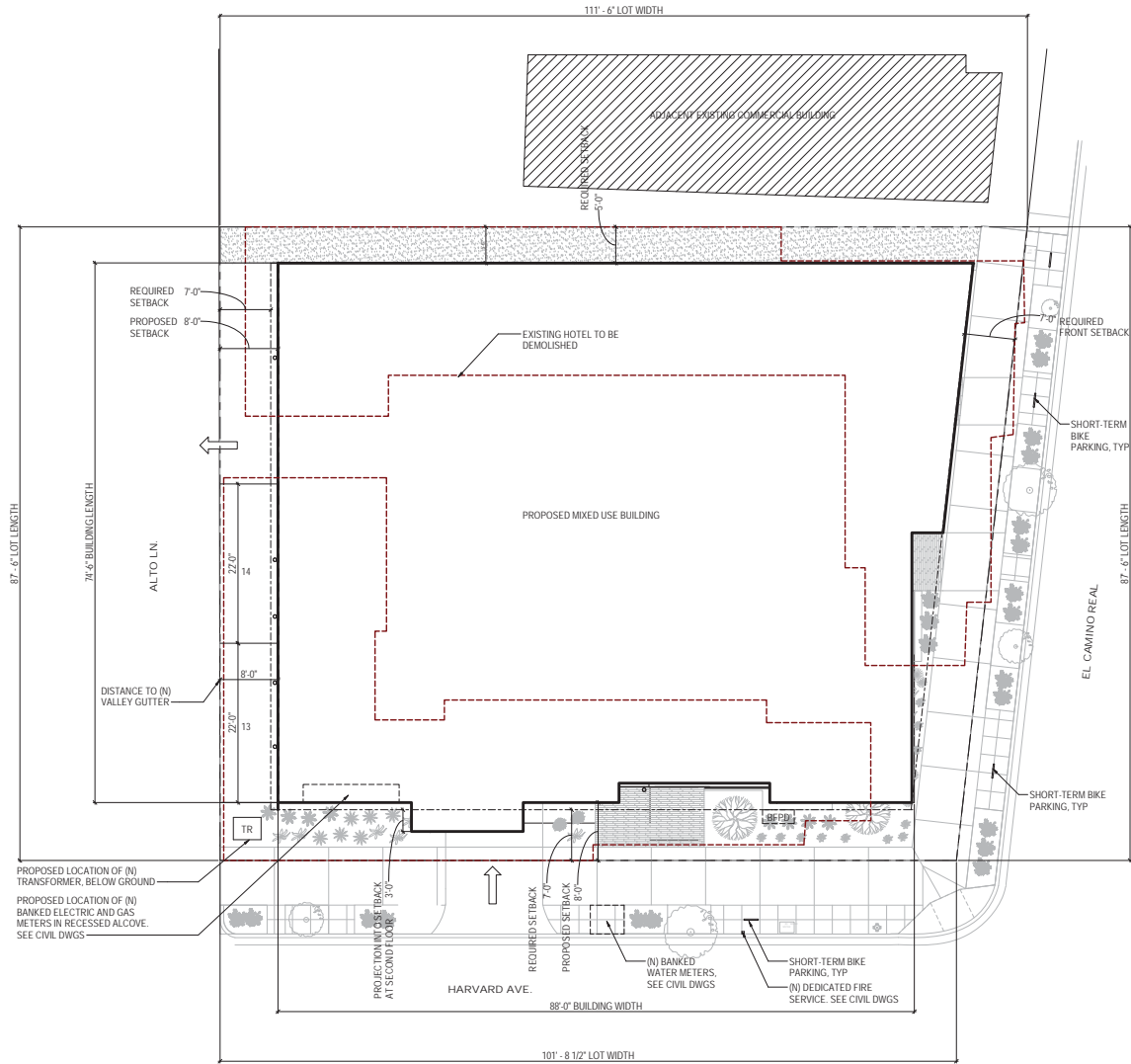


PROPOSED SITE PLAN COVERAGE AREAS

1/16" = 1'-0"

PROPOSED SITE PLAN AREAS		EXISTING SITE PLAN AREAS		PROPOSED OPEN SPACE	
CLASSIFICATION	SF	CLASSIFICATION	SF	AREA	SF
BUILDING COVERAGE (IMPERVIOUS)	6,589	BUILDING COVERAGE (IMPERVIOUS)	5,284	OS LEVEL 1	1560
IMPERVIOUS PAVING	1,268	IMPERVIOUS PAVING	3,498	OS LEVEL 2	1,068.75
PERVIOUS PAVING/PAVERS	314	PERVIOUS PAVING/PAVERS	0	OS LEVEL 3	2,273.5
LANDSCAPING	557	LANDSCAPING	0	TOTAL SF	4,902.25
					47.7%

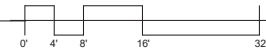
SITE PLAN COVERAGE AREA CALCS



PROPOSED LOCATION OF (N) TRANSFORMER, BELOW GROUND
 PROPOSED LOCATION OF (N) BANKED ELECTRIC AND GAS METERS IN RECESSED ALCOVE. SEE CIVIL DWGS

1 PROPOSED SITE PLAN

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



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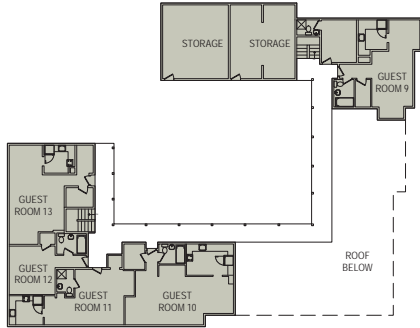
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Date	04/02/2019
Scale	As Indicated
Drawn	MJT
Job	115 EL CAMINO
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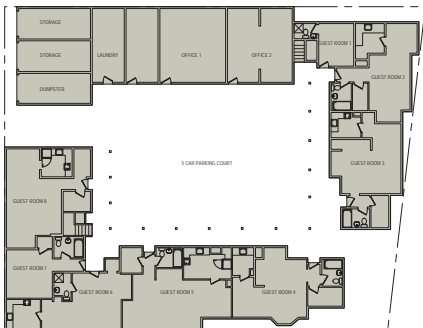
GFA TOTALS		FAR	
EXISTING TOTAL GFA	8,962.75 SF	EXISTING F.A.R.	.96
PROPOSED TOTAL GFA	10,261.75 SF	PROPOSED F.A.R.	1.1

PROPOSED GFA	
PROPOSED FIRST FLOOR	2001.75 SF
PROPOSED SECOND FLOOR	5240.75 SF
PROPOSED THIRD FLOOR	3019.25 SF
PROPOSED TOTAL GFA	10,261.75 SF
MAX ALLOWABLE GFA	10,261.9 SF

OPEN SPACE TOTALS		
GROUND FLOOR	1560 SF	
UNIT 1	272.25 SF	
UNIT 2	322.75 SF	
UNIT 3	473.75 SF	
UNIT 4	2273.5 SF	
TOTAL	4902.25 SF	47.7%



EXISTING SECOND FLOOR PLAN - AREA
1/16" = 1'-0"

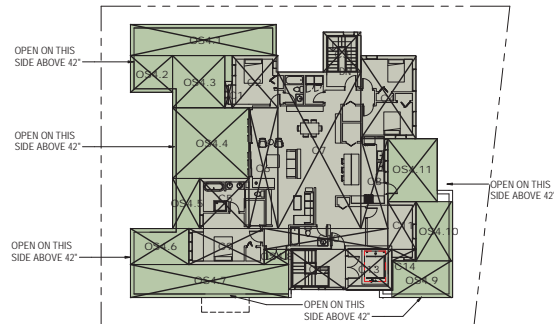


EXISTING FIRST FLOOR PLAN - AREA
1/16" = 1'-0"

EXISTING BUILDING GFA		
AREA	DIMENSIONS	SF
FIRST FLOOR	CAD AREA CALC'	5479.75
SECOND FLOOR	CAD AREA CALC'	3483.0
TOTAL GFA		8962.75 SF

*CAD AREA CALC TAKEN USING REVIT BIM SOFTWARE AREA COMMAND FOR NON ORTHOGONAL SHAPES

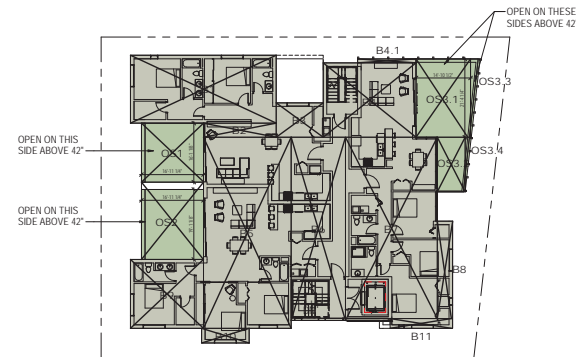
EXISTING SQUARE FOOTAGE CALCS



THIRD FLOOR SF POLYGONS
1/16" = 1'-0"

THIRD FLOOR GFA			PRIVATE OPEN SPACE		
AREA	DIMENSIONS	SF	AREA	DIMENSIONS	SF
C1	2'-0" x 7'-0"	14	OS4.1	39'-9" x 8'-5"	334.5
C2	12'-5" x 14'-2"	176	OS4.2	11'-6" x 10'-0"	115
C3	10'-3" x 10'-10"	111	OS4.3	14'-3" x 14'-3"	203.25
C4	15'-0" x 22'-4"	335	OS4.4	20'-10" x 19'-3"	401.5
C5	13'-4" x 13'-6"	180	OS4.5	7'-5" x 13'-7"	101.5
C6	7'-10" x 32'-9"	256.5	OS4.6	15'-11" x 9'-10"	156.75
C7	22'-6" x 42'-8"	960	OS4.7	43'-1" x 9'-0"	388
C8	7'-4" x 24'-6"	179.75	OS4.8	6'-8" x 4'-11"	27.5
C9	20'-6" x 9'-9"	200	OS4.9	16'-2" x 10'-0"	162.5
C10	33'-8" x 5'-8"	190.75	OS4.10	9'-6" x 16'-2"	153.5
C11	7'-8" x 13'-0"	99.5	OS4.11	13'-6" x 17'-0"	229.5
C12	15'-4" x 10'-7"	164			
C13	12'-7" x 10'-7"	133.25	OS4 TOTAL		2273.5 UNIT 4
C14	6'-6" x 3'-0"	19.5	TOTAL SF		2273.5
TOTAL GFA		3019.25			

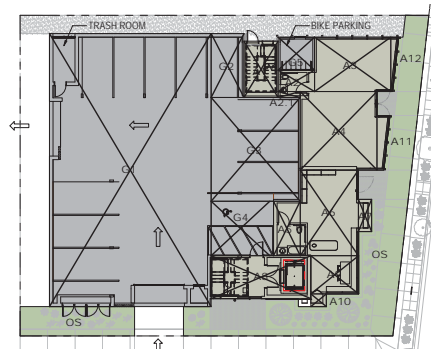
THIRD FLOOR PLAN SQUARE FOOTAGE CALCS



SECOND FLOOR SF POLYGONS
1/16" = 1'-0"

SECOND FLOOR GFA			PRIVATE OPEN SPACE		
AREA	DIMENSIONS	SF	AREA	DIMENSIONS	SF
B1	39'-9" x 18'-6"	735.5	OS1	16'-11" x 16'-1"	272.25 UNIT 1
B2	19'-10" x 3'-9"	74.5	OS2	16'-11" x 19'-1"	322.75 UNIT 2
B3	12'-9" x 9'-4"	119	OS3.1	14'-10" x 21'-4"	318.0
B4	25'-3" x 20'-3"	511.5	OS3.2	7'-7" x 14'-10"	113.25
B4.1	16'-0" x 11'-1"	172.5	OS3.3	CAD AREA CALC'	30
B5	23'-9" x 52'-0"	1235	OS3.4	CAD AREA CALC'	12.5
B6	14'-9" x 50'-0"	737.5	OS3 TOTAL		473.75 UNIT 3
B7	25'-0" x 49'-5"	1235.5			
B8	4'-0" x 26'-6"	106			
B9	19'-10" x 18'-9"	372			
B10	12'-10" x 4'-0"	51.5			
B11	17'-0" x 2'-8"	45.5			
TOTAL GFA		5240.75	TOTAL SF		1068.75

SECOND FLOOR PLAN SQUARE FOOTAGE CALCS



FIRST FLOOR SF POLYGONS
1/16" = 1'-0"

GROUND FLOOR GFA			GARAGE SF CALC		
AREA	DIMENSIONS	SF	AREA	DIMENSIONS	SF
A1	9'-3" x 15'-4"	142	G1	44'-1" x 74'-6"	3284.25
A2	10'-0" x 5'-10"	58.25	G2	6'-11" x 17'-5"	115.25
A2.1	6'-0" x 1'-7"	9.5	G3	24'-3" x 28'-3"	685
A3	20'-9" x 14'-10"	307.75	G4	16'-0" x 14'-10"	237.25
A4	21'-0" x 21'-5"	449.75	G5	10'-0" x 8'-10"	88.25
A5	7'-3" x 14'-10"	107.75	TOTAL SF		4450
A6	15'-10" x 23'-4"	369.5			
A7	3'-6" x 8'-9"	30.75			
A8	27'-2" x 11'-8"	317			
A9	A13'-0" x 10'-5"	135.5			
A10	A4'-2" x 3'-5"	14.25			
A11	CAD AREA CALC'	40.25			
A12	CAD AREA CALC'	19.5			
TOTAL GFA		2001.75			

FIRST FLOOR PLAN SQUARE FOOTAGE CALCS

*CAD AREA CALC TAKEN USING REVIT BIM SOFTWARE AREA COMMAND FOR NON ORTHOGONAL SHAPES



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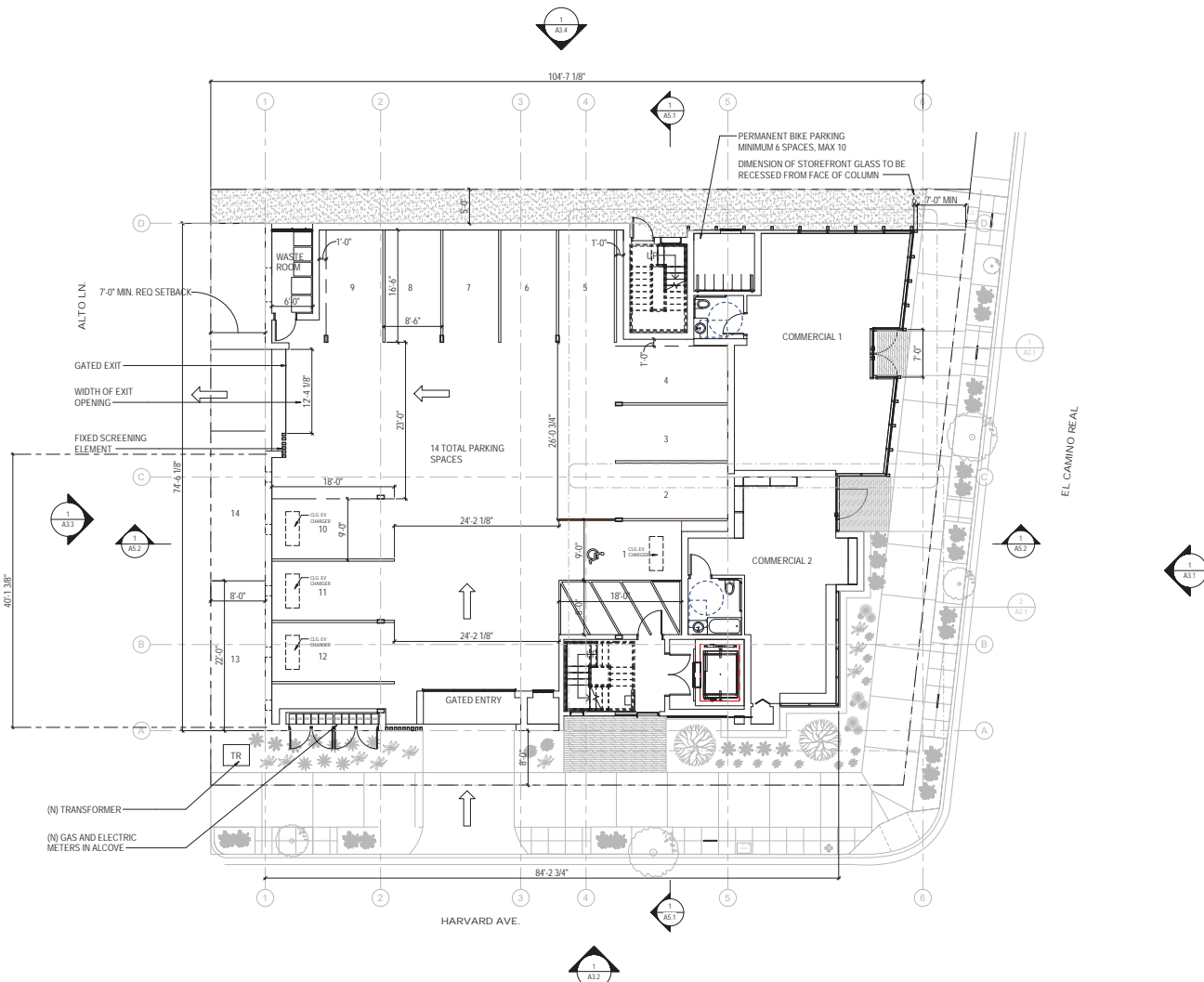


115 EL CAMINO
MENLO PARK, CA 94025

Description
SQUARE FOOTAGE CALC PLANS
Date 04/02/2019
Scale As Indicated
Drawn MJT
Job 115 EL CAMINO
Sheet



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1 PROPOSED LEVEL ONE FLOOR PLAN
SCALE: 1/8" = 1'-0"



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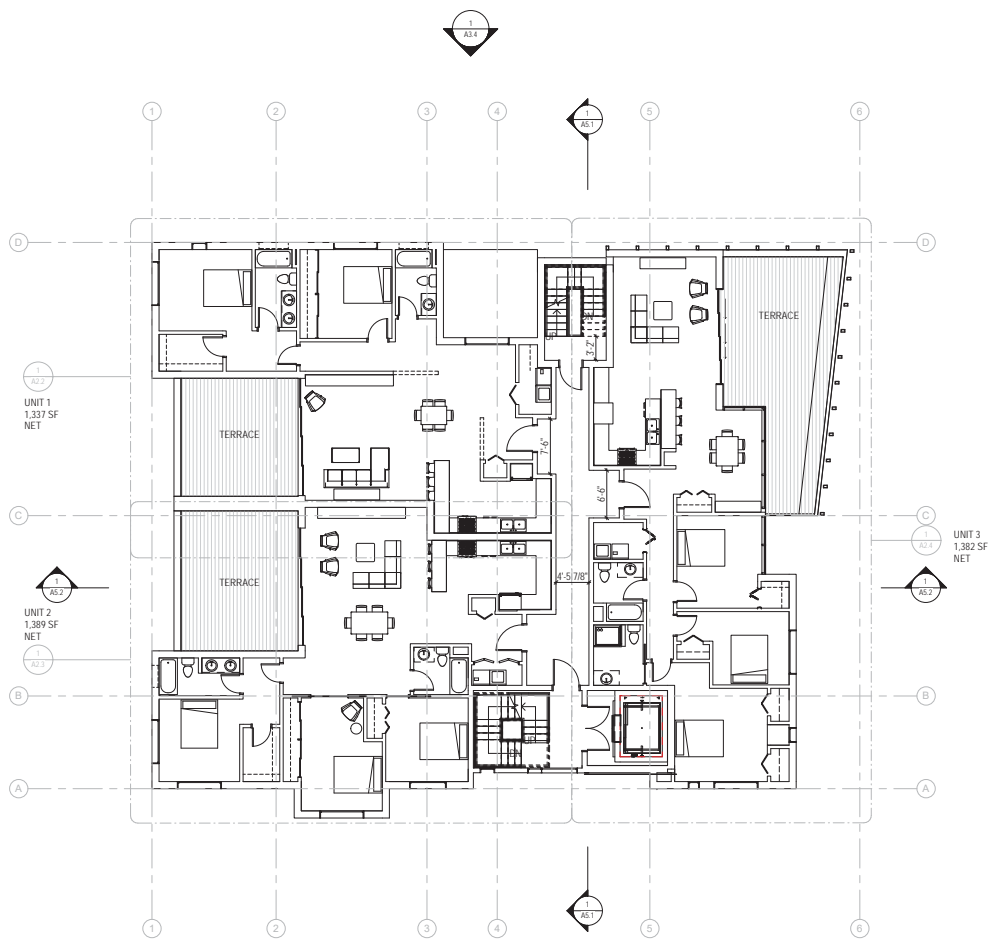


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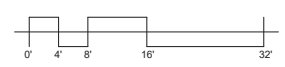
Description	OVERALL FLOOR PLAN - LEVEL 1
Date	04/02/2019
Scale	1/8" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A1.1

13/03/2019 10:00 AM



1 PROPOSED LEVEL TWO FLOOR PLAN
SCALE: 1/8" = 1'-0"



- EXISTING WALL TO REMAIN
- EXISTING WALL TO BE REMOVED
- PROPOSED WALL
- FIRE RATED WALL (1-HOUR U.O.N.)



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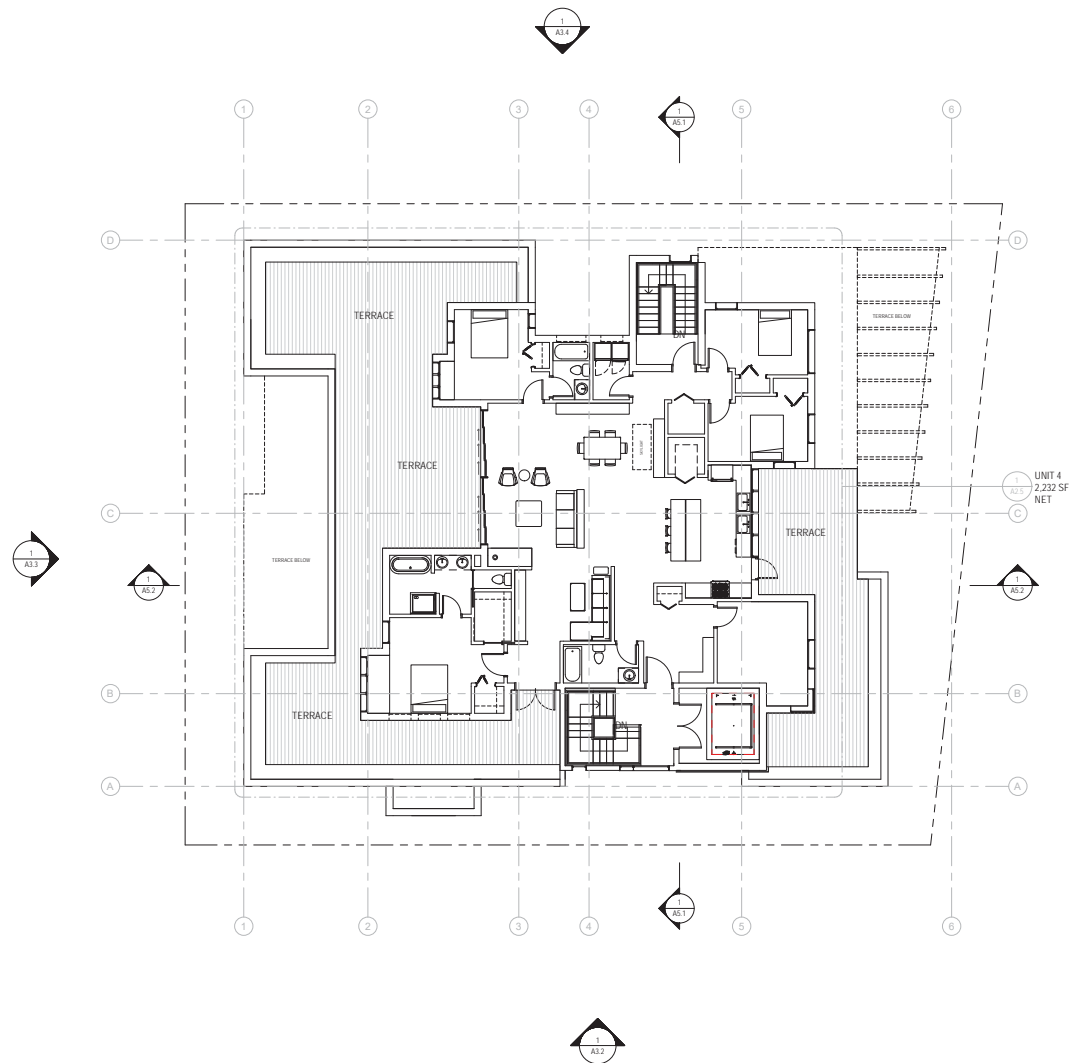
115 EL CAMINO
MENLO PARK, CA 94025

Description	OVERALL FLOOR PLAN - LEVEL 2
Date	04/02/2019
Scale	1/8" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

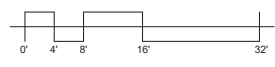
A1.2

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1 PROPOSED LEVEL THREE FLOOR PLAN
SCALE: 1/8" = 1'-0"



- EXISTING WALL TO REMAIN
- EXISTING WALL TO BE REMOVED
- PROPOSED WALL
- FIRE RATED WALL (1-HOUR U.O.N.)



LEVY
ART + ARCHITECTURE

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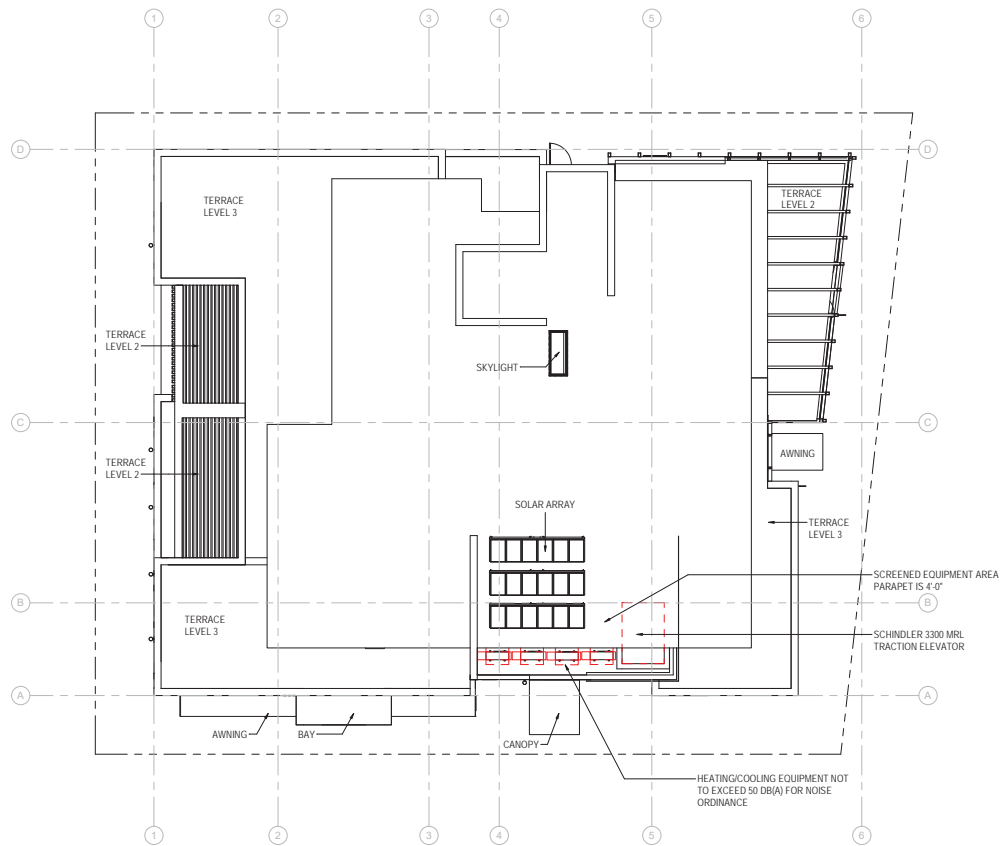
115 EL CAMINO
MENLO PARK, CA 94025

Description	OVERALL FLOOR PLAN - LEVEL 3
Date	04/02/2019
Scale	1/8" = 1'-0"
Drawn	Author
Job	115 EL CAMINO
Sheet	

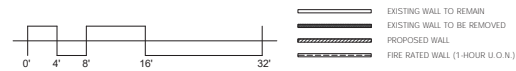
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1 ROOF PLAN
SCALE: 1/8" = 1'-0"



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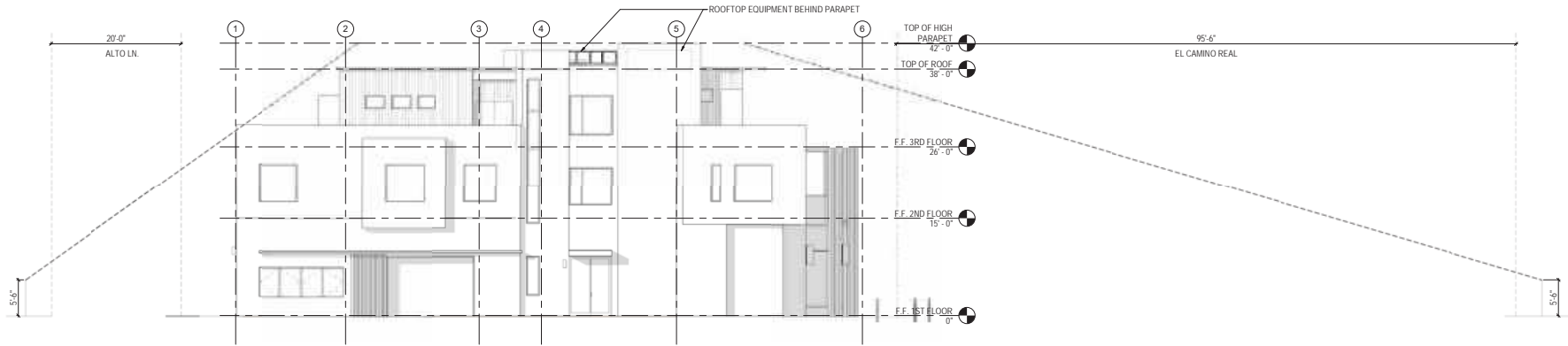
115 EL CAMINO
MENLO PARK, CA 94025

Description	Date
ROOF PLAN	04/02/2019
Scale	1/8" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

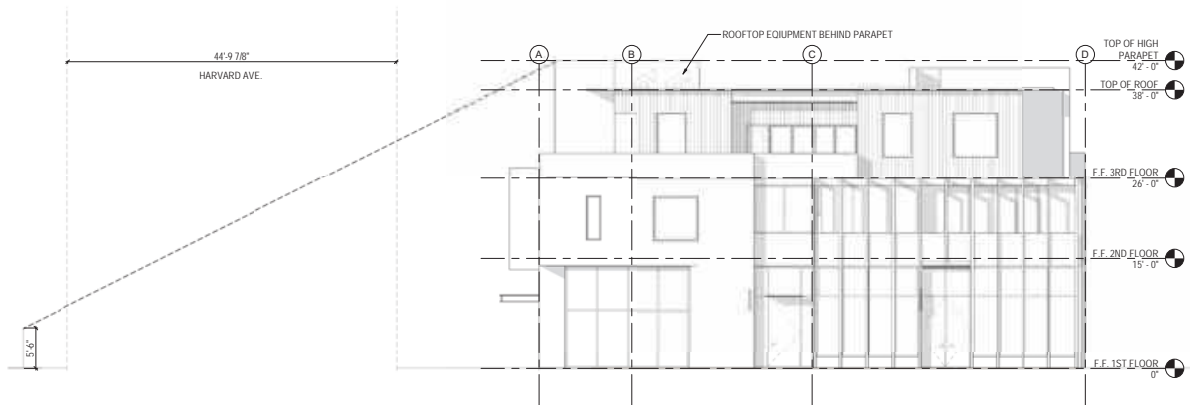
A1.4

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2 LINE OF SIGHT FACING HARVARD AVE.
SCALE: 1/8" = 1'-0"



1 LINE OF SIGHT FACING EL CAMINO REAL
SCALE: 1/8" = 1'-0"



LEVY
ART + ARCHITECTURE

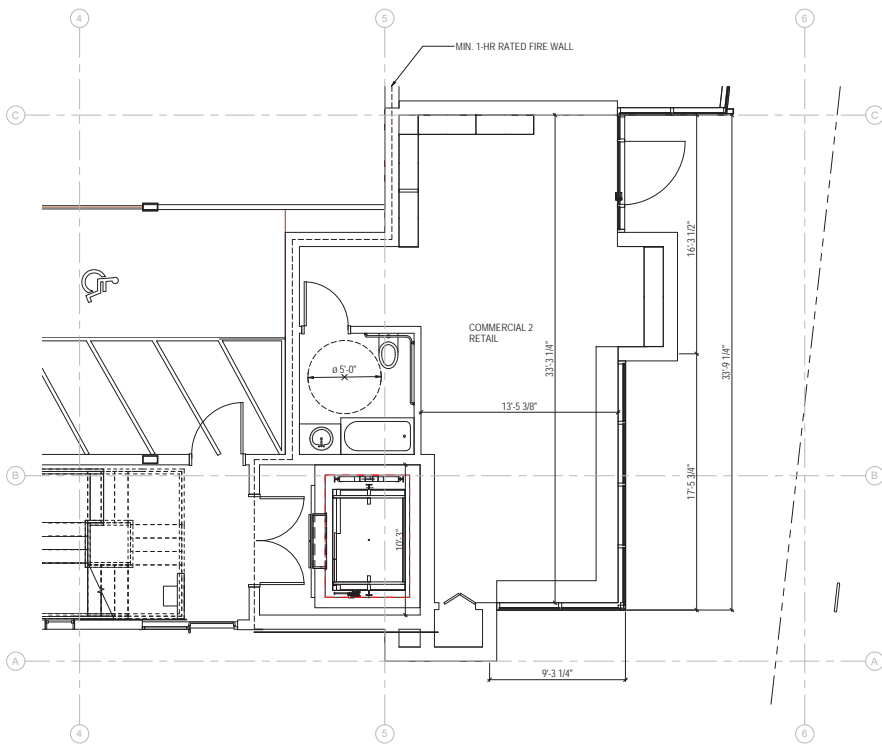
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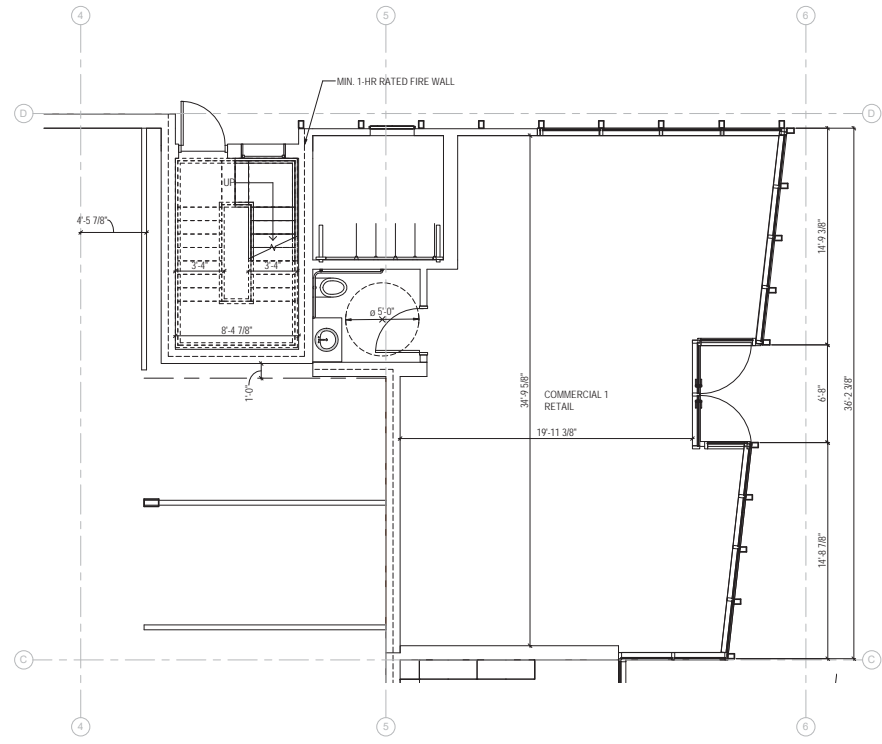
115 EL CAMINO
MENLO PARK, CA 94025

Description	LINE OF SIGHT DIAGRAMS
Date	04/02/2019
Scale	1/8" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

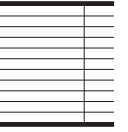
A1.5



2 LEVEL ONE COMMERCIAL 2 FLOOR PLAN
SCALE: 1/4" = 1'-0"



1 LEVEL ONE COMMERCIAL 1 FLOOR PLAN
SCALE: 1/4" = 1'-0"



LEVY
ART + ARCHITECTURE

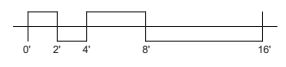
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115 EL CAMINO
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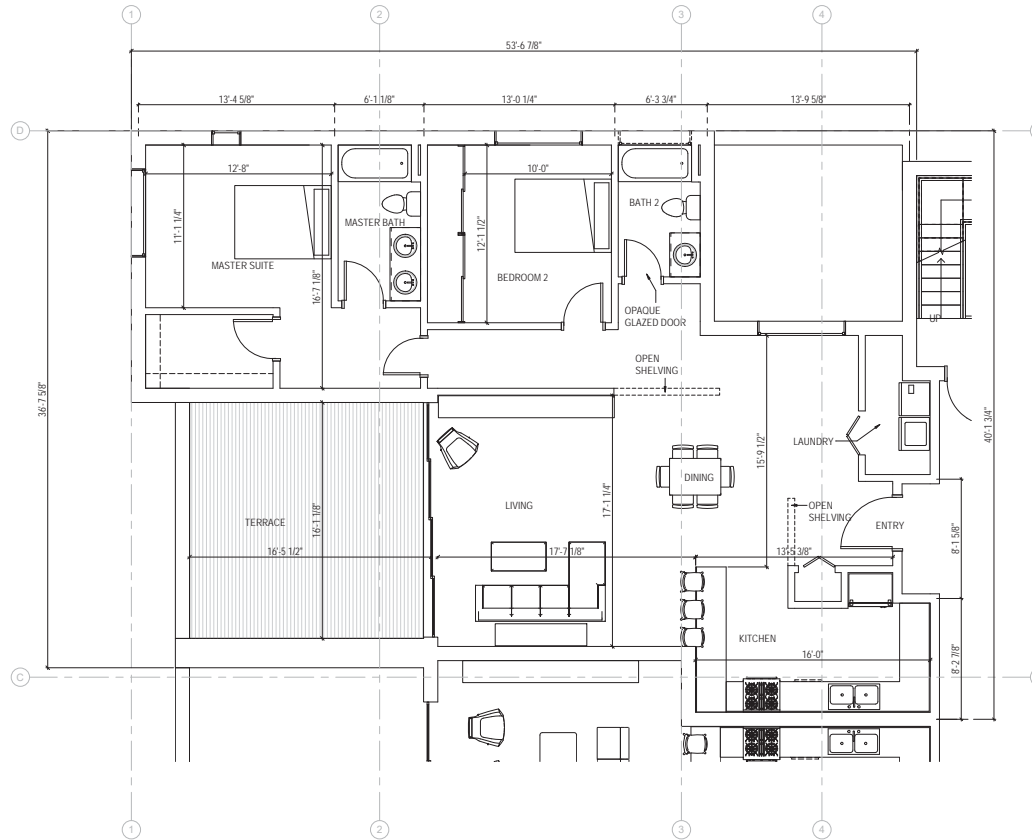
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Scale	1/4" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A2.1

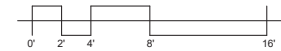


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1 LEVEL TWO UNIT 1 FLOOR PLAN
SCALE: 1/4" = 1'-0"



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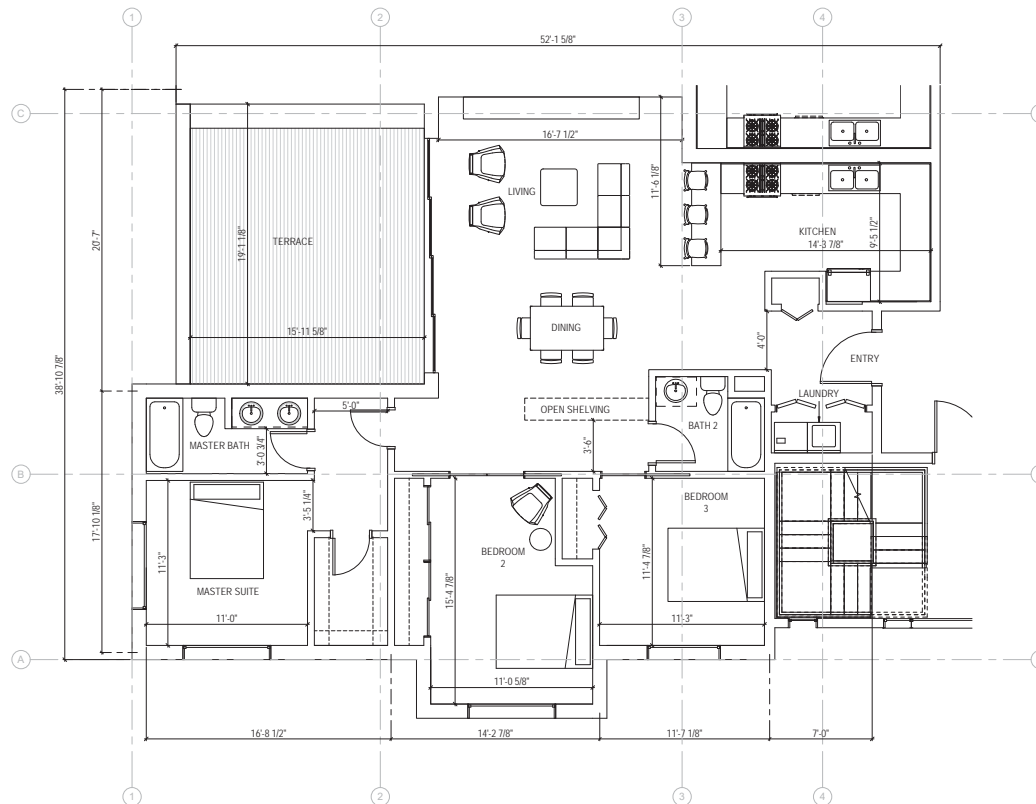


115 EL CAMINO
MENLO PARK, CA 94025

Description	ENLARGED UNIT 1 PLAN
Date	04/02/2019
Scale	1/4" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A2.2

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1 LEVEL TWO UNIT 2 FLOOR PLAN
SCALE: 1/4" = 1'-0"



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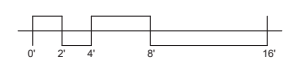
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115 EL CAMINO
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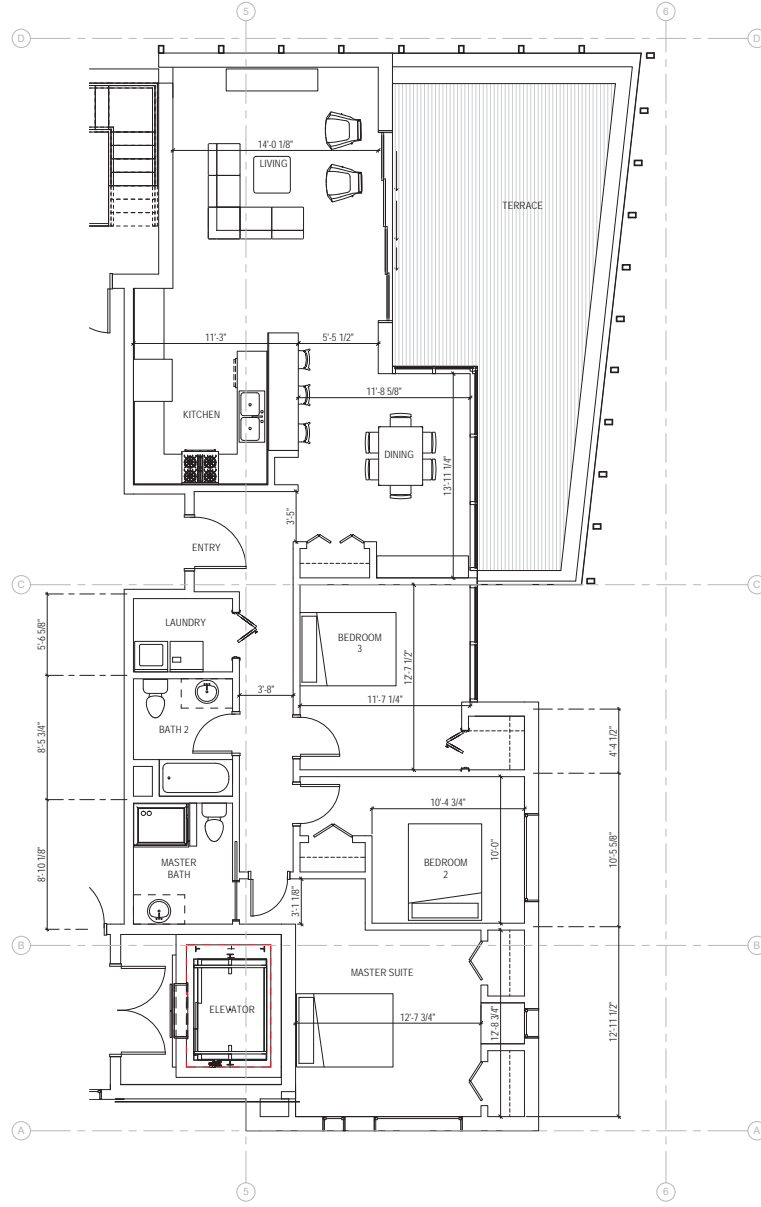
Description	ENLARGED UNIT 2 PLAN
Date	04/02/2019
Scale	1/4" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A2.3

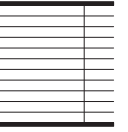
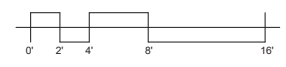


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1 LEVEL TWO UNIT 3 FLOOR PLAN
SCALE: 1/4" = 1'-0"



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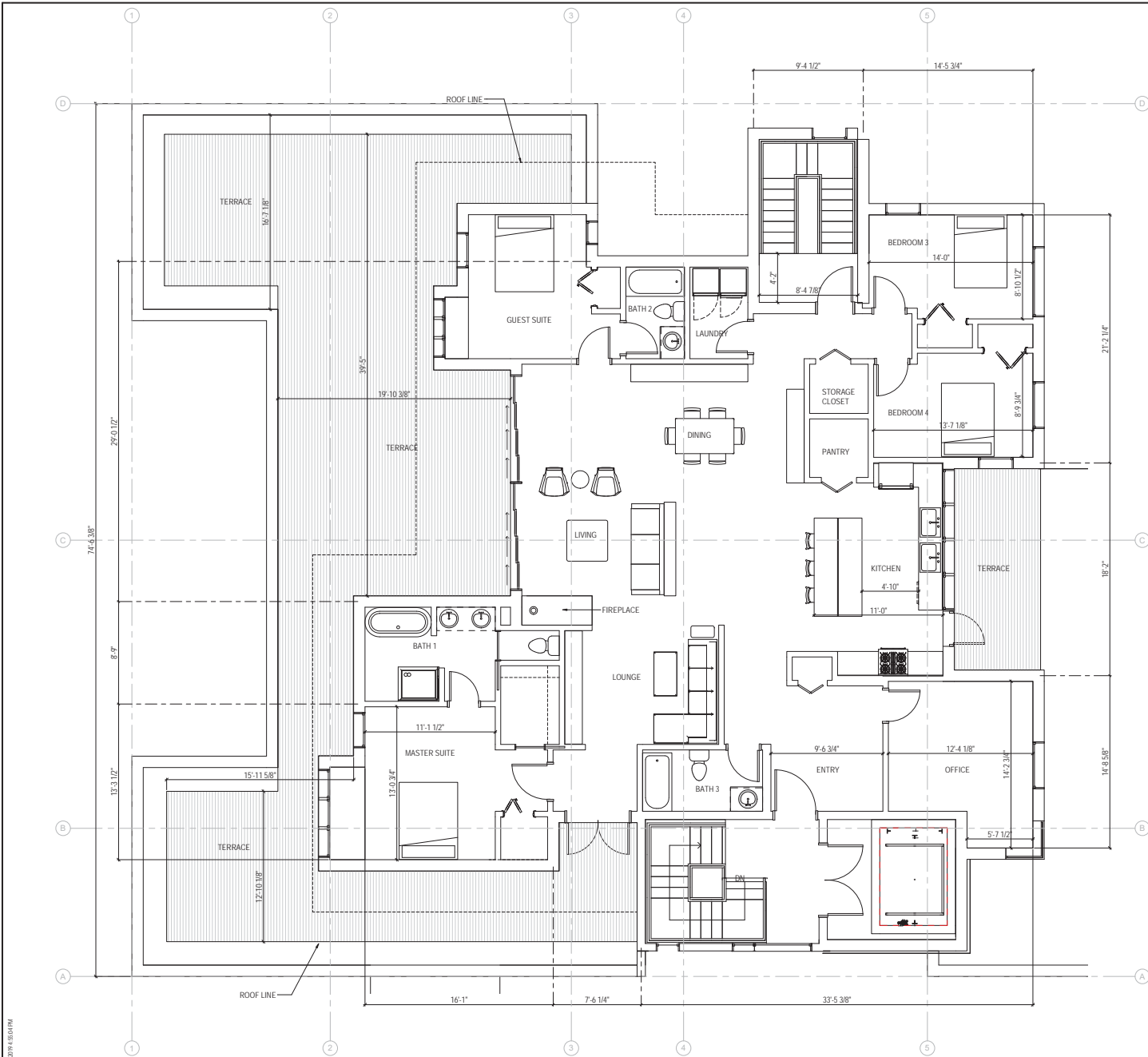
115 EL CAMINO
MENLO PARK, CA 94025

Description	ENLARGED UNIT 3 PLAN
Date	04/02/2019
Scale	1/4" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

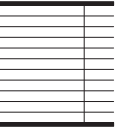
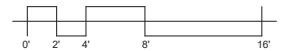
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1 LEVEL THREE UNIT 4 FLOOR PLAN
SCALE: 1/8" = 1'-0"



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115 EL CAMINO
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Description	ENLARGED UNIT 4 PLAN
Date	04/02/2019
Scale	1/4" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A2.5

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1 ELEVATION EAST - FACING EL CAMINO REAL
SCALE: 1/4" = 1'-0"



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115 EL CAMINO
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Description	PROPOSED EXTERIOR ELEVATION
Date	04/02/2019
Scale	1/4" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A3.1

04/02/2019 10:53:17 AM



1 ELEVATION SOUTH - FACING HARVARD AVE
SCALE: 1/4" = 1'-0"



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115 EL CAMINO
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Description	PROPOSED EXTERIOR ELEVATION
Date	04/02/2019
Scale	1/4" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A3.2

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1 ELEVATION NORTH - INTERIOR SIDE
SCALE: 1/4" = 1'-0"



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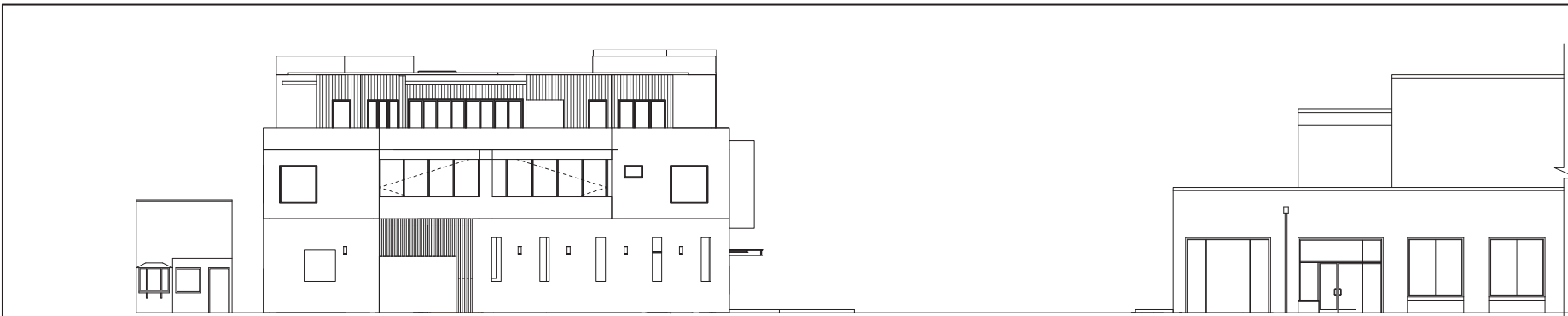


115 EL CAMINO
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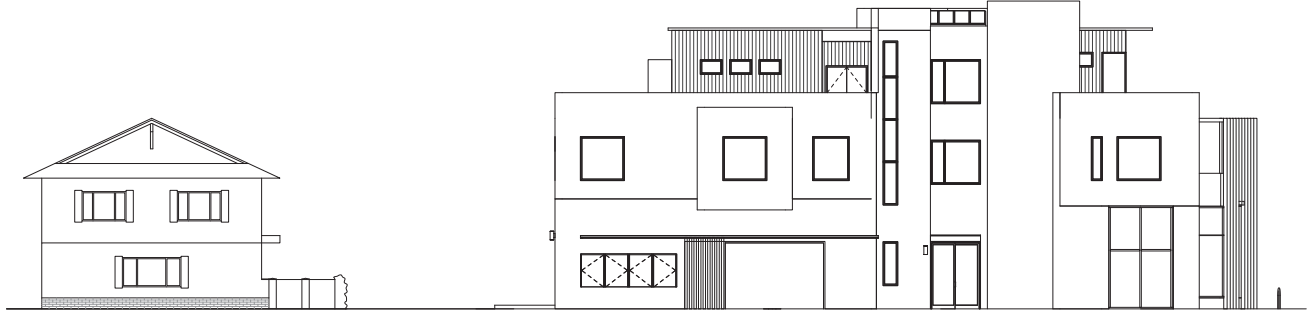
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Drawn	MJT
Job	115 EL CAMINO
Sheet	

A3.4

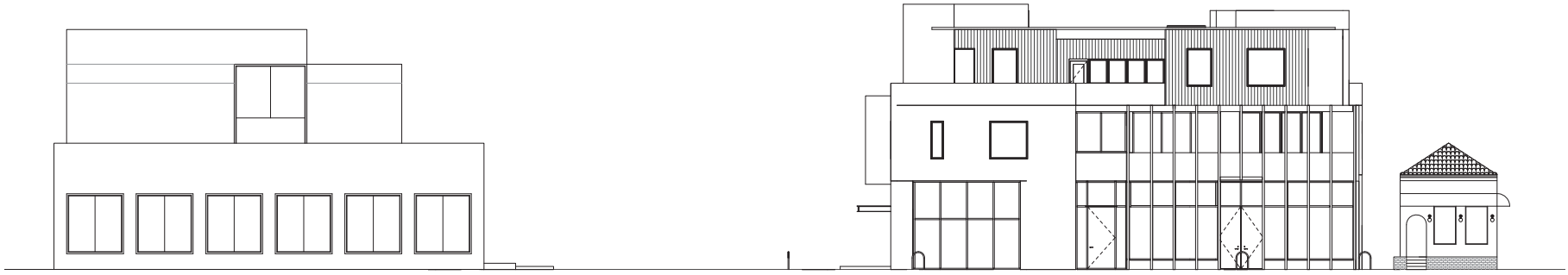
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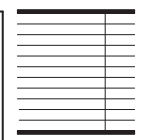
3 STREETScape WEST ALONG ALTO LN.
SCALE: 1/8" = 1'-0"



2 STREETScape SOUTH ALONG HARVARD AVE.
SCALE: 1/8" = 1'-0"



1 STREETScape EAST ALONG EL CAMINO REAL
SCALE: 1/8" = 1'-0"



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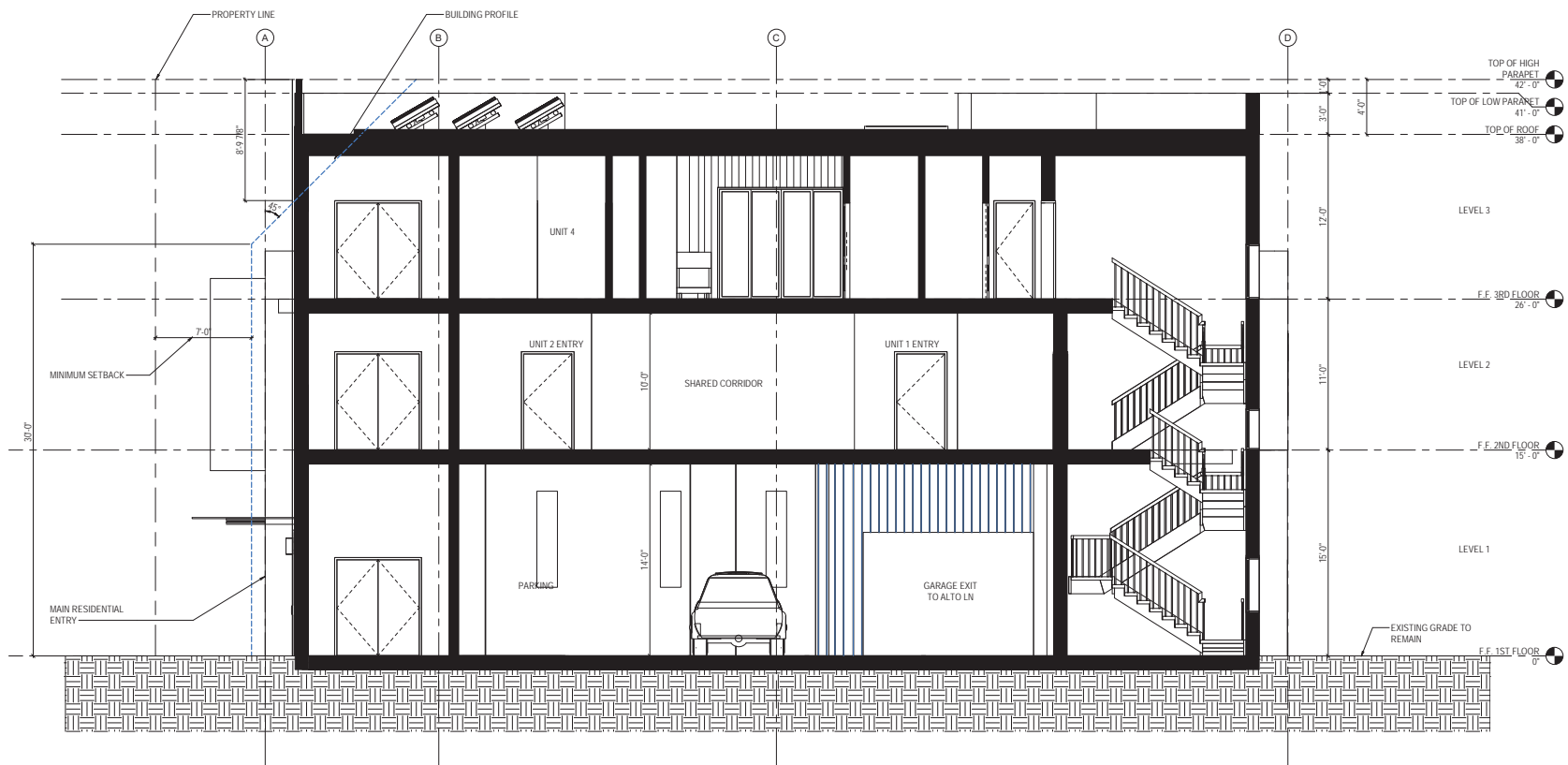


115 EL CAMINO
MENLO PARK, CA 94025

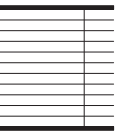
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Date	04/02/2019
Scale	1/8" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A4.1

4/20/2019 10:23 AM



1 CROSS SECTION FACING WEST
SCALE: 1/4" = 1'-0"



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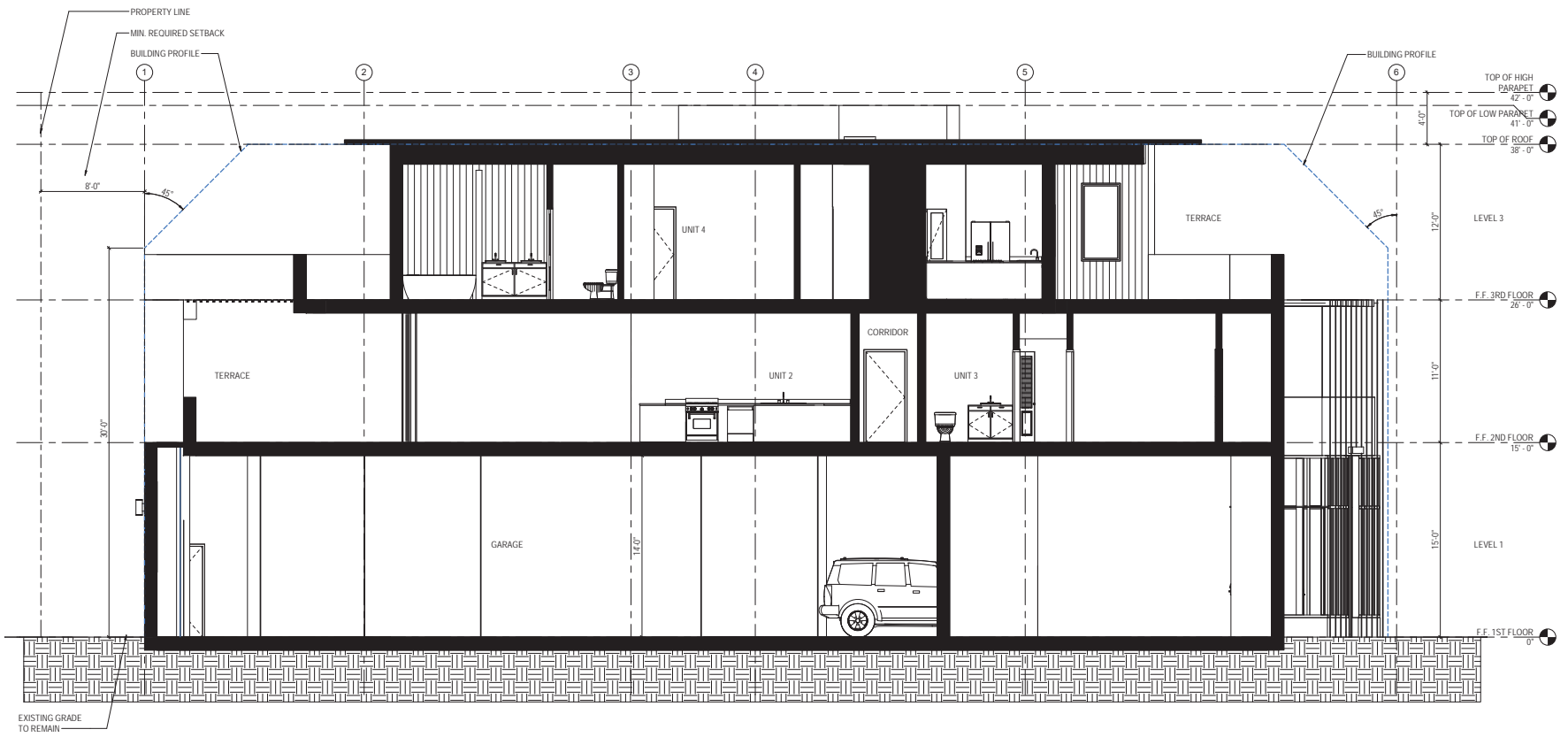
115 EL CAMINO
MENLO PARK, CA 94025

Description	
Date	04/02/2019
Scale	1/4" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A5.1

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1 LONG SECTION FACING NORTH
SCALE: 1/4" = 1'-0"



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115 EL CAMINO
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Description	BUILDING SECTIONS
Date	04/02/2019
Scale	1/4" = 1'-0"
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A5.2

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115 EL CAMINO
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Description	ECR AT HARVARD RENDERING
Date	04/02/2019
Scale	
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A6.0

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PERSPECTIVE RENDERING AT HARVARD AVE. AND ALTO LN.



PERSPECTIVE RENDERING ALONG EL CAMINO REAL



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115 EL CAMINO
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Description	ECR RENDERING
Date	04/02/2019
Scale	
Drawn	MJT
Job	115 EL CAMINO
Sheet	

A6.1

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67% OPEN AREA
BOK MODERN OR EQUIVALENT:
MANUFACTURER SUPPLIED DETAILS

LAYERED FACADE: FRAME MEMBERS WITH STOREFRONT EMBEDDED BETWEEN
BLADE SIGNAGE

8 ECR LAYERED FRAME AND STOREFRONT
NTS

OPENINGS IN GARAGE FACING AL TO LANE FOR VIEWS AND VENTILATION

EXTERIOR LIGHTING ALUMINUM WALL SCIENCE. LED LAMP WITH LOW CUT OFF ANGLE

5 GARAGE OPENINGS AND LIGHTING
NTS

SUN SHADING PERFORATED METAL SCREEN

RECESSED STOREFRONT

10 COMMERCIAL SPACE 2 PERSPECTIVE
NTS

SMOOTH FINISH CEMENT PLASTER

AWNING

FIXED SCREENING ELEMENT FOR VIEWS AND VENTILATION

PERFORATED METAL GARAGE DOOR

7 GARAGE ENTRY PALETTE
NTS

ENGINEERED WOOD SIDING OR SIM.

ROOF OVERHANG

SMOOTH CEMENT PLASTER PARAPET

LAYERED FACADE FRAME AND TERRACE SHADING

4 ROOF LINES PERSPECTIVE
SCALE: 1/2" = 1'-0"

SLOPED STUCCO FINISH 1/2" FT MIN.

WOOD CAP TO SLOPE 1/2" FT MIN.

PERFORATED METAL CORNER BEAD

SELF-HEALING, SELF-ADHESIVE WATER RESISTANT BARRIER

CAP-LAP 6" MIN. OVER PLASTER

WATER RESISTANT BARRIER(S) NO PENETRATIONS IN TOP FACE

PORTLAND CEMENT PLASTER

METAL LATH

WATER RESISTIVE BUILDING WRAP

REINFORCED CONCRETE

2" SCHED. RIPPED 30" GRADE 1/4" x 12" REBAR

CANT STRIP

2 PARAPET DETAIL STUCCO FINISH
SCALE: 1/16" = 1'-0"

CANOPY OVER RESIDENTIAL ENTRY

PERFORATED METAL SHADOW SCREEN

MAIN RESIDENTIAL ENTRY

9 HARVARD RESIDENTIAL ENTRY
1/2" = 1'-0"

SMOOTH FINISH CEMENT PLASTER

PERFORATED METAL GUARDRAIL AND SUN SHADE

RESIDENTIAL UNIT GLAZING

LAYERED FACADE FRAMING

6 FACADE PALETTE
NTS

GUARDRAIL, SMOOTH CEMENT PLASTER TO MATCH WALL

THIRD FLOOR OUTDOOR SPACE, BISON PEDESTAL OR SIMILAR

PERFORATED METAL GUARDRAIL

RECESSED WINDOW IN WALLS FINISHED WITH CEMENT PLASTER. DARK ALUMINUM FRAME

3 RECESSED WINDOW PERSPECTIVE
NTS

5/8" GYP BOARD

ALUMINUM WINDOW FRAME

2X BLOCKING

EXTERIOR SILL AT 2 DEGREE SLOPE FLASHING

VAPOR BARRIER

RIGID FOAM INSULATION

3/4" PLYWOOD SHEATHING

CEMENT PLASTER

INTERIOR

EXTERIOR

11.5'

1 RECESSED WINDOW SILL
SCALE: 3/8" = 1'-0"



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Description ARCHITECTURAL DETAILS	
Date	04/02/2019
Scale	As Indicated
Drawn	MJT
Job	115 EL CAMINO
Sheet	

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Description	MATERIALS
Date	04/02/2019
Scale	
Drawn	MJT
Job	115 EL CAMINO
Sheet	

D.2

- 1. SMOOTH FINISH CEMENT PLASTER
EL DORADO COLOR
- 2. PERVIOUS PAVERS, COLOR SIMILAR
- 3. DARK ALUMINUM OR SIMILAR
- 4. BRONZE ANODIZED ALUMINUM STOREFRONT
- 5. WOOD OR ENGINEERED WOOD, NATURAL FINISH
- 6. ALUMINUM WINDOW
- 7. TRANSPARENT GLAZING
- 8. PERFORATED METAL SCREEN/SUN SHADING
- 9. LAYERED PLANTING

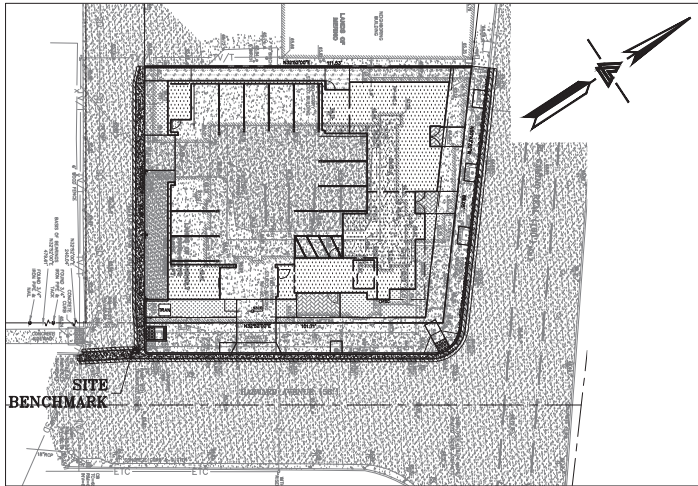


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115 EL CAMINO REAL MENLO PARK, CALIFORNIA

LEGEND

EXISTING	PROPOSED	DESCRIPTION
---	---	BOUNDARY
---	---	PROPERTY LINE
---	---	RETAINING WALL
---	---	LANDSCAPE RETAINING WALL
---	---	RAINWATER TIGHTLINE
---	---	SUBRAIN LINE
---	---	TIGHTLINE
---	---	STORM DRAIN LINE
---	---	SANITARY SEWER LINE
---	---	WATER LINE
---	---	GAS LINE
---	---	PRESSURE LINE
---	---	JOINT TRENCH
---	---	SET BACK LINE
---	---	CONCRETE VALLEY GUTTER
---	---	EARTHEN SWALE
---	---	CATCH BASIN
---	---	JUNCTION BOX
---	---	AREA DRAIN
---	---	CURB INLET
---	---	STORM DRAIN MANHOLE
---	---	FIRE HYDRANT
---	---	SANITARY SEWER MANHOLE
---	---	STREET SIGN
---	---	SPOT ELEVATION
---	---	FLOW DIRECTION
---	---	DEMOLISH/REMOVE
---	---	BENCHMARK
---	---	CONTOURS
---	---	TREE TO BE REMOVED



KEY MAP
1" = 20'

BENCHMARK

CITY OF MENLO PARK BENCHMARK "U1010" 0.1 MILE SOUTHWEST OF THE SOUTHERN PACIFIC COMPANY RAILROAD STATION, AT THE INTERSECTION OF SANTA CRUZ AVENUE AND EL CAMINO REAL (U.S. HIGHWAY 101), AT THE ELLIOTT BUILDING, IN THE TOP PROJECTION OF THE GRANITE BLOCK FOUNDATION, BETWEEN TWO GRANITE BLOCK COLUMNS, 15.9 FEET SOUTHEAST OF THE SOUTHEAST CURB OF THE AVENUE, 12.5 FEET NORTHEAST OF THE NORTHEAST CURB OF THE HIGHWAY, 0.3 FOOT SOUTHWEST OF THE BRICK WALL, AND 2.0 FEET ABOVE THE SIDEWALK.
ELEVATION = 73.9' (NAVD 88)

BASIS OF BEARINGS

THE BEARING N32°52'00"E ALONG THE RIGHT OF WAY OF HARVARD AVENUE AS SHOWN ON THE MAP ENTITLED "PARCEL MAP FOR CONDOMINIUM PURPOSES 724-726 HARVARD AVENUE" FILED IN VOLUME 76 OF MAPS, AT PAGES 58-59, SAN MATEO COUNTY RECORDS IS THE BASIS OF ALL BEARINGS SHOWN UPON THIS MAP.

SITE BENCHMARK

SURVEY CONTROL POINT
MAG AND SHINER SET IN ASPHALT
ELEVATION = 64.69'
(NAVD 88 DATUM)

NOTES

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.
UNDERGROUND UTILITY LOCATION IS BASED ON SURFACE EVIDENCE.
BUILDING FOOTPRINTS ARE SHOWN TO FINISHED MATERIAL (STUCCO/SDWG) AT GROUND LEVEL.
FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR).

EASEMENT NOTE

THERE ARE NO EASEMENTS OF RECORD PER CONDITION OF TITLE GUARANTEE ISSUED BY FIDELITY NATIONAL TITLE COMPANY, GUARANTEE NO. FSNM-851800485, DATED MAY 11, 2018.

PUBLIC WORKS NOTE:

THE STORM RUNOFF GENERATED BY THE NEW DEVELOPMENT SHALL NOT DRAIN ONTO ADJACENT PROPERTIES. THE EXISTING STORM DRAINAGE FROM THE ADJACENT PROPERTIES SHALL NOT BE BLOCKED BY THE NEW DEVELOPMENT.

THE APPLICANT/CONTRACTOR SHALL OBTAIN AN ENCROACHMENT PERMIT FROM THE CITY'S ENGINEERING DIVISION PRIOR TO START OF ANY WORK WITHIN THE CITY'S RIGHT-OF-WAY OR PUBLIC EASEMENT AREAS. THE APPLICANT SHALL OBTAIN PERMITS FROM UTILITY COMPANIES PRIOR TO APPLYING FOR CITY ENCROACHMENT PERMIT.

ALL TRENCHES IN THE CITY'S RIGHT-OF-WAY SHALL COMPLY WITH CITY STANDARD DETAILS ST-9A, ST-9B, AND ST-16.

ALL CONCRETE WORK IN THE CITY'S RIGHT-OF-WAY SHALL COMPLY WITH CITY STANDARD DETAIL G-3.

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY STANDARDS AND TO THE SATISFACTION OF THE CITY ENGINEER.

EXISTING FRONTAGE IMPROVEMENTS (A.C., PARKING STRIPE, DRIVEWAY, AND VALLEY GUTTER) THAT ARE CRACKED, DAMAGED, ELEVATED, OR DERESSED OR THAT CAUSE SURFACE WATER PONDING SHALL BE REMOVED AND REPLACED BY THE APPLICANT PER CITY STANDARDS.

INSTALL STABILIZED CONSTRUCTION ENTRANCE (AS APPLICABLE) PER CITY STANDARD DETAIL CG-16.

NOTES

- THE APPLICANT SHALL REMOVE AND REPLACE ALL CRACKED, DAMAGED, UPLIFTED OR DERESSED FRONTAGE IMPROVEMENTS LOCATED IN CITY'S RIGHT-OF-WAY, EXISTING OR DAMAGED BY THE CONSTRUCTION ACTIVITIES, PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE.
- CIVIL ENGINEER SHALL COORDINATE WITH PROJECT ARBORIST TO DETERMINE THE LOCATIONS OF EDGE OF PAVEMENT, STORM DRAIN LINES AND OTHER UTILITY LINES NEAR TREES. THE LOCATIONS OF IMPROVEMENTS NEAR CITY TREES SHALL BE APPROVED BY CITY ARBORIST.
- CONTACT PUBLIC WORKS AT (650) 330-6740 TO SCHEDULE AN INSPECTION A MINIMUM OF 24 HOURS IN ADVANCE OF COMMENCEMENT OF PUBLIC IMPROVEMENT WORK. THE CONSTRUCTION SUPERVISOR WILL DISCUSS ANY REPAIR WORK TO FRONTAGE IMPROVEMENTS WHICH ARE NOT SHOWN ON THE PLANS.
- PRIOR TO FINAL INSPECTION, THE APPLICANT SHALL OBTAIN AN ENCROACHMENT PERMIT FROM THE CITY'S ENGINEERING DIVISION FOR ALL EXISTING PRIVATE STRUCTURES, IMPROVEMENTS AND LANDSCAPING (IF ANY) LOCATED IN THE CITY'S RIGHT-OF-WAY ALONG THE PROPERTY FRONTAGE.
- THE APPLICANT SHALL REMOVE AND REPLACE ALL CRACKED, DAMAGED UPLIFTED OR DERESSED FRONTAGE IMPROVEMENTS (CURB, GUTTER, SIDEWALK, DRIVEWAY, ETC.), EXISTING OR DAMAGED BY THE CONSTRUCTION ACTIVITIES, PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE. IF FRONTAGE IMPROVEMENTS DO NOT CURRENTLY EXIST, THE APPLICANT IS REQUIRED TO INSTALL FRONTAGE IMPROVEMENTS PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE. ALL IMPROVEMENTS ARE TO BE COMPLETED AND APPROVED BY THE CITY OF MENLO PARK'S PUBLIC WORKS INSPECTOR PRIOR TO THE FINAL INSPECTION BY THE BUILDING INSPECTOR.

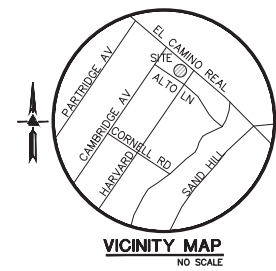
FEMA NOTE:

SUBJECT IS LOCATED WITHIN FEMA FLOOD ZONE "UNSHADED X", ZONE "UNSHADED X" IS DESIGNATED AS: AREAS DETERMINED TO BE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN. BASE FLOOD ELEVATION FOR SUBJECT SITE IS NO FLOOD ZONE AS SHOWN ON FLOOD INSURANCE RATE MAP NO. 060810308C, OCTOBER 16, 2012.

ESTIMATED EARTHWORK QUANTITIES

CUT	40 C.Y.
FILL	80 C.Y.
IMPORT	40 C.Y.

NOTE: GRADING QUANTITIES REPRESENT BANK YARDAGE. IT DOES NOT INCLUDE ANY SWELLING OR SHRINKAGE FACTORS AND IS INTENDED TO REPRESENT IN-SITU CONDITIONS. QUANTITIES DO NOT INCLUDE OVER-EXCAVATION, TRENCHING, STRUCTURAL FOUNDATIONS OR PIERS, OR POOL EXCAVATION (IF ANY). NOTE ADDITIONAL EARTHWORKS, SUCH AS KEYWAYS OR BENCHING MAY BE REQUIRED BY THE GEOTECHNICAL ENGINEER IN THE FIELD AT THE OF CONSTRUCTION. CONTRACTOR TO VERIFY QUANTITIES



OWNER'S INFORMATION

OWNER: JAYA & RANJEET PANCHOLY
6289 QUAL TURN COURT
SAN DIEGO, CA 92130
APN: 071-433-330

REFERENCES

- THIS GRADING AND DRAINAGE PLAN IS SUPPLEMENTAL TO:
1. TOPOGRAPHIC SURVEY BY LEA & BRAZE ENGINEERING, INC. ENTITLED: "TOPOGRAPHIC SURVEY" 115 EL CAMINO REAL MENLO PARK, CA DATED: 9-10-18 JOB# 2180662
- SITE PLAN BY LEVY ART + ARCHITECTURE ENTITLED: "SITE PLAN" 115 EL CAMINO REAL MENLO PARK, CA

THE CONTRACTOR SHALL REFER TO THE ABOVE NOTED SURVEY AND PLAN, AND SHALL VERIFY BOTH EXISTING AND PROPOSED ITEMS ACCORDING TO THEM.

DEVELOPMENT AREA SUMMARY

PRE-DEVELOPMENT	(SQFT)
BUILDINGS	5,284
DRIVEWAY & PARKING	2,190
PATIOS, WALKWAYS & PADS	1,308
TOTAL	8,782
POST-DEVELOPMENT	(SQFT)
BUILDINGS	6,589
DRIVEWAY & PARKING	598
PATIOS, WALKWAYS & PADS	749
PERVIOUS CONCRETE PAVEMENT PATIOS, WALKWAYS & PADS	258
TOTAL	8,751
DIFFERENCE (NET DECREASE)	-31

NOTE: FOR CONSTRUCTION STAKING SCHEDULING OR QUOTATIONS PLEASE CONTACT ALEX ABAYA AT LEA & BRAZE ENGINEERING (510)887-4088 EXT 116. ababaya@leabrazco.com

2-BUILDING PAD NOTE: ADJUST PAD LEVEL, AS REQUIRED. REFER TO STRUCTURAL PLANS FOR SLAB SECTION OR ORAM SPACE DEPTH TO ESTABLISH PAD LEVEL.



SHEET INDEX

C-1.0	TITLE SHEET
C-1.1	TENTATIVE MAP & 1ST FLOOR LAYOUT PLAN
C-1.2	2ND FLOOR LAYOUT PLAN
C-1.3	3RD FLOOR LAYOUT PLAN
C-1.4	ROOF LAYOUT PLAN
C-2.0	PRELIMINARY GRADING & DRAINAGE PLAN
C-2.1	SITE SECTIONS
C-3.0	PRELIMINARY UTILITY PLAN
C-4.0	IMPERVIOUS AREA EXHIBIT
C-5.0	DETAILS
C-5.1	DETAILS
C-6.0	GRADING SPECIFICATIONS
C-6.1	GRADING SPECIFICATIONS
SU-1	TOPOGRAPHIC SURVEY



LEA & BRAZE ENGINEERING, INC.
CIVIL ENGINEERS • LAND SURVEYORS
9300 SANDHILL BLVD., SUITE 300
SAN DIEGO, CALIFORNIA 92123
HAWAII: 945 W. ALI'OLE BLVD., SUITE 200
ROSELAND, CA 95661
TEL: (619) 797-7383
FAX: (619) 797-7383
WWW.LEABRAZE.COM

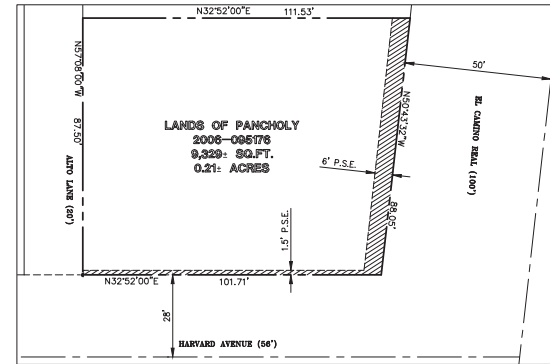
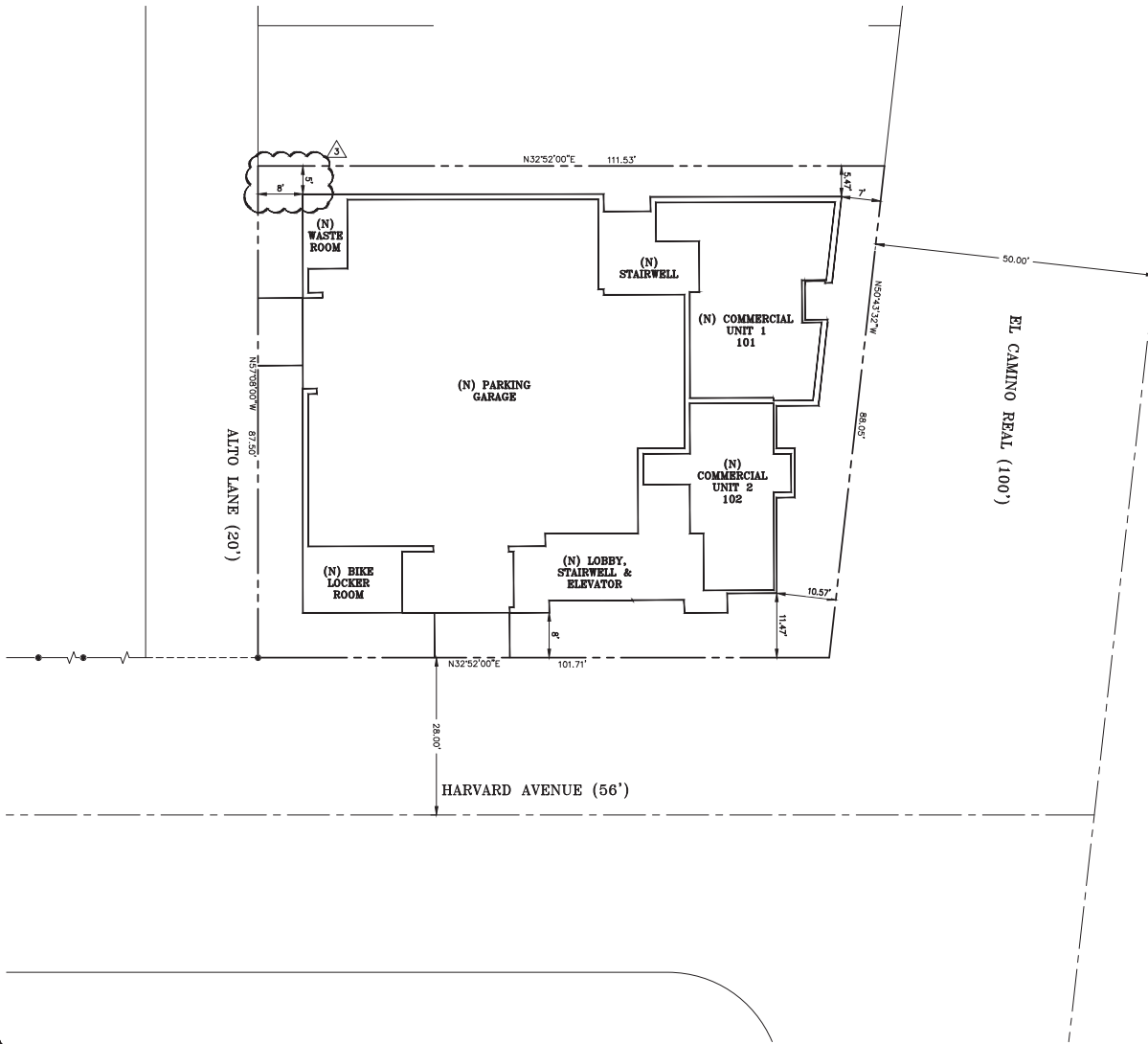
115 EL CAMINO REAL
MENLO PARK, CA 94025
SAN MATEO COUNTY
APN: 071-433-330

TENTATIVE MAP
FOR CONDOMINIUM PURPOSES
TITLE SHEET

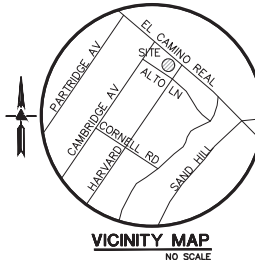
PLAN CHECK	PC
12-04-18	PC
2-20-19	PC
REVISIONS	BY
JOB NO:	2180306
DATE:	10-10-18
SCALE:	AS NOTED
DESIGN BY:	RB/PC
DRAWN BY:	RP/WA
SHEET NO:	

C-1.0
01 OF 14 SHEETS

TENTATIVE MAP FOR CONDOMINIUM PURPOSES 115 EL CAMINO REAL MENLO PARK, CALIFORNIA



TENTATIVE MAP
1" = 20'



PROJECT DATA

OWNER/SUBDIVIDER: JAYA & RANJEET PANCHOLY
8289 QUAIL RUN COURT
SAN DIEGO, CA 92130

ENGINEER/SURVEYOR: LEA & BRAZE ENGINEERING, INC.
2495 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
(510) 887-4086
CONTACT: PETE CARLINO

ARCHITECT: LEVY ART + ARCHITECTURE
151 POTRERO AVE. STE 200
SAN FRANCISCO, CA 94103
TEL: (415) 641-7320
CONTACT: MELISSA TODD

LOT AREA: 9,329 S.F.

ASSESSOR'S PARCEL NO. 071-433-330

EXISTING AND PROPOSED ZONING: P(19)

EXISTING USE: 2 MULTI STORY RESIDENTIAL BUILDINGS

PROPOSED USE: MIX USE, COMMERCIAL/RESIDENTIAL

NUMBER OF STORES= 3
NUMBER OF UNITS= (2 COMMERCIAL + 4 RESIDENTIAL) 6 TOTAL

GENERAL NOTES

CONTRACTOR SHALL OBTAIN THE PROPER PERMITS PRIOR TO ANY GRADING.

CONTRACTOR SHALL PROVIDE AND MAINTAIN APPROVED EROSION AND SEDIMENTATION CONTROL MEASURES DURING RAINY SEASON PER CITY AND A.B.A.G. STANDARDS.

REFER TO ARCHITECTURAL PLANS FOR ADDITIONAL INFORMATION, INCLUDING BUT NOT LIMITED TO: ADDITIONAL UTILITY SERVICES, DIMENSION CONTROL, DEMOLITION, DETAILS, TREE PROTECTION MEASURES, AND LANDSCAPING.

PROJECT DESCRIPTION
PROPOSED TENTATIVE TRACT MAP SUBDIVISION MAP FOR ONE EXISTING PARCEL WITH 4 PROPOSED CONDOMINIUM UNITS, AND 2 COMMERCIAL UNITS. THE COMMERCIAL UNITS WILL BE SUBDIVIDED AS TENANT SPACES.

FEMA NOTE:

SUBJECT IS LOCATED WITHIN FEMA FLOOD ZONE "UNSHADED X". ZONE "UNSHADED X" IS DESIGNATED AS: AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN. BASE FLOOD ELEVATION FOR SUBJECT SITE IS NO FLOOD ZONE AS SHOWN ON FLOOD INSURANCE RATE MAP NO. 06081C0308E, OCTOBER 16, 2012.

UTILITIES

WATER SERVICE: CALIFORNIA WATER SERVICE COMPANY

SEWER: WEST BAY SANITARY DISTRICT

STORM DRAINAGE: CITY OF MENLO PARK

GAS AND ELECTRIC: PACIFIC GAS & ELECTRIC COMPANY

CABLE: COMCAST

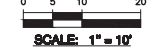
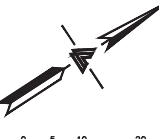
PHONE: AT&T

SITE BENCHMARK

SURVEY CONTROL POINT
MAG AND SHINER SET IN ASPHALT
ELEVATION = 64.88'
(NAVD 88 DATUM)

BENCHMARK

CITY OF MENLO PARK BENCHMARK "UJ110"
0.1 MILE SOUTHWEST OF THE SOUTHERN PACIFIC COMPANY RAILROAD STATION, AT THE INTERSECTION OF SANTA CRUZ AVENUE AND EL CAMINO REAL (U.S. HIGHWAY 101), AT THE ELLIOT BUILDING, IN THE TOP PROJECTION OF THE GRANITE BLOCK FOUNDATION, BETWEEN TWO GRANITE BLOCK COLUMNS, 15.9 FEET SOUTHEAST OF THE SOUTHEAST CURB OF THE AVENUE, 12.5 FEET NORTHEAST OF THE NORTHEAST CURB OF THE HIGHWAY, 0.3 FOOT SOUTHWEST OF THE BRICK WALL, AND 2.0 FEET ABOVE THE SIDEWALK.
ELEVATION = 73.8' (NAVD 88)



BASIS OF BEARINGS

THE BEARING N32°52'00"E ALONG THE RIGHT OF WAY OF HARVARD AVENUE AS SHOWN ON THE MAP ENTITLED "PARCEL MAP FOR CONDOMINIUM PURPOSES 724-726 HARVARD AVENUE", FILED IN VOLUME 76 OF MAPS, AT PAGES 88-89, SAN MATEO COUNTY RECORDS IS THE BASIS OF ALL BEARINGS SHOWN UPON THIS MAP.

NOTES

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.

UNDERGROUND UTILITY LOCATION IS BASED ON SURFACE EVIDENCE.

BUILDING FOOTPRINTS ARE SHOWN TO FINISHED MATERIAL (STUCCO/SIDING) AT GROUND LEVEL.

FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR).

EASEMENT NOTE

THERE ARE NO EASEMENTS OF RECORD PER CONDITION OF TITLE GUARANTEE ISSUED BY FIDELITY NATIONAL TITLE COMPANY. GUARANTEE NO. F5M0-6551800485, DATED MAY 11, 2018.

LEA & BRAZE ENGINEERING, INC.
CIVIL ENGINEERS • LAND SURVEYORS
2495 INDUSTRIAL PARKWAY WEST
HAYWARD, CALIFORNIA 94545
(510) 887-4086
(510) 887-3303
WWW.LEABRAZE.COM

**115 EL CAMINO REAL
MENLO PARK, CA 94025**

APR. 071-433-330
SAN MATEO COUNTY

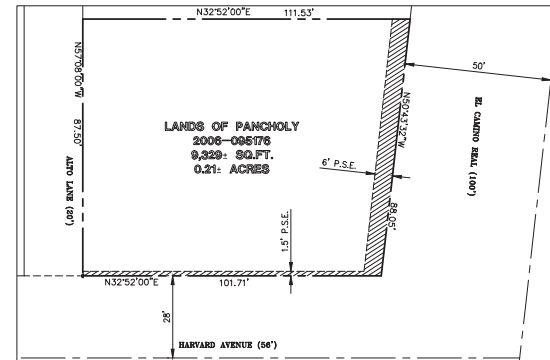
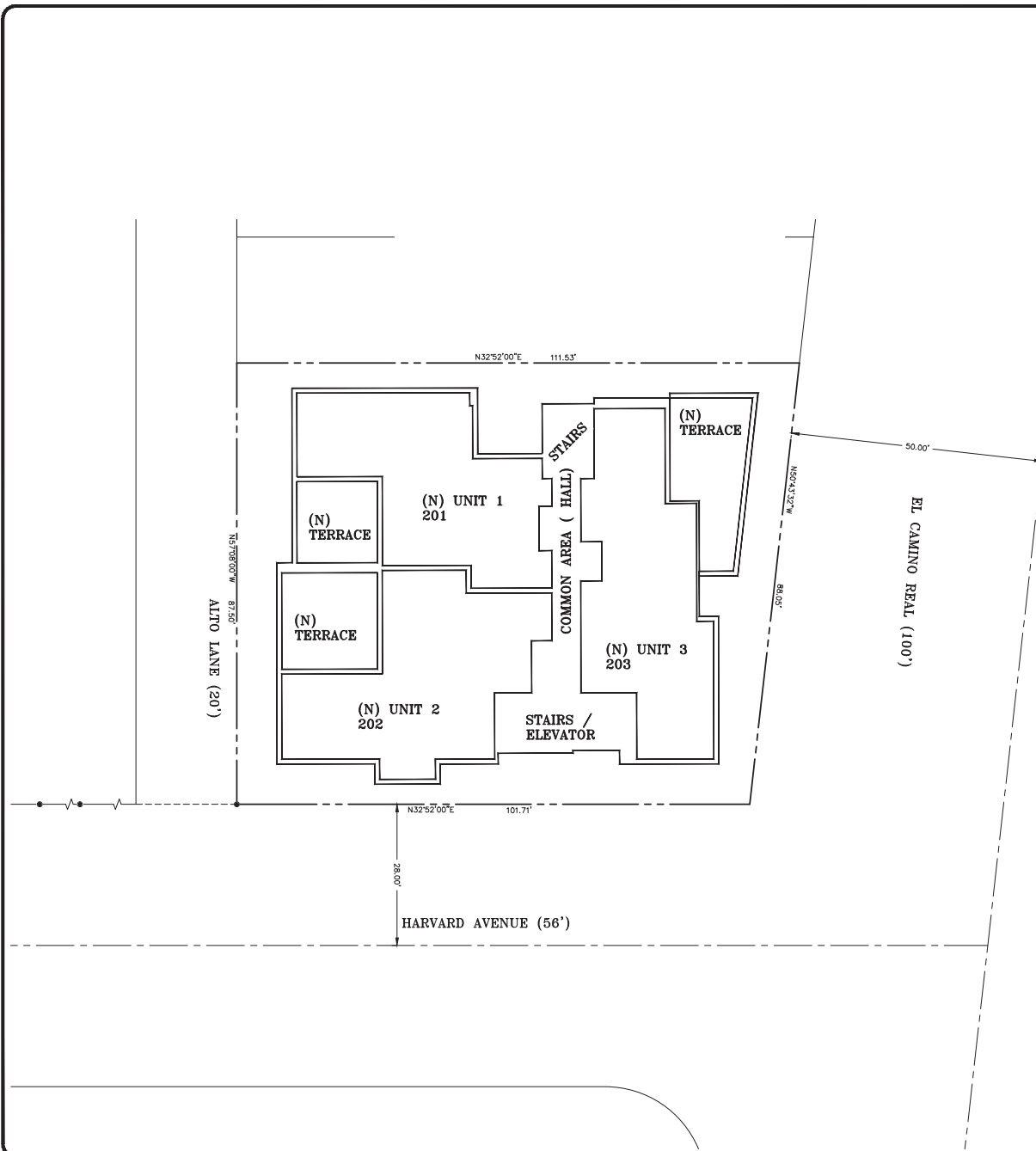
**TENTATIVE MAP
FOR CONDOMINIUM PURPOSES
TENTATIVE MAP &
1ST FLOOR LAYOUT PLAN**

PLAN CHECK	PC
12-04-18	PC
2-20-19	PC

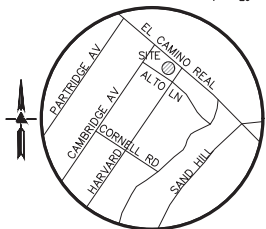
REVISIONS	BY

JOB NO: 2180306
DATE: 10-10-18
SCALE: AS NOTED
DESIGN BY: RB/PC
DRAWN BY: RP/WA
SHEET NO:





TENTATIVE MAP
1" = 20'



VICINITY MAP
NO SCALE

PROJECT DATA

OWNER/SUBDIVIDER: JAYA & RANJEET PANCHOLY
8289 QUAIL RUN COURT
SAN DIEGO, CA 92130

ENGINEER/SURVEYOR: LEA & BRAZE ENGINEERING INC.
2495 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
(510) 887-4086
CONTACT: PETE CARLINO

ARCHITECT: LEVY ART + ARCHITECTURE
151 POTRERO AVE. STE 200
SAN FRANCISCO, CA 94103
TEL. (415) 841-1100
CONTACT: MELISSA TODD

LOT AREA: 9,329 S.F.

ASSESSOR'S PARCEL NO. 071-433-330

EXISTING AND PROPOSED ZONING: P(19)

EXISTING USE: 2 MULTI STORY RESIDENTIAL BUILDINGS

PROPOSED USE: MIX USE, COMMERCIAL/RESIDENTIAL

NUMBER OF STORES= 3
NUMBER OF UNITS= (2 COMMERCIAL + 4 RESIDENTIAL) 6 TOTAL

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PROJECT DESCRIPTION

PROPOSED TENTATIVE TRACT MAP SUBDIVISION MAP FOR ONE EXISTING PARCEL WITH 4 PROPOSED CONDOMINIUM UNITS, AND 2 COMMERCIAL UNITS. THE COMMERCIAL UNITS WILL BE SUBDIVIDED AS TENANT SPACES.

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SUBJECT IS LOCATED WITHIN FEMA FLOOD ZONE "UNSHADED X", ZONE "UNSHADED X" IS DESIGNATED AS: AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN. BASE FLOOD ELEVATION FOR SUBJECT SITE IS NO FLOOD ZONE AS SHOWN ON FLOOD INSURANCE RATE MAP NO. 96081C0308E, OCTOBER 16, 2012.

NEW AND EXISTING USE DESIGNATION:
REFER TO ARCHITECTURAL PLANS FOR DETAILS OF INTERIOR UNITS AND ROOMS.

UTILITIES

WATER SERVICE: CALIFORNIA WATER SERVICE COMPANY

SEWER: WEST BAY SANITARY DISTRICT

STORM DRAINAGE: CITY OF MENLO PARK

GAS AND ELECTRIC: PACIFIC GAS & ELECTRIC COMPANY

CABLE: COMCAST

PHONE: AT&T

SITE BENCHMARK

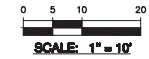
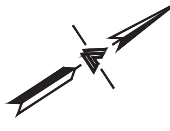
SURVEY CONTROL POINT
MAG AND SHINER SET IN ASPHALT
ELEVATION = 64.85'
(NAVD 88 DATUM)

BENCHMARK

CITY OF MENLO PARK BENCHMARK "UJ110"
0.1 MILE SOUTHWEST OF THE SOUTHERN PACIFIC COMPANY RAILROAD STATION, AT THE INTERSECTION OF SANTA CRUZ AVENUE AND EL CAMINO REAL (U.S. HIGHWAY 101), AT THE ELLIOT BUILDING, IN THE TOP PROJECTION OF THE GRANITE BLOCK FOUNDATION, BETWEEN TWO GRANITE BLOCK COLUMNS, 15.9 FEET SOUTHEAST OF THE SOUTHEAST CURB OF THE AVENUE, 12.5 FEET NORTHEAST OF THE NORTHEAST CURB OF THE HIGHWAY, 0.3 FOOT SOUTHWEST OF THE BRICK WALL, AND 2.0 FEET ABOVE THE SIDEWALK.
ELEVATION = 73.8' (NAVD 88)

BASIS OF BEARINGS

THE BEARING N32°52'00"E ALONG THE RIGHT OF WAY OF HARVARD AVENUE AS SHOWN ON THE MAP ENTITLED "PARCEL MAP FOR CONDOMINIUM PURPOSES 724-726 HARVARD AVENUE", FILED IN VOLUME 76 OF MAPS, AT PAGES 58-59, SAN MATEO COUNTY RECORDS IS THE BASIS OF ALL BEARINGS SHOWN UPON THIS MAP.



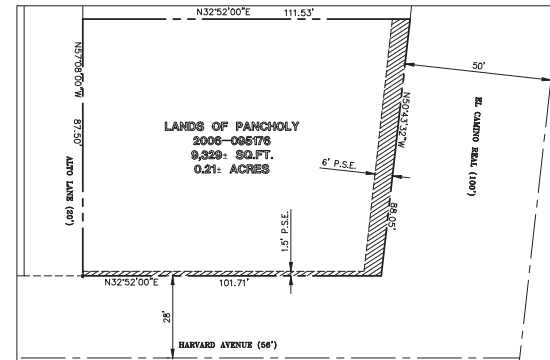
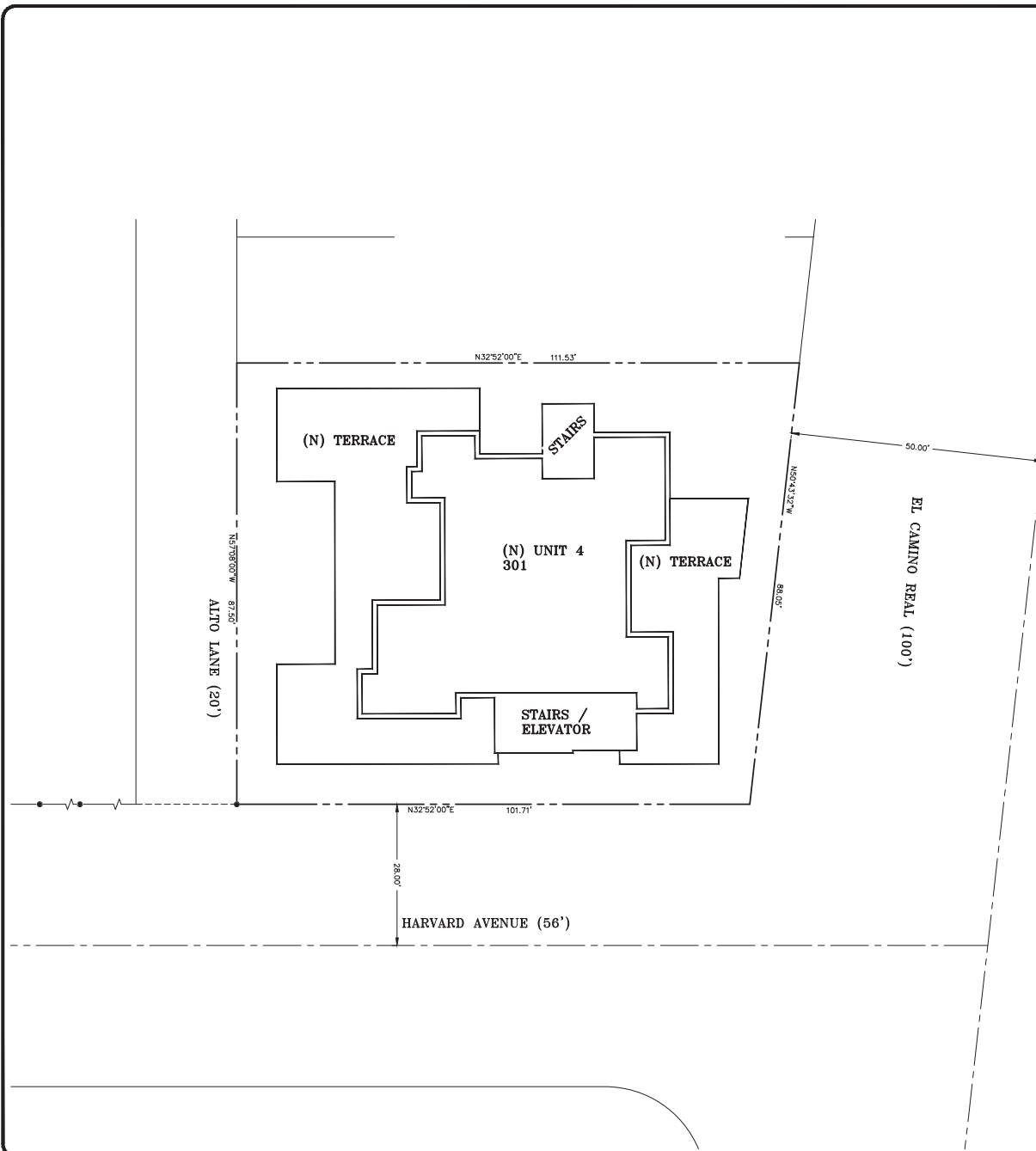
LEA & BRAZE ENGINEERING, INC.
CIVIL ENGINEERS • LAND SURVEYORS
3070 DODD BLVD. SUITE 300
ROSELILLE, CA 95061
HAYWARD, CALIFORNIA 94545
(510) 887-4086
(510) 887-7383
WWW.LEABRAZE.COM

115 EL CAMINO REAL
MENLO PARK, CA 94025
SAN MATEO COUNTY
APR. 071-433-330

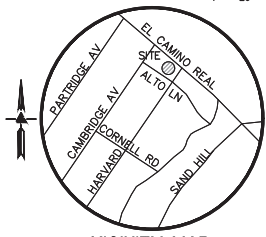
TENTATIVE MAP
FOR CONDOMINIUM PURPOSES
2ND FLOOR
LAYOUT PLAN

PLAN CHECK	PC
12-24-18	
PLAN CHECK	PC
2-20-19	
REVISIONS	BY
JOB NO:	2180306
DATE:	10-10-18
SCALE:	AS NOTED
DESIGN BY:	RB/PC
DRAWN BY:	RP/WA
SHEET NO:	

C-1.2
03 OF 14 SHEETS



TENTATIVE MAP
1" = 20'



VICINITY MAP
NO SCALE

PROJECT DATA

OWNER/SUBDIVIDER: JAYA & RANJEET PANCHOLY
8289 QUAIL RUN COURT
SAN DIEGO, CA 92130

ENGINEER/SURVEYOR: LEA & BRAZE ENGINEERING INC.
2495 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
(510) 887-4086
CONTACT: PETE CARLINO

ARCHITECT: LEVY ART + ARCHITECTURE
151 POTRERO AVE. STE 200
SAN FRANCISCO, CA 94103
TEL. (415) 641-7300
CONTACT: MELISSA TODD

LOT AREA: 9,329 S.F.

ASSESSOR'S PARCEL NO. 071-433-330

EXISTING AND PROPOSED ZONING: P(19)

EXISTING USE: 2 MULTI STORY RESIDENTIAL BUILDINGS

PROPOSED USE: MIX USE, COMMERCIAL/RESIDENTIAL

NUMBER OF STORES= 3
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REFER TO ARCHITECTURAL PLANS FOR ADDITIONAL INFORMATION, INCLUDING BUT NOT LIMITED TO: ADDITIONAL UTILITY SERVICES, DIMENSION CONTROL, DEMOLITION, DETAILS, TREE PROTECTION MEASURES, AND LANDSCAPING.

PROJECT DESCRIPTION

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NEW AND EXISTING USE DESIGNATION:
REFER TO ARCHITECTURAL PLANS FOR DETAILS OF INTERIOR UNITS AND ROOMS.

UTILITIES

WATER SERVICE: CALIFORNIA WATER SERVICE COMPANY

SEWER: WEST BAY SANITARY DISTRICT

STORM DRAINAGE: CITY OF MENLO PARK

GAS AND ELECTRIC: PACIFIC GAS & ELECTRIC COMPANY

CABLE: COMCAST

PHONE: AT&T

SITE BENCHMARK

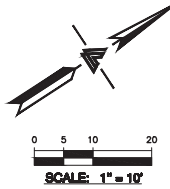
SURVEY CONTROL POINT
MAG AND SHINER SET IN ASPHALT
ELEVATION = 64.88'
(NAVD 88 DATUM)

BENCHMARK

CITY OF MENLO PARK BENCHMARK "UJ110"
0.1 MILE SOUTHWEST OF THE SOUTHERN PACIFIC COMPANY RAILROAD STATION, AT THE INTERSECTION OF SANTA CRUZ AVENUE AND EL CAMINO REAL (U.S. HIGHWAY 101), AT THE ELLIOT BUILDING, IN THE TOP PROJECTION OF THE GRANITE BLOCK FOUNDATION, BETWEEN TWO GRANITE BLOCK COLUMNS, 15.9 FEET SOUTHEAST OF THE SOUTHEAST CURB OF THE AVENUE, 12.5 FEET NORTHEAST OF THE NORTHEAST CURB OF THE HIGHWAY, 0.3 FOOT SOUTHWEST OF THE BRICK WALL, AND 2.0 FEET ABOVE THE SIDEWALK.
ELEVATION = 73.8' (NAVD 88)

BASIS OF BEARINGS

THE BEARING N32°52'00"E ALONG THE RIGHT OF WAY OF HARVARD AVENUE AS SHOWN ON THE MAP ENTITLED "PARCEL MAP FOR CONDOMINIUM PURPOSES 724-726 HARVARD AVENUE", FILED IN VOLUME 76 OF MAPS, AT PAGES 88-89, SAN MATEO COUNTY RECORDS IS THE BASIS OF ALL BEARINGS SHOWN UPON THIS MAP.



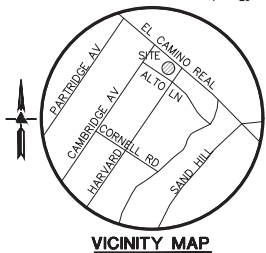
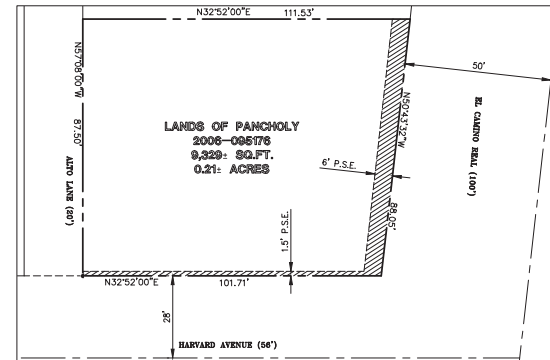
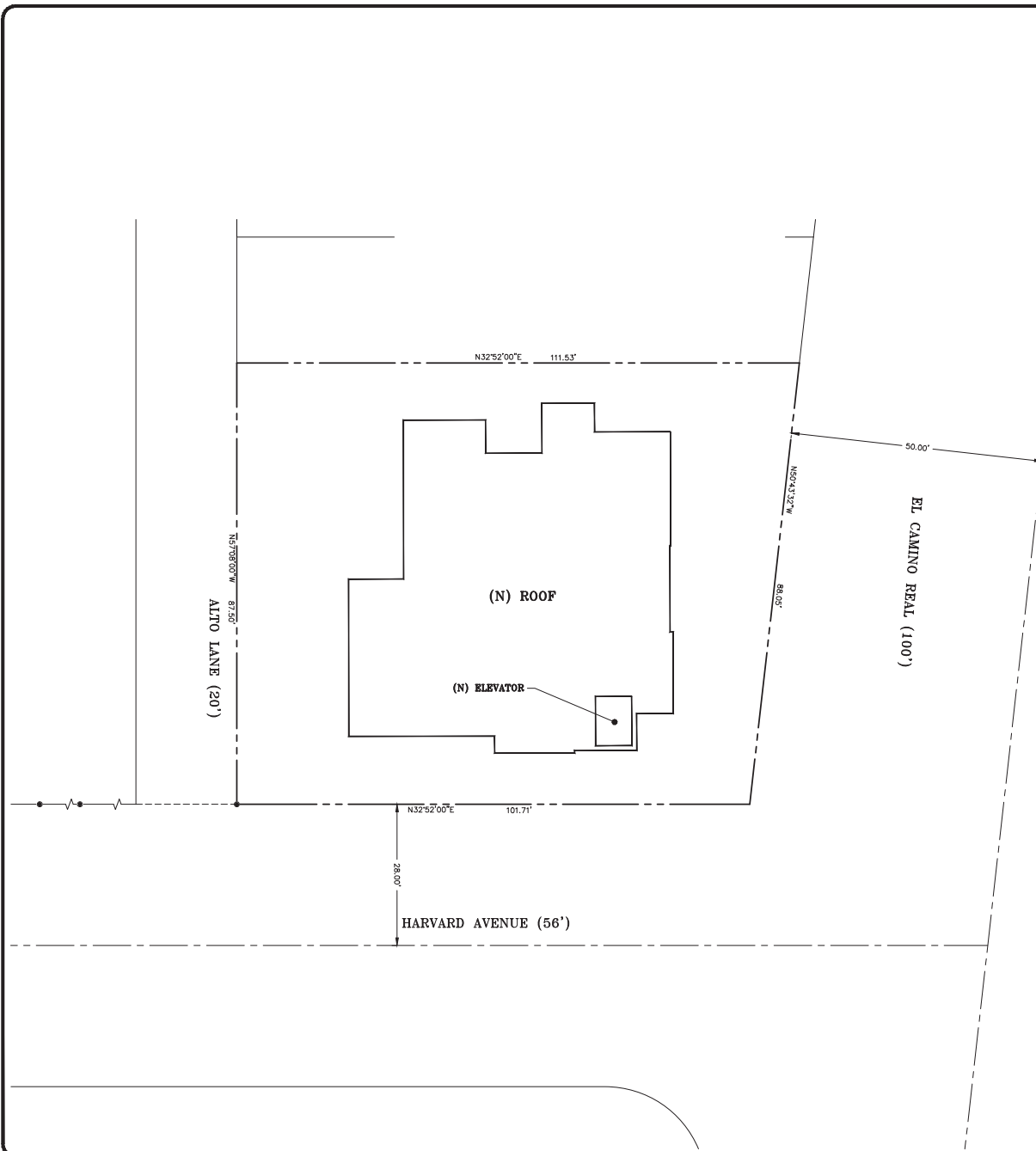
LEA & BRAZE ENGINEERING, INC.
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3000 INDUSTRIAL BLVD. SUITE 300
ROSELILLE, CA 95061
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115 EL CAMINO REAL
MENLO PARK, CA 94025
SAN MATEO COUNTY
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TENTATIVE MAP
FOR CONDOMINIUM PURPOSES
3RD FLOOR
LAYOUT PLAN

PLAN CHECK	PC
12-24-18	
PLAN CHECK	PC
2-20-19	
REVISIONS	BY
JOB NO:	2180306
DATE:	10-10-18
SCALE:	AS NOTED
DESIGN BY:	RB/PC
DRAWN BY:	RP/WA
SHEET NO:	

C-13
04 OF 14 SHEETS



PROJECT DATA

OWNER/SUBDIVIDER: JAYA & RANJEET PANCHOLY
8289 QUAIL RUN COURT
SAN DIEGO, CA 92150

ENGINEER/SURVEYOR: LEA & BRAZE ENGINEERING, INC.
2495 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
(510) 887-4086
CONTACT: PETE CARLINO

ARCHITECT: LEVY ART + ARCHITECTURE
151 POTRERO AVE. STE 200
SAN FRANCISCO, CA 94103
TEL. (415) 641-7300
CONTACT: MELISSA TODD

LOT AREA: 9,329 S.F.

ASSESSOR'S PARCEL NO. 071-433-330

EXISTING AND PROPOSED ZONING: P(19)

EXISTING USE: 2 MULTI STORY RESIDENTIAL BUILDINGS

PROPOSED USE: MIX USE, COMMERCIAL/RESIDENTIAL

NUMBER OF STORES= 3
NUMBER OF UNITS= (2 COMMERCIAL + 4 RESIDENTIAL)
6 TOTAL

GENERAL NOTES

CONTRACTOR SHALL OBTAIN THE PROPER PERMITS PRIOR TO ANY GRADING.

CONTRACTOR SHALL PROVIDE AND MAINTAIN APPROVED EROSION AND SEDIMENTATION CONTROL MEASURES DURING RAINY SEASON PER CITY AND A.B.A.G. STANDARDS.

REFER TO ARCHITECTURAL PLANS FOR ADDITIONAL INFORMATION, INCLUDING BUT NOT LIMITED TO: ADDITIONAL UTILITY SERVICES, DIMENSION CONTROL, DEMOLITION, DETAILS, TREE PROTECTION MEASURES, AND LANDSCAPING.

PROJECT DESCRIPTION

PROPOSED TENTATIVE TRACT MAP SUBDIVISION MAP FOR ONE EXISTING PARCEL WITH 4 PROPOSED CONDOMINIUM UNITS, AND 2 COMMERCIAL UNITS. THE COMMERCIAL UNITS WILL BE SUBDIVIDED AS TENANT SPACES.

FEMA NOTE:

SUBJECT IS LOCATED WITHIN FEMA FLOOD ZONE "UNSHADED X". ZONE "UNSHADED X" IS DESIGNATED AS: AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN. BASE FLOOD ELEVATION FOR SUBJECT SITE IS NO FLOOD ZONE AS SHOWN ON FLOOD INSURANCE RATE MAP NO. 06081C0308E, OCTOBER 16, 2012.

NEW AND EXISTING USE DESIGNATION:
REFER TO ARCHITECTURAL PLANS FOR DETAILS OF INTERIOR UNITS AND ROOMS.

UTILITIES

WATER SERVICE: CALIFORNIA WATER SERVICE COMPANY

SEWER: WEST BAY SANITARY DISTRICT

STORM DRAINAGE: CITY OF MENLO PARK

GAS AND ELECTRIC: PACIFIC GAS & ELECTRIC COMPANY

CABLE: COMCAST

PHONE: AT&T

SITE BENCHMARK

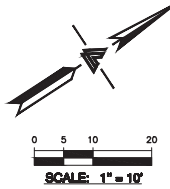
SURVEY CONTROL POINT
MAG AND SHINER SET IN ASPHALT
ELEVATION = 64.88
(NAVD 88 DATUM)

BENCHMARK

CITY OF MENLO PARK BENCHMARK "UJ110"
0.1 MILE SOUTHWEST OF THE SOUTHERN PACIFIC COMPANY RAILROAD STATION, AT THE INTERSECTION OF SANTA CRUZ AVENUE AND EL CAMINO REAL (U.S. HIGHWAY 101), AT THE ELLIOT BUILDING, IN THE TOP PROJECTION OF THE GRANITE BLOCK FOUNDATION, BETWEEN TWO GRANITE BLOCK COLUMNS, 15.9 FEET SOUTHEAST OF THE SOUTHEAST CURB OF THE AVENUE, 12.5 FEET NORTHEAST OF THE NORTHEAST CURB OF THE HIGHWAY, 0.3 FOOT SOUTHWEST OF THE BRICK WALL, AND 2.0 FEET ABOVE THE SIDEWALK.
ELEVATION = 73.8' (NAVD 88)

BASIS OF BEARINGS

THE BEARING N32°52'00"E ALONG THE RIGHT OF WAY OF HARVARD AVENUE AS SHOWN ON THE MAP ENTITLED "PARCEL MAP FOR CONDOMINIUM PURPOSES 724-726 HARVARD AVENUE", FILED IN VOLUME 76 OF MAPS, AT PAGES 88-89, SAN MATEO COUNTY RECORDS IS THE BASIS OF ALL BEARINGS SHOWN UPON THIS MAP.



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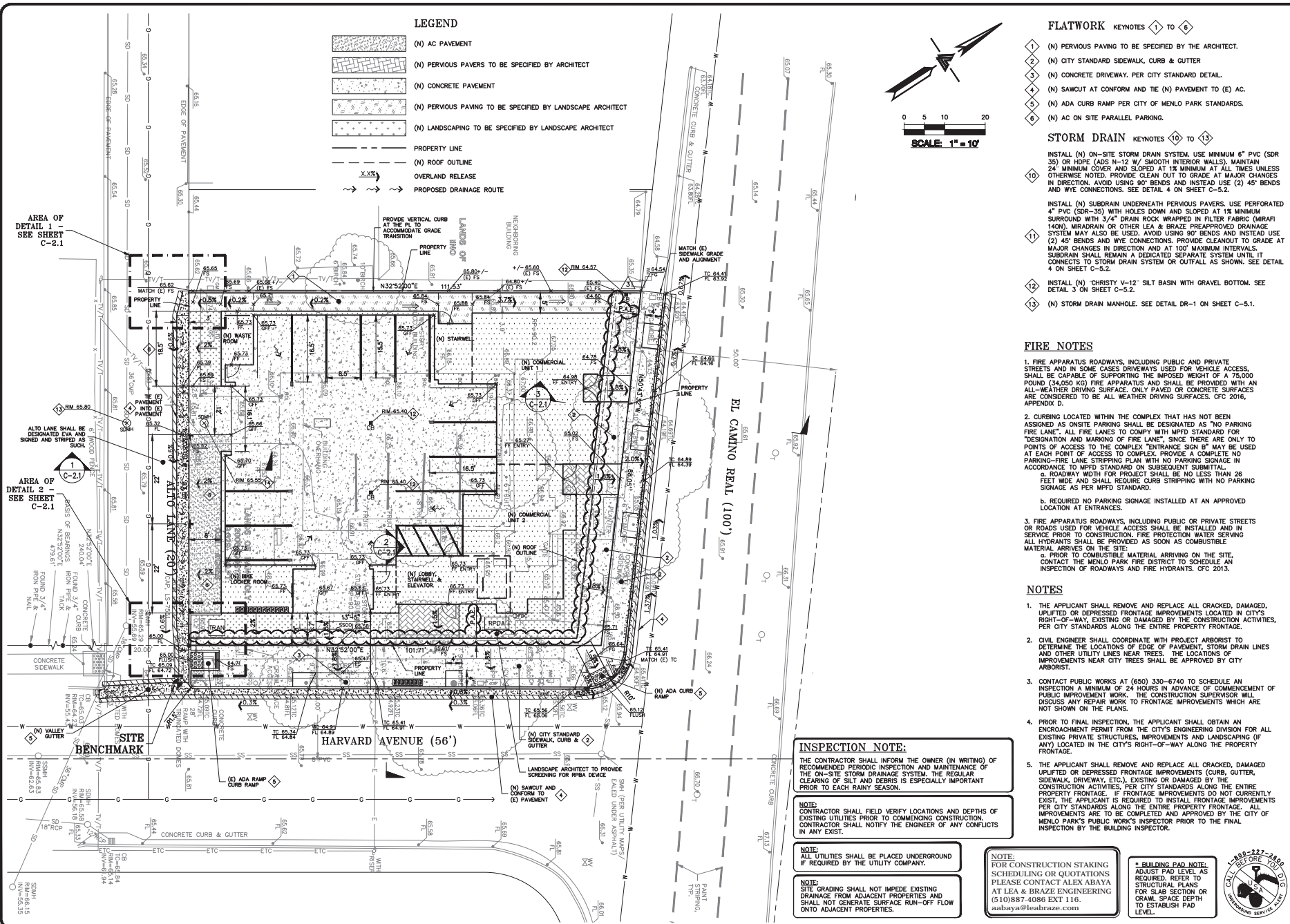
115 EL CAMINO REAL
MENLO PARK, CA 94025

APR. 071-433-330
SAN MATEO COUNTY

TENTATIVE MAP
FOR CONDOMINIUM PURPOSES
ROOF LAYOUT PLAN

PLAN CHECK	PC
12-04-18	
PLAN CHECK	PC
2-20-19	
REVISIONS	BY
JOB NO:	2180306
DATE:	10-10-18
SCALE:	AS NOTED
DESIGN BY:	RB/PC
DRAWN BY:	RP/WA
SHEET NO:	

C-1.4
05 OF 14 SHEETS



- LEGEND**
- (N) AC PAVEMENT
 - (N) PEROUS PAVERS TO BE SPECIFIED BY ARCHITECT
 - (N) CONCRETE PAVEMENT
 - (N) PEROUS PAVING TO BE SPECIFIED BY LANDSCAPE ARCHITECT
 - (N) LANDSCAPING TO BE SPECIFIED BY LANDSCAPE ARCHITECT
 - PROPERTY LINE
 - (N) ROOF OUTLINE
 - OVERLAND RELEASE
 - PROPOSED DRAINAGE ROUTE

- FLATWORK KEYNOTES 1 TO 8**
- 1 (N) PEROUS PAVING TO BE SPECIFIED BY THE ARCHITECT.
 - 2 (N) CITY STANDARD SIDEWALK, CURB & GUTTER
 - 3 (N) CONCRETE DRIVEWAY, PER CITY STANDARD DETAIL.
 - 4 (N) SAWCUT AT CONFORM AND THE (N) PAVEMENT TO (E) AC.
 - 5 (N) ADA CURB RAMP PER CITY OF MENLO PARK STANDARDS.
 - 6 (N) AC ON SITE PARALLEL PARKING.

- STORM DRAIN KEYNOTES 10 TO 13**
- 10 INSTALL (N) ON-SITE STORM DRAIN SYSTEM. USE MINIMUM 6" PVC (SDR 35) OR HDPE (ADS N-12 W/ SMOOTH INTERIOR WALLS). MAINTAIN 24" MINIMUM COVER AND SLOPED AT 1% MINIMUM AT ALL TIMES UNLESS OTHERWISE NOTED. PROVIDE CLEAN OUT TO GRADE AT MAJOR CHANGES IN DIRECTION. AVOID USING 90° BENDS AND INSTEAD USE (2) 45° BENDS AND WYE CONNECTIONS. SEE DETAIL 4 ON SHEET C-5.2.
 - 11 INSTALL (N) SUBIRAN UNDERNATH PEROUS PAVERS. USE PERFORMED 4" PVC (SDR-35) WITH HOLES DOWN AND SLOPED AT 1% MINIMUM SURROUND WITH 3/4" DRAIN ROCK WRAPPED IN FILTER FABRIC (MIRAFI 1400), MIRADRAN OR OTHER LEA & BRAZE PREAPPROVED DRAINAGE SYSTEM MAY ALSO BE USED. AVOID USING 90° BENDS AND INSTEAD USE (2) 45° BENDS AND WYE CONNECTIONS. PROVIDE CLEANOUT TO GRADE AT MAJOR CHANGES IN DIRECTION AND AT 100' MAXIMUM INTERVALS. SUBIRAN SHALL REMAIN A DEDICATED SEPARATE SYSTEM UNLESS IT CONNECTS TO STORM DRAIN SYSTEM OR OUTFALL AS SHOWN. SEE DETAIL 4 ON SHEET C-5.2.
 - 12 INSTALL (N) CHRISTY V-12" SILT BASIN WITH GRAVEL BOTTOM. SEE DETAIL 3 ON SHEET C-5.2.
 - 13 (N) STORM DRAIN MANHOLE. SEE DETAIL DR-1 ON SHEET C-5.1.

- FIRE NOTES**
1. FIRE APPARATUS ROADWAYS, INCLUDING PUBLIC AND PRIVATE STREETS AND IN SOME CASES DRIVEWAYS USED FOR VEHICLE ACCESS, SHALL BE CAPABLE OF SUPPORTING THE IMPOSED WEIGHT OF A 75,000 POUND (34,050 KG) FIRE APPARATUS AND SHALL BE PROVIDED WITH AN ALL-WEATHER DRIVING SURFACE. ONLY PAVED OR CONCRETE SURFACES ARE CONSIDERED TO BE ALL WEATHER DRIVING SURFACES. CFC 2016, APPENDIX D.
 2. CURBING LOCATED WITHIN THE COMPLEX THAT HAS NOT BEEN ASSIGNED AS ON-SITE PARKING SHALL BE DESIGNATED AS "NO PARKING FIRE LANE". ALL FIRE LANES TO COMPLY WITH MFD STANDARD FOR "DESIGNATION AND MARKING OF FIRE LANE", SINCE THERE ARE ONLY TO POINTS OF ACCESS TO THE COMPLEX. ENTRANCE SIGN ET MAY BE USED AT EACH POINT OF ACCESS TO COMPLEX. PROCESS TO COMPLETE NO PARKING-FIRE LANE STRIPPING PLAN WITH NO PARKING SIGNAGE IN ACCORDANCE TO MFD STANDARD. ONLY PAVED OR CONCRETE SURFACES.
 - a. ROADWAY WIDTH FOR PROJECT SHALL BE NO LESS THAN 26 FEET WIDE AND SHALL REQUIRE CURB STRIPPING WITH NO PARKING SIGNAGE AS PER MFD STANDARD.
 - b. REQUIRED NO PARKING SIGNAGE INSTALLED AT AN APPROVED LOCATION AT ENTRANCES.
 3. FIRE APPARATUS ROADWAYS, INCLUDING PUBLIC OR PRIVATE STREETS OR ROADS USED FOR VEHICLE ACCESS SHALL BE INSTALLED AND IN SERVICE PRIOR TO CONSTRUCTION. FIRE PROTECTION WATER SERVING ALL HYDRANTS SHALL BE PROVIDED AS SOON AS COMBUSTIBLE MATERIAL ARRIVES ON THE SITE.
 - a. PRIOR TO COMBUSTIBLE MATERIAL ARRIVING ON THE SITE, CONTACT THE MENLO PARK FIRE DISTRICT TO SCHEDULE AN INSPECTION OF ROADWAYS AND FIRE HYDRANTS. CFC 2013.

- NOTES**
1. THE APPLICANT SHALL REMOVE AND REPLACE ALL CRACKED, DAMAGED, UPLIFTED OR DERESSED FRONTAGE IMPROVEMENTS LOCATED IN CITY'S RIGHT-OF-WAY, EXISTING OR DAMAGED BY THE CONSTRUCTION ACTIVITIES, PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE.
 2. CIVIL ENGINEER SHALL COORDINATE WITH PROJECT ARBORIST TO DETERMINE THE LOCATIONS OF EDGE OF PAVEMENT, STORM DRAIN LINES AND OTHER UTILITY LINES NEAR TREES. THE LOCATIONS OF IMPROVEMENTS NEAR CITY TREES SHALL BE APPROVED BY CITY ARBORIST.
 3. CONTACT PUBLIC WORKS AT (650) 330-6740 TO SCHEDULE AN INSPECTION A MINIMUM OF 24 HOURS IN ADVANCE OF COMMENCEMENT OF PUBLIC IMPROVEMENT WORK. THE CONSTRUCTION SUPERVISOR WILL DISCUSS ANY REPAIR WORK TO FRONTAGE IMPROVEMENTS WHICH ARE NOT SHOWN ON THE PLANS.
 4. PRIOR TO FINAL INSPECTION, THE APPLICANT SHALL OBTAIN AN ENCROACHMENT PERMIT FROM THE CITY'S ENGINEERING DIVISION FOR ALL EXISTING PRIVATE STRUCTURES, IMPROVEMENTS AND LANDSCAPING (IF ANY) LOCATED IN THE CITY'S RIGHT-OF-WAY ALONG THE PROPERTY FRONTAGE.
 5. THE APPLICANT SHALL REMOVE AND REPLACE ALL CRACKED, DAMAGED UPLIFTED OR DERESSED FRONTAGE IMPROVEMENTS (CURB, GUTTER, SIDEWALK, DRIVEWAY, ETC.), EXISTING OR DAMAGED BY THE CONSTRUCTION ACTIVITIES, PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE. IF FRONTAGE IMPROVEMENTS DO NOT CURRENTLY EXIST, THE APPLICANT IS REQUIRED TO INSTALL FRONTAGE IMPROVEMENTS PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE. ALL IMPROVEMENTS ARE TO BE COMPLETED AND APPROVED BY THE CITY OF MENLO PARK'S PUBLIC WORKS INSPECTOR PRIOR TO THE FINAL INSPECTION BY THE BUILDING INSPECTOR.

INSPECTION NOTE:

THE CONTRACTOR SHALL INFORM THE OWNER (IN WRITING) OF RECOMMENDED PERIODIC INSPECTION AND MAINTENANCE OF THE ON-SITE STORM DRAINAGE SYSTEM. THE REGULAR CLEARING OF SILT AND DEBRIS IS ESPECIALLY IMPORTANT PRIOR TO EACH RAINY SEASON.

NOTE: CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND DEPTHS OF EXISTING UTILITIES PRIOR TO COMMENCING CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONFLICTS IN ANY EXIST.

NOTE: ALL UTILITIES SHALL BE PLACED UNDERGROUND IF REQUIRED BY THE UTILITY COMPANY.

NOTE: SURFACE GRADING SHALL NOT IMPEDE EXISTING DRAINAGE FROM ADJACENT PROPERTIES AND SHALL NOT GENERATE SURFACE RUN-OFF FLOW ONTO ADJACENT PROPERTIES.

NOTE: FOR CONSTRUCTION STAKING SCHEDULING OR QUOTATIONS PLEASE CONTACT ALEX ABAYA AT LEA & BRAZE ENGINEERING (510)887-4086 EXT 116. aabaya@leabraze.com

BUILDING PAD NOTE: ADJUST PAD LEVEL AS REQUIRED. REFER TO STRUCTURAL PLANS FOR SLAB SECTION OR CIRCULAR SPACE DEPTH TO ESTABLISH PAD LEVEL.

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 (415) 887-3833
 (415) 887-3019
 WWW.LEABRAZE.COM

115 EL CAMINO REAL
MENLO PARK, CA 94025
 SAN MATEO COUNTY
 APR. 07-433-330

TENTATIVE MAP
FOR CONDOMINIUM PURPOSES
PRELIMINARY GRADING
AND DRAINAGE PLAN

PLAN CHECK	PC
12-04-18	PC
2-20-19	PC

REVISIONS BY

NO.	DATE	BY

JOB NO: 2180306
 DATE: 10-10-18
 SCALE: AS NOTED
 DESIGN BY: RB/PC
 DRAWN BY: RP/WA
 SHEET NO:



06/14/2019

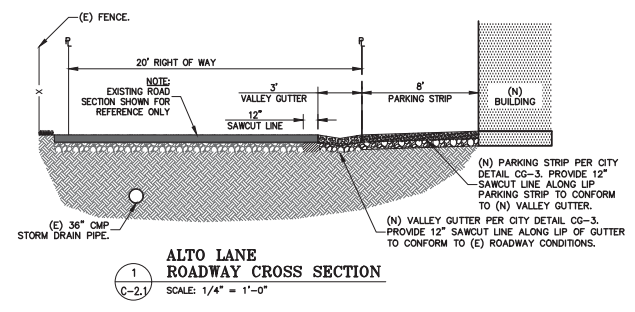
LEA & BRAZE ENGINEERING, INC.
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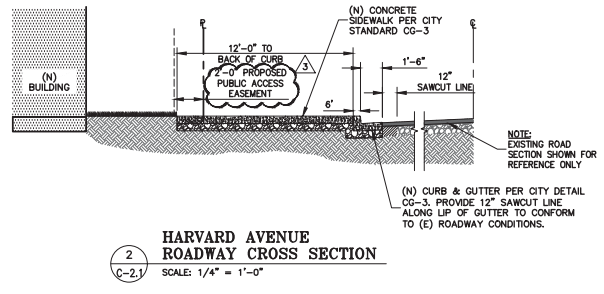
APR. 071-433-330

SAN MATEO COUNTY

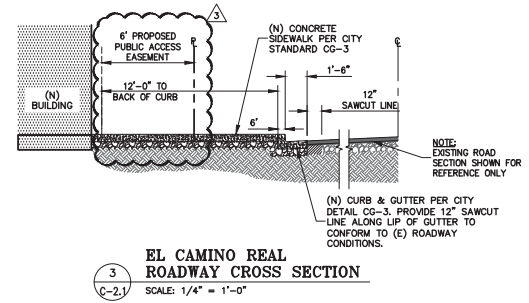
TENTATIVE MAP
 FOR CONDOMINIUM PURPOSES
 PRELIMINARY
 SITE SECTIONS



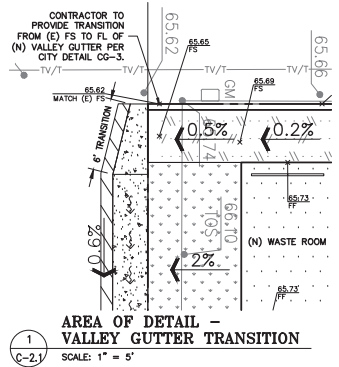
1 ALTO LANE ROADWAY CROSS SECTION
 SCALE: 1/4" = 1'-0"



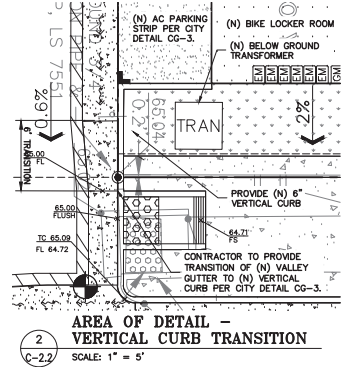
2 HARVARD AVENUE ROADWAY CROSS SECTION
 SCALE: 1/4" = 1'-0"



3 EL CAMINO REAL ROADWAY CROSS SECTION
 SCALE: 1/4" = 1'-0"



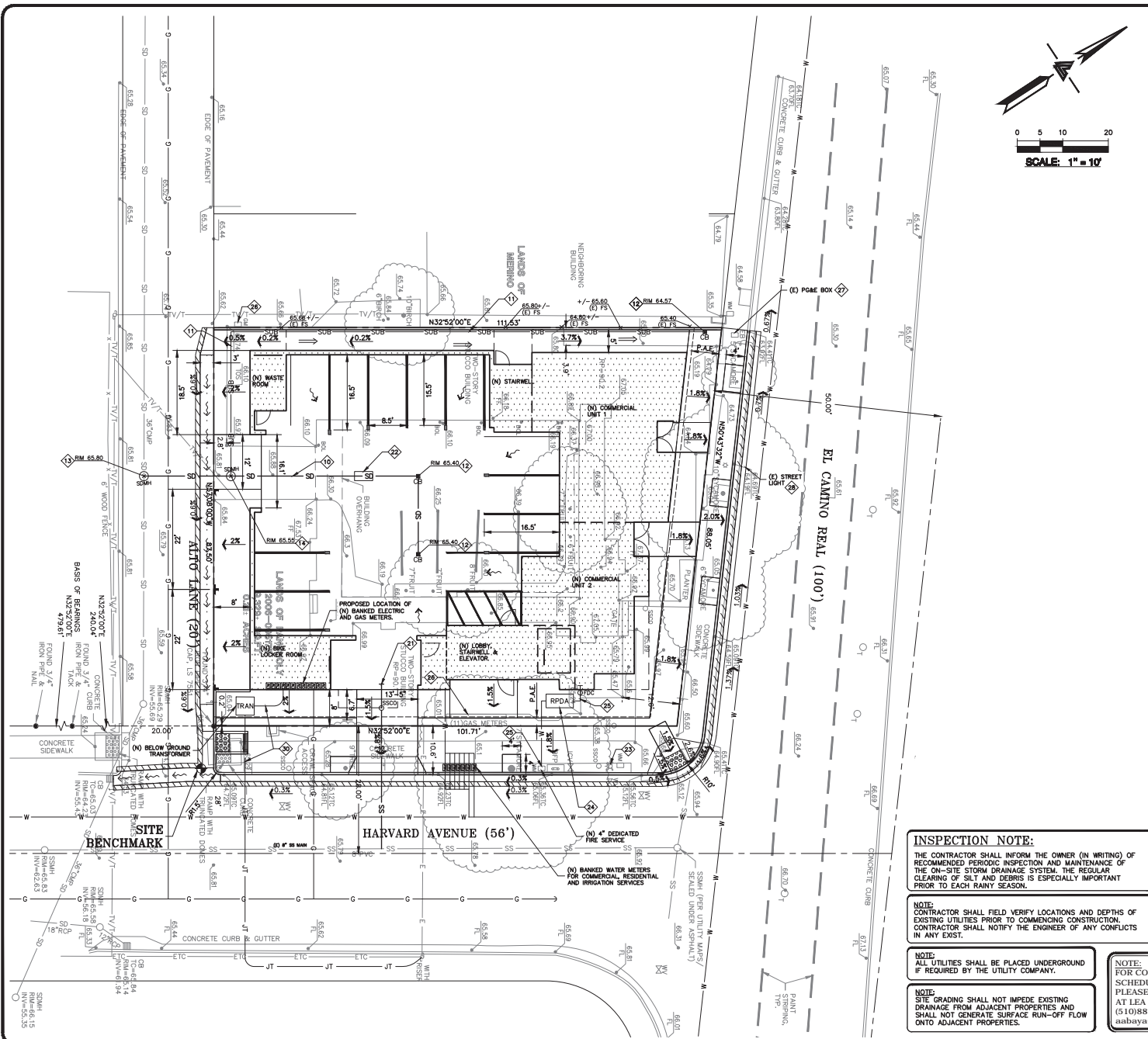
1 AREA OF DETAIL - VALLEY GUTTER TRANSITION
 SCALE: 1" = 5'



2 AREA OF DETAIL - VERTICAL CURB TRANSITION
 SCALE: 1" = 5'

PLAN CHECK	PC
12-04-18	
PLAN CHECK	PC
2-20-19	
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DESIGN BY:	RB/PC
DRAWN BY:	RP/WA
SHEET NO:	

C-2.1
 07 OF 14 SHEETS



STORM DRAIN KEYNOTES 10 to 13

10 INSTALL (N) ON-SITE STORM DRAIN SYSTEM. USE MINIMUM 6" PVC (SDR 35) OR HDPE (ADS N-12 W/ SMOOTH INTERIOR WALLS). MAINTAIN 24" MINIMUM COVER AND SLOPED AT 1% MINIMUM AT ALL TIMES UNLESS OTHERWISE NOTED. PROVIDE CLEAN OUT TO GRADE AT MAJOR CHANGES IN DIRECTION. AVOID USING 90° BENDS AND INSTEAD USE (2) 45° BENDS AND WYE CONNECTIONS. SEE DETAIL 4 ON SHEET C-5.2.

11 INSTALL (N) SUBDRAIN UNDERNEATH PERVIOUS PAVERS. USE PERFORATED 4" PVC (SDR-35) WITH HOLES DOWN AND SLOPED AT 1% MINIMUM SURROUNDING WITH 3/4" DRAIN ROCK WRAPPED IN FILTER FABRIC (MIRAFI 140N). MIRADRAN OR OTHER LEA & BRAZE PREAPPROVED DRAINAGE SYSTEM MAY ALSO BE USED. AVOID USING 90° BENDS AND INSTEAD USE (2) 45° BENDS AND WYE CONNECTIONS. PROVIDE CLEANOUT TO GRADE AT MAJOR CHANGES IN DIRECTION AND AT 100' MAXIMUM INTERVALS. SUBDRAIN SHALL REMAIN A DEDICATED SEPARATE SYSTEM UNTIL IT CONNECTS TO STORM DRAIN SYSTEM OR CUT/OUT AS SHOWN. SEE DETAIL 4 ON SHEET C-5.2.

12 INSTALL (N) CHRISTY V-12" SILT BASIN WITH GRAVEL BOTTOM. SEE DETAIL 3 ON SHEET C-5.2.

13 (N) STORM DRAIN MANHOLE. SEE DETAIL DR-1 ON SHEET C-5.1.

UTILITIES KEYNOTES 21 to 30

21 VIDEO INSPECTION OF THE (E) SANITARY SEWER LATERAL TO THE SEWER MAIN IS REQUIRED. CONTRACTOR TO CONTACT THE PUBLIC SERVICES DEPARTMENT WASTEWATER SUPERVISOR TO SCHEDULE FOR A CITY MAINTENANCE PERSON TO BE PRESENT AT THE TIME OF THE VIDEO INSPECTION. UPON DETERMINATION FROM THE CITY: 1) (E) SEWER LATERAL IS IN SATISFACTORY CONDITION FOR REUSE. REMOVE (E) SEWER LATERAL PER CITY STANDARDS AND INSTALL (N) 4" PVC (SDR-26) SLOPED AT 2% MINIMUM FROM (E) SEWER MAIN TO (N) BUILDING PER CITY STANDARDS. SEE DETAIL 5 ON SHEET C-5.2. BUILDING & INTERIOR PLUMBING SHALL BE MODIFIED IF DISCREPANCIES ARISE. CONTRACTOR TO COORDINATE WITH PLUMBING PLANS ACCORDINGLY.

22 (N) OIL AND SAND SEPARATOR. TO BE COORDINATED WITH PLUMBING DESIGNER

23 (E) FIRE HYDRANT TO REMAIN.

24 (N) 4" ZURN RPDA 475DAV. SEE DETAIL ON SHEET C-5.1

25 CONNECT (N) WATER SERVICE TO (N) BUILDING FROM (E) WATER METER PER DISTRICT STANDARDS. SIZING TO BE DETERMINED AT CONSTRUCTION DOCUMENTS. DIFFERED APPROVAL.

26 (E) GAS METERS. REMOVAL OR RELOCATION TO BE COORDINATED W/ PG&E

27 (E) PG&E BOX TO REMAIN

28 (E) STREET LIGHT TO REMAIN

29 (E) SANITARY SEWER CONTRACTOR TO POTHOLE TO CONFIRM LOCATION AND DEPTH.

30 INSTALL (N) JOINT TRENCH FOR SERVICES INCLUDING GAS, CATV & ELECTRIC FROM NEAREST POINT OF CONNECTION. DESIGN BY OTHERS. REFER TO ARCHITECTURAL PLANS FOR ADDITIONAL INFORMATION, INCLUDING BUT NOT LIMITED TO: ADDITIONAL UTILITY SERVICES, DIMENSION CONTROL, DEMOLITION, DETAILS, TREE PROTECTION MEASURES, AND LANDSCAPING.

NOTES

1. THE APPLICANT SHALL REMOVE AND REPLACE ALL CRACKED, DAMAGED, UPLIFTED OR DEPRESSED FRONTAGE IMPROVEMENTS LOCATED IN CITY'S RIGHT-OF-WAY, EXISTING OR DAMAGED BY THE CONSTRUCTION ACTIVITIES, PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE.
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3. CONTACT PUBLIC WORKS AT (650) 330-6740 TO SCHEDULE AN INSPECTION A MINIMUM OF 14 HOURS IN ADVANCE OF COMMENCEMENT OF PUBLIC IMPROVEMENT WORK. THE CONSTRUCTION SUPERVISOR WILL DISCUSS ANY REPAIR WORK TO FRONTAGE IMPROVEMENTS WHICH ARE NOT SHOWN ON THE PLANS.
4. PRIOR TO FINAL INSPECTION, THE APPLICANT SHALL OBTAIN AN ENCROACHMENT PERMIT FROM THE CITY'S ENGINEERING DIVISION FOR ALL EXISTING PRIVATE STRUCTURES, IMPROVEMENTS AND LANDSCAPING (IF ANY) LOCATED IN THE CITY'S RIGHT-OF-WAY ALONG THE PROPERTY FRONTAGE.
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INSPECTION NOTE:

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NOTE: CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND DEPTHS OF EXISTING UTILITIES PRIOR TO COMMENCING CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONFLICTS IN ANY EXIST.

NOTE: ALL UTILITIES SHALL BE PLACED UNDERGROUND IF REQUIRED BY THE UTILITY COMPANY.

NOTE: SITE GRADING SHALL NOT IMPEDE EXISTING DRAINAGE FROM ADJACENT PROPERTIES AND SHALL NOT GENERATE SURFACE RUN-OFF FLOW ONTO ADJACENT PROPERTIES.

NOTE: FOR CONSTRUCTION STAKING SCHEDULING OR QUOTATIONS PLEASE CONTACT ALEX ABAYA AT LEA & BRAZE ENGINEERING (510)887-4086 EXT 116. aabaya@leabrazz.com

*** BUILDING PAD NOTE:** ADJUST PAD LEVEL AS REQUIRED. REFER TO STRUCTURAL PLANS FOR SLAB SECTION OR GRADE SPACE DEPTH TO ESTABLISH PAD LEVEL.

06/14/2019

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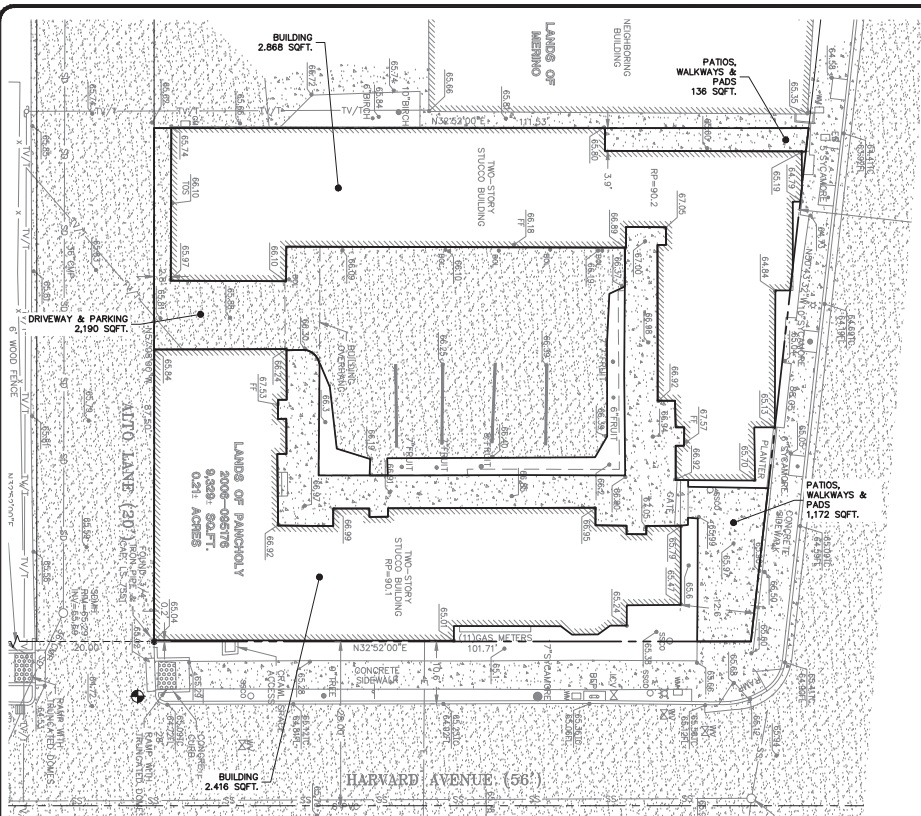
APR. 071-433-330
 SAN MATEO COUNTY

TENTATIVE MAP
 FOR CONDOMINIUM PURPOSES
 PRELIMINARY
 UTILITY PLAN

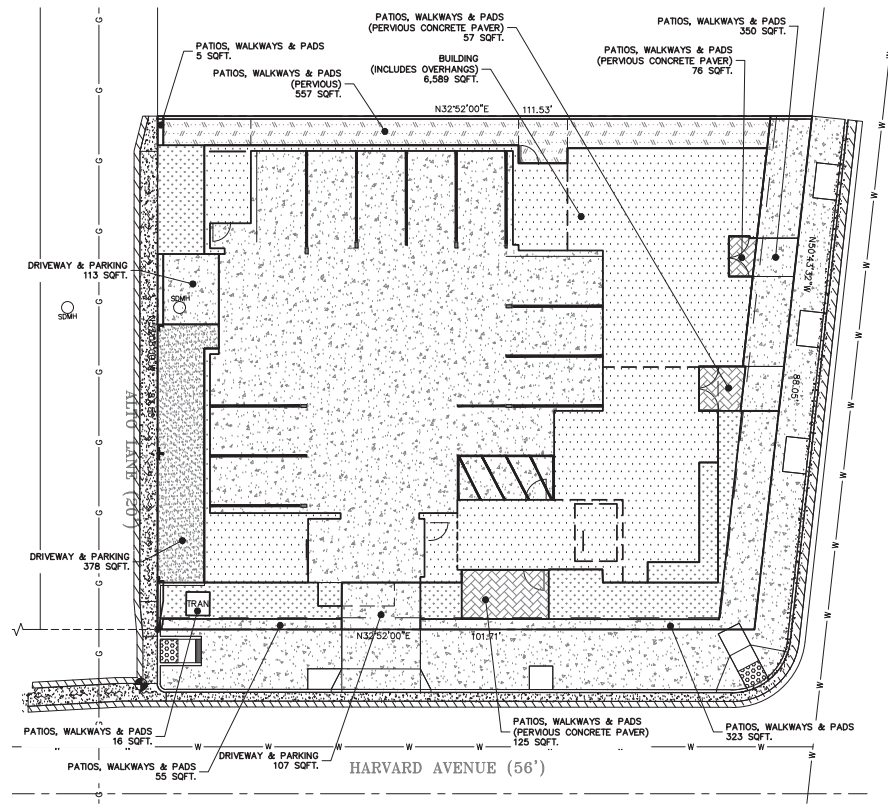
PLAN CHECK	PC
12-94-18	PC
2-20-19	PC
REVISIONS	BY
JOB NO:	2180306
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SCALE:	AS NOTED
DESIGN BY:	RB/PC
DRAWN BY:	RP/WA
SHEET NO:	

C-3.0

08 OF 14 SHEETS



EXISTING SITE



PROPOSED SITE

DEVELOPMENT AREA SUMMARY

PRE-DEVELOPMENT	(SQFT)
BUILDINGS	5,284
DRIVEWAY & PARKING	2,190
PATIOS, WALKWAYS & PADS	1,308
TOTAL	8,782
POST-DEVELOPMENT	(SQFT)
BUILDINGS	6,589
DRIVEWAY & PARKING	598
PATIOS, WALKWAYS & PADS	749
PERVIOUS CONCRETE PAVER PATIOS, WALKWAYS & PADS	258
PERVIOUS PATIOS, WALKWAYS & PADS	557
TOTAL	8,751
DIFFERENCE (NET DECREASE)	-31

NOTE:
ALL HARDSCAPE BELOW UPPER FLOOR OVERHANGS IS INCLUDED IN THE UNIT BUILDING AREA.

DEVELOPMENT INFORMATION

Total Area of Parcel	A	9,326 SF
Existing Permeous Area	B	347 SF
Existing Impervious Area	C	9,742 SF
Existing % Impervious	C / A * 100 =	D 10.45%
Existing Permeous Area to be replaced with impervious area	E	9,394 SF
Existing permeous area to be replaced with impervious area	F	133 SF
New Impervious Area (Including arroyo Roadway)	E + F =	G 9,528 SF
If G is greater than 10,000 SF, a hydrology report shall be submitted to Engineering.		
Existing Permeous Area to be replaced with permeous area	H	154 SF
Net change in Impervious Area	F - H =	I -31 SF
Input negative (-) number if the F (net change) is negative.		
Proposed Permeous Area	B + I =	J 316 SF
Proposed Impervious Area	C + I =	K 9,773 SF
Identify that J * K = A		9,326 SF
Proposed % Impervious	K / A * 100 =	L 10.48%



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115 EL CAMINO REAL
MENLO PARK, CA 94025
 APR: 071-433-330
 SAN MATEO COUNTY

TENTATIVE MAP
 FOR CONDOMINIUM PURPOSES
 IMPERVIOUS AREA
 EXHIBIT

PLAN CHECK	PC
PLAN CHECK	PC
REVISIONS	BY
JOB NO:	2180306
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SCALE:	AS NOTED
DESIGN BY:	RP/PC
DRAWN BY:	RP/WA
SHEET NO:	

C-4.0
 09 OF 14 SHEETS

REVISIONS TO A STANDARD FOR CONDOMINIUM PURPOSES 1-3

DRIVEWAY APPROACH STANDARDS

NO.	DATE	BY	DESCRIPTION
1	08-10-18	RB/PC	ISSUED FOR CONSTRUCTION
2	07-20-19	RB/PC	REVISION TO A STANDARD FOR CONDOMINIUM PURPOSES

GENERAL REQUIREMENTS

1. Use only commercial grade aggregate for base aggregate as specified. Standard 1000 # aggregate (2 1/2" maximum size) is required for all work.
2. Concrete shall be reinforced with the steel reinforcement as specified. Reinforcement shall be placed in the concrete before the concrete is placed. The steel reinforcement shall be placed in the concrete before the concrete is placed.
3. The slope of driveway approach shall be as specified. The slope shall be as specified.
4. The driveway approach shall be as specified. The driveway approach shall be as specified.
5. The driveway approach shall be as specified. The driveway approach shall be as specified.
6. The driveway approach shall be as specified. The driveway approach shall be as specified.
7. The driveway approach shall be as specified. The driveway approach shall be as specified.
8. The driveway approach shall be as specified. The driveway approach shall be as specified.
9. The driveway approach shall be as specified. The driveway approach shall be as specified.
10. The driveway approach shall be as specified. The driveway approach shall be as specified.

TRANSPORTATION DIVISION
CITY OF MENLO PARK
DRIVEWAY DESIGN GUIDELINES

Sidewalk Standard (A)

Sidewalk Standard (B)

Parking Strip-Walkway Standard (C)

NOTES:

1. The walkway standard in front of or contiguous to any particular property shall be that standard which most closely matches the existing circumstances in the neighborhood, unless a specific standard plan size or standard has been adopted for that location.
2. The minimum width of parking strip-walkway shall be 2.13m(7'). The minimum width shall be the same as specified in the City of Menlo Park and in C-4 District and in C-2 District.
3. The quality of materials and the detail dimensions shall conform to the attached "Standard Details" and the Specifications of the City of Menlo Park.

All units are in metric. See notes with 3. Standard.

CITY OF MENLO PARK STANDARD DETAILS

WALKWAY STANDARDS

1 STANDARD VERTICAL CURB, GUTTER AND SIDEWALK

2 THREE FOOT VALLEY GUTTER AND PARKING STRIP

3 CORNER TRANSITION - VERTICAL CURB TO VALLEY GUTTER

CITY OF MENLO PARK STANDARD DETAILS

CURB, GUTTER AND SIDEWALK

DRIVEWAY WITH MONOLITHIC SIDEWALKS

SECTION A-A

CITY OF MENLO PARK STANDARD DETAILS

DRIVEWAY WITH MONOLITHIC SIDEWALKS

CITY OF MENLO PARK STANDARD DETAILS

CURB RAMP DETAILS A & B

CITY OF MENLO PARK STANDARD DETAILS

CURB RAMP DETAILS C & D



LEA & BRAZE ENGINEERING, INC.
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115 EL CAMINO REAL
MENLO PARK, CA 94025

TENTATIVE MAP
FOR CONDOMINIUM PURPOSES
DETAILS

NO.	DATE	BY	REVISIONS
1	07-20-19	RB/PC	REVISION TO A STANDARD FOR CONDOMINIUM PURPOSES

JOB NO: 2180306
DATE: 10-10-18
SCALE: NTS
DESIGN BY: RB/PC
DRAWN BY: RP/WA
SHEET NO: C-5.0

C-5.0
10 OF 14 SHEETS

NOTES

1. As site conditions dictate, Case A through Case C curb ramps may be used for various installations similar to those shown in Detail A and Detail B. The use of curb ramps used in Detail A do not have to be the same. Case A through Case B curb ramps also may be used at mid-block locations, as site conditions dictate.
2. If distance from curb to back of sidewalk is too short to accommodate ramp and 1.22 m (4'-0") minimum, provided as shown in Case A, the sidewalk may be depressed longitudinally as in Case B, or it may be widened as in Case C.
3. When ramp is located in center of curb return, crosswalk configuration must be similar to that shown for Detail B.
4. As site conditions dictate, the retaining curb side of the flared side of the Case C ramp shall be constructed in raised position.
5. If located on a curve, the slope of the ramp need not be parallel, but the minimum width of the ramp shall be 1.22 m (4'-0").
6. Side slope of ramp flares vary uniformly from a maximum of 15% at curb to conform with longitudinal sidewalk slope adjacent to top of the ramp, except in Case C and Case F.
7. The curb ramp shall be surfaced, as shown, with a 300 mm (12") wide border with 6 mm (1/4") grout or approximately 20 mm (3/4") or wider. See governing detail.
8. Transitions from ramps to walks, patios or streets shall be flush and free of abrupt changes.
9. Maximum slopes of adjoining gutters, the road surface immediately adjacent to the curb ramp and continuous passage to the curb ramp shall not exceed 5 percent within 1.22 m (4'-0") of the top or bottom of the curb ramp.
10. Curb ramps shall have a detectable warning surface that extends the full width and 614 mm (2'-0") depth of the ramp. Detectable Warning Surfaces shall conform to the details on this plan and the requirements in the Special Provisions.
11. The edge of the detectable warning surface nearest the street shall be between 150 mm (6") and 205 mm (8") from the gutter flange.
12. Sidewalk and ramp thickness, "T", shall be 90 mm (3 1/2") minimum.
13. Utility cut boxes, manholes, vaults and all other utility facilities within the boundaries of the curb ramps will be reworked or adjusted to grade by the owner prior to, or in conjunction with, curb ramp construction.
14. For street conditions, removal and replacement of curb ramps will be at the Contractor's option, unless otherwise shown on project plans.

CITY OF MENLO PARK STANDARD DETAILS

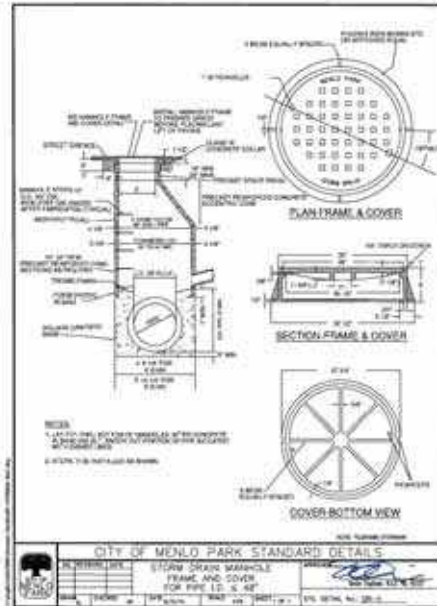
CURB RAMP DETAIL NOTES

DATE: 1/11/07

DESIGNED BY: RB/PC

DRAWN BY: RB/WA

SHEET NO.: 2848



ZURN **Model 4750A/4750AV**
Reduced Pressure Detector Assembly

Application:
Designed for installation in series in the protection system to detect against back-siphonage and contamination of potable water supply. The device is used to protect the water supply from contamination by back-siphonage or backflow. It is used to protect the water supply from contamination by back-siphonage or backflow.

Standards Compliance:

- ASSEF Listed (UL or ETL)
- ASSEF Certified (UL or ETL)
- U.S. Department of Health
- U.S.P. Department of Health
- NSF International (NSF-61)
- NSF International (NSF-372)

Materials:

- Body: Brass
- Gaskets: EPDM
- O-Rings: Viton
- Seals: Viton
- Screws: 304 Stainless Steel
- Washers: 304 Stainless Steel
- Springs: 304 Stainless Steel
- Labels: 304 Stainless Steel

Dimensions:

Overall Length: 4 1/2" (114 mm)
Overall Width: 4 1/2" (114 mm)
Overall Height: 4 1/2" (114 mm)

Notes:

1. The device is designed for installation in series in the protection system.
2. The device is used to protect the water supply from contamination by back-siphonage or backflow.
3. The device is used to protect the water supply from contamination by back-siphonage or backflow.
4. The device is used to protect the water supply from contamination by back-siphonage or backflow.
5. The device is used to protect the water supply from contamination by back-siphonage or backflow.
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15. The device is used to protect the water supply from contamination by back-siphonage or backflow.
16. The device is used to protect the water supply from contamination by back-siphonage or backflow.
17. The device is used to protect the water supply from contamination by back-siphonage or backflow.
18. The device is used to protect the water supply from contamination by back-siphonage or backflow.
19. The device is used to protect the water supply from contamination by back-siphonage or backflow.
20. The device is used to protect the water supply from contamination by back-siphonage or backflow.

Accessories:

- 1/2" NPT x 1/2" NPT Brass Tee
- 1/2" NPT x 1/2" NPT Brass Elbow
- 1/2" NPT x 1/2" NPT Brass Coupling
- 1/2" NPT x 1/2" NPT Brass Tee
- 1/2" NPT x 1/2" NPT Brass Elbow
- 1/2" NPT x 1/2" NPT Brass Coupling
- 1/2" NPT x 1/2" NPT Brass Tee
- 1/2" NPT x 1/2" NPT Brass Elbow
- 1/2" NPT x 1/2" NPT Brass Coupling
- 1/2" NPT x 1/2" NPT Brass Tee
- 1/2" NPT x 1/2" NPT Brass Elbow
- 1/2" NPT x 1/2" NPT Brass Coupling

Part Numbers:

Part Number	Description	Quantity
4750A	Model 4750A Reduced Pressure Detector Assembly	1
4750AV	Model 4750AV Reduced Pressure Detector Assembly	1
4750A-1	1/2" NPT x 1/2" NPT Brass Tee	1
4750A-2	1/2" NPT x 1/2" NPT Brass Elbow	1
4750A-3	1/2" NPT x 1/2" NPT Brass Coupling	1
4750A-4	1/2" NPT x 1/2" NPT Brass Tee	1
4750A-5	1/2" NPT x 1/2" NPT Brass Elbow	1
4750A-6	1/2" NPT x 1/2" NPT Brass Coupling	1
4750A-7	1/2" NPT x 1/2" NPT Brass Tee	1
4750A-8	1/2" NPT x 1/2" NPT Brass Elbow	1
4750A-9	1/2" NPT x 1/2" NPT Brass Coupling	1
4750A-10	1/2" NPT x 1/2" NPT Brass Tee	1
4750A-11	1/2" NPT x 1/2" NPT Brass Elbow	1
4750A-12	1/2" NPT x 1/2" NPT Brass Coupling	1
4750A-13	1/2" NPT x 1/2" NPT Brass Tee	1
4750A-14	1/2" NPT x 1/2" NPT Brass Elbow	1
4750A-15	1/2" NPT x 1/2" NPT Brass Coupling	1
4750A-16	1/2" NPT x 1/2" NPT Brass Tee	1
4750A-17	1/2" NPT x 1/2" NPT Brass Elbow	1
4750A-18	1/2" NPT x 1/2" NPT Brass Coupling	1
4750A-19	1/2" NPT x 1/2" NPT Brass Tee	1
4750A-20	1/2" NPT x 1/2" NPT Brass Elbow	1
4750A-21	1/2" NPT x 1/2" NPT Brass Coupling	1
4750A-22	1/2" NPT x 1/2" NPT Brass Tee	1
4750A-23	1/2" NPT x 1/2" NPT Brass Elbow	1
4750A-24	1/2" NPT x 1/2" NPT Brass Coupling	1
4750A-25	1/2" NPT x 1/2" NPT Brass Tee	1
4750A-26	1/2" NPT x 1/2" NPT Brass Elbow	1
4750A-27	1/2" NPT x 1/2" NPT Brass Coupling	1
4750A-28	1/2" NPT x 1/2" NPT Brass Tee	1
4750A-29	1/2" NPT x 1/2" NPT Brass Elbow	1
4750A-30	1/2" NPT x 1/2" NPT Brass Coupling	1

REVISIONS:

NO.	DATE	DESCRIPTION
1	11/10/06	Initial Release
2	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
3	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
4	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
5	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
6	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
7	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
8	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
9	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
10	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
11	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
12	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
13	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
14	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
15	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
16	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
17	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
18	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
19	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
20	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
21	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
22	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
23	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
24	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
25	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
26	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
27	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
28	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
29	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
30	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
31	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
32	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
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34	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
35	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
36	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
37	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
38	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
39	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
40	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling

Page 1 of 1



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115 EL CAMINO REAL
MENLO PARK, CA 94025
SAN MATEO COUNTY
APR. 07-433-330

TENTATIVE MAP
FOR CONDOMINIUM PURPOSES
DETAILS

NO.	DATE	DESCRIPTION
1	11/10/06	Initial Release
2	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Tee
3	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
4	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling
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39	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Elbow
40	10/15/06	Revised for 1/2" NPT x 1/2" NPT Brass Coupling

C-5.1
11 of 14 SHEETS



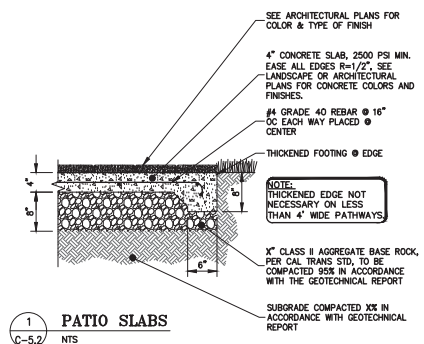
06/14/2019
LEA & BRAZE ENGINEERING, INC.
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 HAYWARD, CALIFORNIA 94545
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 WWW.LEABRAZE.COM

APN: 071-433-330
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 SAN MATEO COUNTY

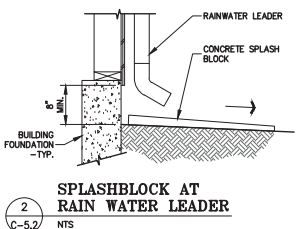
TENTATIVE MAP
 FOR CONDOMINIUM PURPOSES
 DETAILS

PLAN CHECK	PC
12-04-18	
PLAN CHECK	PC
2-20-19	
REVISIONS	BY
JOB NO:	2180306
DATE:	10-10-18
SCALE:	NTS
DESIGN BY:	RB/PC
DRAWN BY:	RP/WA
SHEET NO:	

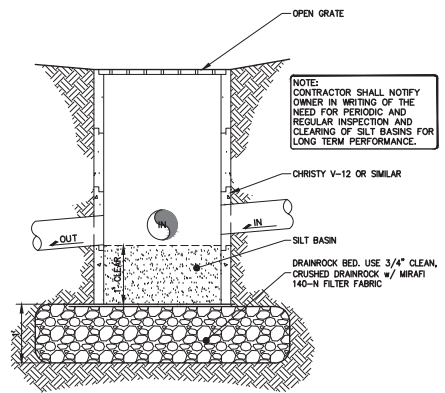
C-5.2
 12 OF 14 SHEETS



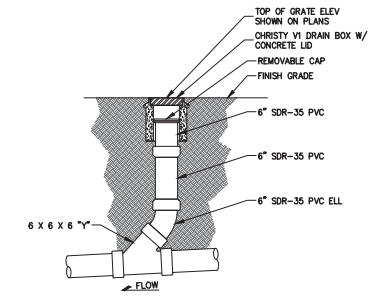
1 PATIO SLABS
 C-5.2 NTS



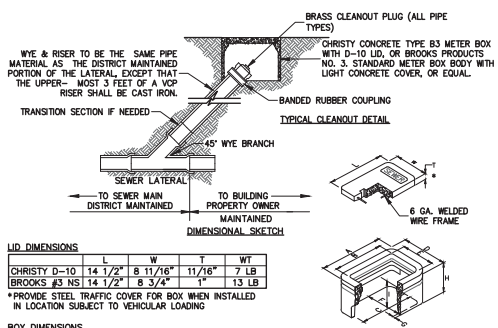
2 SPLASHBLOCK AT RAIN WATER LEADER
 C-5.2 NTS



3 DRAIN INLET/SILT BASIN - V-12
 C-5.2 NTS



4 ON-SITE CLEANOUT
 C-5.2 NTS



LID DIMENSIONS

	L	W	T	WT
CHRISTY D-10	14 1/2"	8 11/16"	11/16"	7 LB
BROOKS #3 NSI	14 1/2"	8 3/4"	1"	13 LB

*PROVIDE STEEL TRAFFIC COVER FOR BOX WHEN INSTALLED IN LOCATION SUBJECT TO VEHICULAR LOADING

BOX DIMENSIONS

	A	B	C	D	E	F	G	H	I	APPROX WT. LBS.
CHRISTY B3	19"	14 13/16"	16 1/4"	13 1/4"	9"	9 7/8"	1"	12"	10 15/16"	59
BROOKS #3	19 1/8"	13 1/2"	16"	13 1/2"	7 5/8"	9 1/2"	1"	11"	N.A.	68

4 TYPICAL SEWER CLEANOUT BOX
 C-5.2 NTS

CAUTION:

- CONTRACTOR SHALL CONTACT UNDERGROUND SERVICE ALERT FOR LOCATION OF UNDERGROUND UTILITIES AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION - PHONE (800) 642-2444. CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES PRIOR TO BEGINNING ANY WORK ON THIS SITE.
- THE LOCATION, SIZES AND/OR DEPTHS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THE PLAN OR FROM SOURCES OF VARYING RELIABILITY. THE CONTRACTOR IS CAUTIONED THAT ONLY ACTUAL EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES, LOCATIONS AND DEPTHS OF SUCH UNDERGROUND UTILITIES. (A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DELINEATE ALL KNOWN UNDERGROUND UTILITIES). CONTRACTOR SHALL VERIFY LOCATION AND DEPTH PRIOR TO ANY EXCAVATION OR IMPROVEMENT.

GENERAL SITE NOTES:

- CONTRACTOR SHALL VISIT THE SITE PRIOR TO BIDDING ON THIS WORK AND CONSIDER THE EXISTING CONDITIONS AND SITE CONSTRAINTS IN THE BID. CONTRACTOR SHALL BE IN THE POSSESSION OF AND FAMILIAR WITH ALL APPLICABLE GOVERNING AGENCIES STANDARD DETAILS AND SPECIFICATIONS PRIOR TO SUBMITTING OF A BID.
- ALL WORK IN THE PUBLIC RIGHT-OF-WAY SHALL CONFORM TO ALL APPLICABLE GOVERNING AGENCIES STANDARD DETAILS & SPECIFICATIONS.
- PRIOR TO BEGINNING WORK, AND AFTER INITIAL HORIZONTAL CONTROL STAKING, CONTRACTOR SHALL FIELD CHECK ALL ELEVATIONS MARKED WITH (E) AND REPORT ANY DISCREPANCIES GREATER THAN 0.05' TO OWNER'S PROJECT MANAGER AND CIVIL ENGINEER.
- ALL GENERAL NOTES, SHEET NOTES, AND LEGEND NOTES FOUND IN THESE DOCUMENTS SHALL APPLY TYPICALLY THROUGHOUT. IF INCONSISTENCIES ARE FOUND IN THE VARIOUS NOTATIONS, NOTIFY THE ENGINEER IMMEDIATELY IN WRITING REQUESTING CLARIFICATION.
- THESE DRAWINGS AND THEIR CONTENT ARE AND SHALL REMAIN THE PROPERTY OF LEA AND BRAZE ENGINEERING, INC. WHETHER THE PROJECT FOR WHICH THEY ARE PREPARED IS EXECUTED OR NOT, THEY ARE NOT TO BE USED BY ANY PERSONS ON OTHER PROJECTS OR EXTENSIONS OF THE PROJECT EXCEPT BY AGREEMENT IN WRITING AND WITH APPROPRIATE COMPENSATION TO THE ENGINEER.
- ALL WORK SHALL COMPLY WITH APPLICABLE CODES AND TRADE STANDARDS WHICH GOVERN EACH PHASE OF WORK INCLUDING, BUT NOT LIMITED TO, CALIFORNIA MECHANICAL CODE, CALIFORNIA PLUMBING CODE, CALIFORNIA ELECTRICAL CODE, CALIFORNIA FIRE CODE, CALTRANS STANDARDS AND SPECIFICATIONS, AND ALL APPLICABLE STATE AND/OR LOCAL CODES AND/OR LEGISLATION.
- COMMENCEMENT OF WORK BY THE CONTRACTOR AND/OR ANY SUBCONTRACTOR SHALL INDICATE KNOWLEDGE AND ACCEPTANCE OF ALL CONDITIONS DESCRIBED IN THESE CONSTRUCTION DOCUMENTS, OR EXISTING ON SITE, WHICH COULD AFFECT THEIR WORK.
- DAMAGE TO ANY EXISTING SITE IMPROVEMENTS, UTILITIES AND/OR SERVICES TO REMAIN SHALL BE RESPONSIBLE OF THE CONTRACTOR. CONTRACTOR SHALL REPAIR AND/OR REPLACE IN KIND.
- CONTRACTOR SHALL REPLACE ALL STRUCTURES AND GRADE LIDS FOR VAULTS, CATCH BASINS, ETC., WITH VEHICULAR-RATED STRUCTURES IN ALL TRAFFIC ACCESSIBLE AREAS.
- THE CONTRACTOR SHALL ADJUST TO FINAL GRADE ALL EXISTING AND/OR NEW MANHOLES, CURB INLETS, CATCH BASIN, VALVES, MONUMENT COVERS, AND OTHER CASTINGS WITHIN THE WORK AREA TO FINAL GRADE IN PAVEMENT AND LANDSCAPE AREAS UNLESS NOTED OTHERWISE.
- CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT INCLUDING SAFETY OF ALL PERSONS AND PROPERTY THAT ARE ON OR OCCUPANCY OF THE PREMISES BY THE OWNER SHALL BE LIMITED TO NORMAL WORKING HOURS AND THAT THE CONTRACTOR SHALL DEFEND INDEMNIFY AND HOLD THE OWNER, THE CONSULTING ENGINEER AND THE CITY HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT. EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE CONSULTING ENGINEER.
- EXISTING PEDESTRIAN WALKWAYS, BIKE PATHS AND ACCESSIBLE ACCESS PATHWAYS SHALL BE MAINTAINED, WHERE FEASIBLE, DURING CONSTRUCTION.
- IF A CONFLICT ARISES BETWEEN THE SPECIFICATIONS AND THE PLANS NOTES, THE MORE STRINGENT REQUIREMENT SHALL GOVERN.
- IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- THE DUTY OF THE ENGINEERS TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTOR'S PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES, IN, ON OR NEAR THE CONSTRUCTION SITE.
- NEITHER THE FINAL PAYMENT, NOR THE PROVISIONS IN THE CONTRACT, NOR PARTIAL NOR ENTIRE USE OR OCCUPANCY OF THE PREMISES BY THE OWNER SHALL CONSTITUTE AN ACCEPTANCE OF THE WORK NOT DONE IN ACCORDANCE WITH THE CONTRACT OR RELIEVES THE CONTRACTOR OF LIABILITY IN RESPECT TO ANY EXPRESS WARRANTIES OR RESPONSIBILITY FOR FURTHER MATERIAL OR WORKMANSHIP.
- THE CONTRACTOR SHALL REMEDY ANY DEFECTS IN WORK AND PAY FOR ANY DAMAGE TO OTHER WORK RESULTING THERE FROM WHICH SHALL APPEAR WITHIN PERIOD OF ONE (1) CALENDAR YEAR FROM THE DATE OF FINAL ACCEPTANCE OF THE WORK.
- ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE GEOTECHNICAL REPORT BY XXXXX, DATED XXXX, JOB # XXXX

SITE FENCING NOTES:

- CONTRACTOR SHALL PROVIDE A CONSTRUCTION FENCE AROUND THE ENTIRE AREA OF DEMOLITION AND CONSTRUCTION, INCLUDING ALL STAGING, STORAGE, CONSTRUCTION OFFICE AND LADYDOWN AREAS.
- FENCE LOCATION MAY BE ADJUSTED FROM TIME TO TIME AS CONSTRUCTION PROCEEDS TO EXCLUDE SOME AREAS WHERE CONSTRUCTION WORK IS NOT BEING DONE AND THE AREA IS NOT OBSTRUCTIVE IN VISUAL APPEARANCE, AT THE DISCRETION AND APPROVAL OF THE DISTRICT STAFF.
- CONSTRUCTION FENCE SHALL BE A MINIMUM OF A 6' HIGH GALVANIZED CHAIN LINK FENCE WITH GREEN WINDSCREEN FABRIC ON THE OUTSIDE OF THE FENCE.
- CONTRACTOR SHALL REPLACE THE GREEN FABRIC AT LEAST ONCE A YEAR OR AT SUCH A TIME AS IT BECOMES TATTERED AND UNSIGHTLY DUE TO WIND OR CONSTRUCTION ACTIVITIES.

DEMOLITION NOTES:

- CONTRACTOR IS TO COMPLY WITH ALL GENERAL AND STATE REQUIREMENTS AND REGULATIONS THE REMOVAL OF HAZARDOUS MATERIAL(S).
- THE CONTRACTOR SHALL LOCATE AND CLEARLY MARK (AND THEN PRESERVE THESE MARKERS) FOR THE DURATION OF CONSTRUCTION OF ALL TELEPHONE, DATA, STREET LIGHT, SIGNAL LIGHT AND POWER FACILITIES THAT ARE IN OR NEAR THE AREA OF CONSTRUCTION.
- CONTRACTOR'S BID IS TO INCLUDE ALL VISIBLE SURFACE AND ALL SUBSURFACE FEATURES IDENTIFIED TO BE REMOVED OR ABANDONED IN THESE DOCUMENTS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR A SITE INSPECTION TO FULLY ACKNOWLEDGE THE EXTENT OF THE DEMOLITION WORK.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ANY AND ALL PERMITS NECESSARY FOR ENCRoACHMENT, GRADING, DEMOLITION, AND STATE JURISDICTIONS.
- THE CONTRACTOR SHALL PAY ALL FEES ASSOCIATED WITH DISPOSAL OF MATERIALS.
- BACKFILL ALL DEPRESSIONS AND TRENCHES FROM DEMOLITION OF FOUNDATIONS & UTILITIES TO THE SATISFACTION OF THE GEOTECHNICAL ENGINEER.
- WITHIN LIMITS OF WORK, REMOVE CURBS, GUTTERS, LANDSCAPING, SIGNAGE, TREES, SCRUBS, ASPHALT, UNDERGROUND UTILITIES, ETC. AS INDICATED ON THE PLANS AND SPECIFICATIONS.
- REMOVAL OF LANDSCAPING SHALL INCLUDE ROOTS AND ORGANIC MATERIALS TO THE SATISFACTION OF THE GEOTECHNICAL ENGINEER.
- PRIOR TO BEGINNING DEMOLITION WORK ACTIVITIES, CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES OUTLINED IN THE EROSION PLAN & DETAILS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR DISPOSING ALL DEMOLITION MATERIALS, INCLUDING SELECTED ITEMS BY OWNER'S REPRESENTATIVE AT DESIGNATED LOCATIONS.
- THE CONTRACTOR SHALL MAINTAIN ALL SAFETY DEVICES, AND SHALL BE RESPONSIBLE FOR CONFORMANCE TO ALL LOCAL, STATE AND FEDERAL SAFETY AND HEALTH STANDARDS LAWS AND REGULATIONS.
- THE CONTRACTOR SHALL PROTECT FROM DAMAGE ALL EXISTING IMPROVEMENTS FACILITIES AND STRUCTURES TO REMAIN. ANY ITEMS DAMAGED BY THE CONTRACTOR OR HIS AGENTS OF ANY ITEMS REMOVED FOR HIS USE SHALL BE REPLACED IN EQUAL OR BETTER CONDITION AS APPROVED BY THE ARCHITECT OR OWNER'S REPRESENTATIVE.
- COORDINATE WITH ELECTRICAL, MECHANICAL, LANDSCAPING AND ARCHITECTURAL DRAWINGS FOR UTILITY SHUT-DOWN / DISCONNECT LOCATIONS. CONTRACTOR IS TO SHUT OFF ALL UTILITIES AS NECESSARY PRIOR TO DEMOLITION. CONTRACTOR IS TO COORDINATE SERVICE INTERRUPTIONS WITH THE DEVELOPER / OWNER. DO NOT INTERRUPT SERVICES ADJACENT OFF-SITE OWNERS. ALSO SEE ARCHITECTURAL PLANS FOR ADDITIONAL DEMOLITION SCOPE OF WORK.
- DEMOLITION INCLUDES REMOVAL OF ALL ITEMS ASSOCIATED WITH THE UTILITY, RETAINING WALL, FENCE, TREE OR BUILDING, INCLUDING BUT NOT LIMITED TO: FOOTINGS, VALVES, ROOTS, BATS, ETC. AND SHALL INCLUDE PREPARING THE SITE FOR NEW UTILITIES, BUILDINGS, RETAINING WALLS, ETC.
- ALL MATERIALS TO BE DEMOLISHED AND REMOVED SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE LAWFULLY DISPOSED OF OFF-SITE.
- THE PLAN IS NOT INTENDED TO BE A COMPLETE CATALOGUE OF ALL EXISTING STRUCTURES AND UTILITIES. THIS PLAN INTENDS TO DISCLOSE GENERAL INFORMATION KNOWN BY THE ENGINEER AND TO SHOW THE LIMITS OF THE AREA WHERE WORK WILL BE PERFORMED. THIS PLAN SHOWS THE EXISTING FEATURES TAKEN FROM A FIELD SURVEY. FIELD INVESTIGATIONS AND AVAILABLE INFORMATION, THIS PLAN MAY OR MAY NOT ACCURATELY REFLECT THE TYPE OR EXTENT OF THE ITEMS TO BE ENCOUNTERED AS THEY ACTUALLY EXIST. WHERE EXISTING FEATURES ARE NOT SHOWN, IT IS IMPLIED THAT THEY ARE NOT TO BE DEMOLISHED OR REMOVED. THE CONTRACTOR SHALL PERFORM A THOROUGH FIELD INVESTIGATION AND REVIEW OF THE SITE WITHIN THE LIMIT WORK SHOWN IN THIS PLAN SET TO DETERMINE THE TYPE, QUANTITY AND EXTENT OF ANY AND ALL ITEMS. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING THE EXTENT OF EXISTING SITES AND UTILITIES AND QUANTITY OR WORK INVOLVED IN REMOVING THESE ITEMS FROM THE SITE.
- ALL ABANDONED BUILDINGS AND FOUNDATIONS, TREE (EXCEPT THOSE SPECIFIED TO REMAIN FOR LANDSCAPING PURPOSES), FENCES, VEGETATION AND ANY SURFACE DEBRIS SHALL BE REMOVED AND DISPOSED OF OFF THE SITE BY THE CONTRACTOR.
- ALL ABANDONED SEPTIC TANKS AND ANY OTHER SUBSURFACE STRUCTURES EXISTING IN PROPOSED DEVELOPMENT AREAS SHALL BE REMOVED PRIOR TO ANY GRADING OR FILL OPERATION. ALL APPURTENANT DRAIN FIELDS AND OTHER CONNECTING LINES MUST ALSO BE TOTALLY REMOVED.
- ALL ABANDONED UNDERGROUND IRRIGATION OR UTILITY LINES SHALL BE REMOVED OR DEMOLISHED. THE APPROPRIATE FINAL DISPOSITION OF SUCH LINES DEPEND UPON THEIR DEPTH AND LOCATION AND THE METHOD OF REMOVAL OR DEMOLITION SHALL BE DETERMINED BY THE CONSULTING ENGINEER. ONE OF THE FOLLOWING METHODS WILL BE USED:
A. EXCAVATE AND TOTALLY REMOVE THE UTILITY LINE FROM THE TRENCH.
B. EXCAVATE AND CRUSH THE UTILITY LINE IN THE TRENCH.
C. CAP THE ENDS OF THE UTILITY LINE WITH CONCRETE TO PREVENT THE ENTRANCE OF WATER. THE LOCATIONS AT WHICH THE UTILITY LINE WILL BE CAPPED WILL BE DETERMINED BY THE CITY ENGINEER. THE LENGTH OF THE CAP SHALL NOT BE LESS THAN FIVE FEET, AND THE CONCRETED MIX EMPLOYED SHALL HAVE MINIMUM SHRINKAGE.

EXISTING CONDITIONS:

- EXISTING TOPOGRAPHIC SURVEY PERFORMED BY LEA & BRAZE ENGINEERING, INC. SURVEYING ON 9-10-18 (JOB #2180682) GRADES ENCOUNTERED ON-SITE MAY VARY FROM THOSE SHOWN. CONTRACTOR SHALL REVIEW THE PLANS AND CONDUCT FIELD INVESTIGATIONS AS REQUIRED TO VERIFY EXISTING CONDITIONS AT THE PROJECT SITE.

SURVEYOR'S NOTES:

THE TYPES, LOCATIONS, SIZES AND/OR DEPTHS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THE TOPOGRAPHIC SURVEY ARE APPROXIMATE AND WERE OBTAINED FROM SOURCES OF VARYING RELIABILITY. ONLY ACTUAL EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES, LOCATIONS AND DEPTHS OF SUCH UNDERGROUND UTILITIES. REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DELINEATE ALL KNOWN UNDERGROUND UTILITIES. HOWEVER, THE ENGINEER CAN ASSUME NO RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACY OF ITS DELINEATION OF UNDERGROUND UTILITIES WHICH MAY BE ENCOUNTERED, BUT WHICH ARE NOT SHOWN ON THIS SURVEY. CONTRACTOR SHALL VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION.

GRADING AND EARTHWORK NOTES:

- ALL PAVED AREAS ARE TO SLOPE AT A MINIMUM OF 1% ACCESSIBLE STALLS AND SIDEWAYS ARE TO SLOPE AT A MAXIMUM OF 2% IN ANY DIRECTION AND ACCESSIBLE PATHWAYS ARE TO SLOPE AT A MAXIMUM OF 8.33% WITH A MINIMUM CROSS SLOPE OF 2%. THESE AREAS ARE TO CONFORM TO THESE BASIC RULES DUE TO EXISTING CONDITIONS OR DISCREPANCIES IN THE DOCUMENTS ARE TO BE REPORTED TO OTHER ARCHITECT/ENGINEER PRIOR TO PROCEEDING WITH FORMWORK FOR CURBS AND/OR FLATWORK.
- CONTRACTOR SHALL DETERMINE EARTHWORK QUANTITIES BASED ON THE TOPOGRAPHIC SURVEY. THE SOILS INVESTIGATION AND THE PROPOSED SURFACE GRADES AND BASE THE BID ACCORDINGLY. ANY DIFFERENCES BETWEEN THE SURVEY AND THOSE SHOWN ON THE PROJECT DRAWINGS BY THE CONTRACTOR AND THESE DOCUMENTS SHOULD BE NOTED TO THE CIVIL ENGINEER.
- ALL FILL SHALL BE COMPACTED PER THE CONSTRUCTION SPECIFICATIONS AND THE CONTRACTOR SHALL COORDINATE AND COMPLY WITH THE OWNERS TESTING AGENCY TO TAKE THE APPROPRIATE TEST TO VERIFY COMPACTION VALUES.
- IMPORT SOILS MUST MEET THE REQUIREMENTS OF THE SOILS REPORT AND SPECIFICATIONS.
- COORDINATE THE PLACEMENT OF ALL SLEEVES FOR LANDSCAPE IRRIGATION (WATER AND CONTROL WIRING) AND STREET LIGHTING PRIOR TO THE PLACEMENT OF ANY ASPHALT, BASECOURSE, OR CONCRETE SURFACING. SEE LANDSCAPE AND SITE ELECTRICAL DRAWINGS.
- DO NOT ADJUST GRADES ON THIS PLAN WITHOUT PRIOR WRITTEN APPROVAL OF ENGINEER.
- SPOT ELEVATIONS ARE TO FINISHED SURFACE.
- TOP OF CONCRETE CURBS ARE 0.50" ABOVE TOP OF PAVING ELEVATIONS, U.N.O.
- ROUGH GRADING TO BE WITHIN 0.1' AND FINISH GRADES ARE TO BE WITHIN 0.05'.
- AFTER STAKING FOR HORIZONTAL CONTROL, CONTRACTOR SHALL FIELD CHECK ALL ELEVATIONS MARKED WITH (E) AND REPORT ANY DISCREPANCIES GREATER THAN 0.05' TO ARCH/ENGR.
- ALL EXISTING UTILITY STRUCTURES WITHIN THE AREA OF WORK SHALL HAVE THE LIDS CRATES, COVERS AND/OR GATES REMOVED TO BE REPLACED IN KIND. CONTRACTOR SHALL IDENTIFY ALL SUCH ITEMS BY USE OF THESE PLANS AND THOROUGH FIELD INVESTIGATION.
- GEOTECHNICAL CONSULTANT TO BE NOTIFIED OF DELIVERY OF ALL IMPORTED SOILS TO SITE FOR HIS/HER INSPECTION AND APPROVAL PRIOR TO PLACING BY CONTRACTOR.
- THESE SPECIFICATIONS AND APPLICABLE PLANS PERTAIN TO AND INCLUDE ALL SITE GRADING AND EARTHWORK ASSOCIATED WITH THE PROJECT INCLUDING, BUT NOT LIMITED TO THE FURNISHING OF ALL LABOR, TOOLS AND EQUIPMENT NECESSARY FOR SITE CLEARING AND GRUBBING, SITE PREPARATION, DISPOSAL OF EXCESS OR UNSUITABLE MATERIAL, STRIPPING, KEYING, EXCAVATION, OVER EXCAVATION, RECONSTRUCTION PREPARATION FOR SOIL, RECEIVING OF PAVEMENT, FOUNDATION OF SLABS, EXCAVATION, IMPORTATION OF ANY REQUIRED FILL MATERIAL, PROCESSING, PLACEMENT AND COMPACTION OF FILL AND SUBSIDIARY WORK NECESSARY TO COMPLETE THE GRADING TO CONFORM TO THE LINES, GRADING AND SLOPE SHOWN ON THE PROJECT GRADING PLANS.
- ALL FILL MATERIALS SHALL BE DENSIFIED SO AS TO PRODUCE A DENSITY NOT LESS THAN 90% RELATIVE COMPACTION BASED UPON ASTM TEST DESIGNATION D1557. FIELD DENSITY TEST WILL BE CONDUCTED IN ACCORDANCE WITH ASTM TEST DESIGNATION 2922 AND 3017. THE LOCATION AND FREQUENCY OF THE FIELD DENSITY TEST WILL AS DETERMINED BY THE SOILS ENGINEER. THE RESULTS OF THESE TESTS AND COMPLIANCE WITH THE SPECIFICATIONS WILL BE THE BASIS UPON WHICH SATISFACTORY COMPLETION OF THE WORK WILL BE JUDGED BY THE ENGINEER. ALL CUT AND FILL SLOPES SHALL BE CONSTRUCTED AS SHOWN ON PLANS, BUT NO STEEPER THAN TWO (2) HORIZONTAL TO ONE (1) VERTICAL.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SATISFACTORY COMPLETION OF ALL THE EARTHWORK IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS. NO DEVIATION FROM THESE SPECIFICATIONS SHALL BE MADE EXCEPT UPON WRITTEN APPROVAL BY THE SOILS ENGINEER. BOTH CUT AND FILL AREAS SHALL BE SURFACE COMPLETED TO THE SATISFACTION OF THE SOILS ENGINEER AT THE CONCLUSION OF ALL GRADING OPERATIONS AND PRIOR TO FINAL ACCEPTANCE. THE CONTRACTOR SHALL NOTIFY THE SOILS ENGINEER AT LEAST TWO (2) WORKING DAYS PRIOR TO DOING ANY SITE GRADING AND EARTHWORK INCLUDING CLEARING.

STORM DRAIN NOTES:

- ALL STORM DRAIN PIPE SHALL BE PVC SDR 35, SLOPED AT 2% UNLESS OTHERWISE SPECIFIED ON THE PLANS. PIPE SHALL BE SIZED AS SPECIFIED ON THE PLANS. ALL DIRECTION CHANGES SHALL BE MADE WITH A WYE CONNECTION OR LONG SWEEP ELBOWS. REGULAR ELBOWS, AND TEE'S SHOULD BE AVOIDED.
- USE DETECTABLE METALLIZED WARNING TAPE APPROXIMATE 6" BELOW THE SURFACE. TAPE SHALL BE A BRIGHT COLOR AND IMPRINTED WITH "CAUTION - STORM DRAIN LINE BELOW. CAUTION TYPE 2 OF EQUAL."
- PAINT THE TOP OF THE CURBS ADJACENT TO EACH CATCH BASIN INSTALLED UNDER THE WORK OR ADJACENT TO THE SITE WITH THE WORDS "NO DUMPING". WORDING TO BE BLUE "4" HIGH LETTERS ON A PAINTED WHITE BACKGROUND.
- ALL AREA DRAINS AND CATCH BASINS GRATES WITHIN PEDESTRIAN ACCESSIBLE AREAS SHALL MEET ADA REQUIREMENTS.
- ALL TRENCHES SHALL BE BACKFILLED PER THE SPECIFICATIONS WITH APPROPRIATE TEST BY THE GEOTECHNICAL ENGINEER TO VERIFY COMPACTION VALUES.
- FOR GRAVITY FLOW SYSTEMS CONTRACTOR SHALL VERIFY (POTHOLE IF NECESSARY) SIZE, MATERIAL, LOCATION AND DEPTH OF ALL SYSTEMS ARE TO BE CONNECTED TO THE STORM DRAIN PRIOR TO TRENCHING OR INSTALLATION OF ANY GRAVITY FLOW SYSTEM.
- COMPLETE SYSTEMS: ALL UTILITY SYSTEMS ARE DELINEATED IN SCHEMATIC MANNER ON THESE PLANS. CONTRACTOR IS TO PROVIDE ALL FITTINGS, ACCESSORIES, AND WORK NECESSARY TO COMPLETE THE UTILITY SYSTEM SO THAT IT IS FULLY FUNCTIONING FOR THE PURPOSE INTENDED.
- PRIVATE STORM DRAIN LINE 4-INCH THROUGH 12-INCH WITH A MINIMUM OF TWO (2) FEET OF COVER IN NON-TRAFFIC AREAS SHALL BE POLYVINYL CHLORIDE (PVC) SDR 35.
- PRIVATE STORM DRAIN LINE 6-INCH THROUGH 12-INCH WITH LESS THAN 3 FEET OF COVER IN VEHICULAR TRAFFIC AREAS SHALL BE POLYVINYL CHLORIDE (PVC) 6900, RATED 150 PSI CLASSIFIED PIPE.
- ALL DOWN SPOUTS SHALL DISCHARGE DIRECTLY ON TO ADJACENT IMPERVIOUS SURFACES OR SPLASH BLOCKS UNLESS OTHERWISE NOTED ON PLANS. SEE ARCHITECTURE PLANS FOR EXACT LOCATION OF THE DOWN SPOUTS.

STORM WATER POLLUTIONS PREVENTION REQUIREMENTS:

- STORE, HANDLE AND DISPOSE OF CONSTRUCTION MATERIALS AND WASTES PROPERLY, SO AS TO PREVENT THEIR CONTACT WITH STORMWATER.
- CONTROL AND PREVENT THE DISCHARGE OF ALL POTENTIAL POLLUTANTS, INCLUDING SOLID WASTES, PAINTS, CONCRETE, PETROLEUM PRODUCTS, CHEMICALS, WASH WATER OR SEDIMENT, AND NON-STORMWATER DISCHARGES TO STORM DRAINS AND WATER COURSES.
- USE SEDIMENT CONTROL OR FILTRATION TO REMOVE SEDIMENT FROM DEWATERING EFFLUENT.
- AVOID CLEANING, FUELING, OR MAINTAINING VEHICLES ON SITE, EXCEPT IN A DESIGNATED AREA IN WHICH RUNOFF IS CONTAINED AND TREATED.
- DELINEATE CLEARING LIMITS, EASEMENTS, SETBACKS, SENSITIVE OR CRITICAL AREAS, BUFFER ZONES, TREES AND DISCHARGE COURSE WITH FIELD MARKERS.
- PROTECT ADJACENT PROPERTIES AND UNDISTURBED AREAS FROM CONSTRUCTION IMPACTS USING VEGETATIVE BUFFER STRIPS, SEDIMENT BARRIERS OF FILTERS, DIKES, MULCHING, OR OTHER MEASURES AS APPROPRIATE.
- PERFORM CLEARING AND EARTH MOVING ACTIVITIES DURING DRY WEATHER TO THE MAXIMUM EXTENT PRACTICAL.
- LIMIT AND TIME APPLICATIONS OF PESTICIDES AND FERTILIZERS TO PREVENT POLLUTED RUNOFF.
- LIMIT CONSTRUCTION ACCESS ROUTES AND STABILIZE DESIGNATED ACCESS POINTS.
- AVOID TRACKING DIRT OR MATERIALS OFF-SITE: CLEAN OFF-SITE PAVED AREAS AND SIDEWALKS USING DRY SWEEPING METHODS TO THE MAXIMUM EXTENT PRACTICAL.
- ALL CONSTRUCTION ON-OFF-SITE IMPROVEMENTS SHALL ADHERE TO BEST MANAGEMENT PRACTICES TO PREVENT DELICTIOUS MATERIALS OR POLLUTANTS FROM ENTERING THE CITY OR COUNTY STORM DRAIN SYSTEM.
- SWEEP ALL GUTTERS AT THE END OF EACH WORKING DAY. GUTTERS SHALL BE KEPT CLEAN AFTER LEAVING CONSTRUCTION SITE.

SUPPLEMENTAL MEASURES:

- THE PHRASE "NO DUMPING - DRAINS TO BAY" OR EQUALLY EFFECTIVE PHRASE MUST BE LABELLED ON STORM DRAIN INLETS (BY STENCILING, BRANDING, OR PLACING A SIGN) TO INDICATE THE DESTINATION OF STORM WATER AND TO PREVENT DIRECT DISCHARGE OF POLLUTANTS INTO THE STORM DRAIN.
- USE FILTRATION MATERIALS ON STORM DRAIN COVERS TO REMOVE SEDIMENT FROM DEWATERING EFFLUENT.
- STABILIZING ALL DENuded AREAS AND MAINTAINING EROSION CONTROL MEASURES CONTINUOUSLY FROM OCTOBER 15 AND APRIL 15.
- REMOVING SPILLS PROMPTLY, AND AVOID STOCKPILING OF FILL MATERIALS. WHEN RAIN IS FORECAST, IF RAIN THREATENS, STOCKPILING OF FILL MATERIALS SHALL BE COVERED WITH A TARP OR OTHER WATERPROOF MATERIAL.
- STORING, HANDLING, AND DISPOSING OF CONSTRUCTION MATERIALS AND WASTES SO AS TO AVOID THEIR ENTRY TO THE STORM DRAIN SYSTEMS OR WATER BODY.
- AVOIDING CLEANING, FUELING, OR MAINTAINING VEHICLES ON-SITE, EXCEPT IN AN AREA DESIGNATED TO CONTAIN AND TREAT RUNOFF.

SITE MAINTENANCE:

- REMOVE ALL DIRT, GRAVEL, RUBBISH, REFUSE, AND GREEN WASTE FROM STREET PAVEMENT AND STORM DRAIN COVERS. CONSTRUCTION MATERIALS SHALL BE STORED OUTSIDE THE PROJECT SITE AND THE ON-SITE PAVED AREAS ON A DAILY BASIS. SCRAPPE C CARDED-ON MUD AND DIRT FROM THESE AREAS BEFORE SWEEPING. CORNERS AND HARD TO REACH AREAS SHALL BE SWEEP MANUALLY USING A BRUSH DURING WET WEATHER.
- CONTRACTOR SHALL GATHER ALL CONSTRUCTION DEBRIS ON A REGULAR BASIS AND PLACE IT IN A DUMPSTER OR OTHER CONTAINER WHICH IS EMPLOYED OR REMOVED ON A REGULAR BASIS. WHEN APPROPRIATE, USE TARPS ON THE GROUND TO COLLECT FALLEN DEBRIS OR SPLATTERS THAT COULD CONTRIBUTE TO STORM WATER RUNOFF POLLUTION.
- IF THE STREET, SIDEWALKS AND/OR PARKING LOT ARE PRESSURE WASHED, DEBRIS MUST BE TRAPPED AND COLLECTED TO PREVENT ENTRY INTO THE STORM DRAIN SYSTEM. NO CLEANING AGENT MAY BE DISCHARGED INTO THE STORM DRAIN. IF ANY CLEANING AGENT OR DETERGENT IS USED, WASHED WATER MUST BE COLLECTED AND DISCHARGED TO THE SANITARY SEWER, SUBJECT TO THE APPROVAL OF THE OWNER'S PROJECT MANAGER, OR OTHERWISE DISPOSED OF THROUGH APPROVED DISPOSAL METHODS.
- CREATE A CONTAINED AND COVERED AREA ON THE SITE FOR THE STORAGE OF BAGS, CEMENT, PAINTS, OILS, FERTILIZERS, PESTICIDES, OR OTHER MATERIAL USED ON THE SITE THAT HAVE THE POTENTIAL OF BEING WIND-BLOWN OR IN THE EVENT OF A MATERIAL SPILL.
- NEVER LEAN MACHINERY, EQUIPMENT OR TOOLS INTO A STREET, GUTTER OR STORM DRAIN.
- ENSURE THAT CEMENT TRUCKS, PAINTERS, OR STUCCO/PLASTER FINISHING CONTRACTORS DO NOT DISCHARGE WASH WATER FROM EQUIPMENT, TOOLS OR RINSE CONTAINERS INTO GUTTERS OR DRAINS.
- THE ON-SITE STORM DRAIN FACILITIES SHALL BE CLEANED A MINIMUM OF TWICE A YEAR AS FOLLOWS: IMMEDIATELY PRIOR TO OCTOBER 15TH AND ONCE IN JANUARY. ADDITIONAL CLEANING MAY BE REQUIRED IF FOUND NECESSARY BY THE CITY ENGINEER/INSPECTOR. CONTRACTOR SHALL BE RESPONSIBLE FOR COST ASSOCIATED WITH CLEANING.
- PREVENT DUST FROM LEAVING THE SITE AND ACCUMULATING ON ADJACENT AREAS AS REQUIRED IN THE DUST CONTROL NOTES ON THIS SHEET.
- PREVENT SEDIMENT LADEN STORM RUN-OFF FROM LEAVING THE SITE OR ENTERING STORM DRAIN OR SANITARY SEWER SYSTEMS AS REQUIRED IN THE EROSION AND SEDIMENTATION CONTROL NOTES ON THIS SHEET.
- MAINTAIN EXISTING TREES AND PLANTS THAT ARE TO REMAIN AS REQUIRED BY THE TREE AND PLANT PROTECTION NOTES ON THE SHEET.

NOTE: THESE NOTES ARE INTENDED TO BE USED AS A GENERAL GUIDELINE. THE REFERENCED SOILS REPORT FOR THE PROJECT AND GOVERNING AGENCY GRADING ORDINANCES SHALL SUPERSEDE THESE NOTES. THE SOILS ENGINEER MAY MAKE ON-SITE RECOMMENDATIONS DURING GRADING OPERATIONS.



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TENTATIVE MAP
FOR CONDOMINIUM PURPOSES
GRADING
SPECIFICATIONS

PLAN CHECK	PC
12-04-18	PC
2-20-19	PC
REVISIONS	BY
JOB NO:	2180306
DATE:	10-10-18
SCALE:	NO SCALE
DESIGN BY:	R9/PC
DRAWN BY:	RP/WA
SHEET NO:	

DUST CONTROL NOTES:

- 1. WATER TRUCKS SHALL BE PRESENT AND IN USE AT THE CONSTRUCTION SITE. ALL PORTIONS OF THE SITE SUBJECT TO BLOWING DUST SHALL BE WATERED AS OFTEN AS DEEMED NECESSARY BY THE APPROPRIATE GOVERNMENTAL AGENCY IN ORDER TO ENSURE PROPER CONTROL OF BLOWING DUST FOR THE DURATION OF THE PROJECT.
2. WATERING ASSOCIATED WITH ON-SITE CONSTRUCTION ACTIVITY SHALL TAKE PLACE BETWEEN THE ESTABLISHED CONSTRUCTION HOURS AND SHALL INCLUDE AT LEAST ONE LATE-AFTERNOON WATERING TO MINIMIZE THE EFFECTS OF BLOWING DUST.
3. ALL PUBLIC STREETS AND MEDIANS SOILED OR LITTERED DUE TO THIS CONSTRUCTION ACTIVITY SHALL BE CLEANED AND SWEEP ON A DAILY BASIS DURING THE WORK WEEK, OR AS OFTEN AS DEEMED NECESSARY BY THE OWNER'S ENGINEER/INSPECTOR, TO THE SATISFACTION OF THE CITY'S DEPARTMENT OF PUBLIC WORKS.
4. WATERING ON PUBLIC STREETS OR POWER WASHING SEDIMENTATION ON STREETS SHALL NOT OCCUR, UNLESS CONTRACTOR COLLECTS AND FILTERS THE WASH WATER PRIOR TO ITS ENTERING THE CITY'S STORM DRAIN SYSTEM.
5. ON-SITE PAVED ACCESS ROADS, PARKING AREAS AND STAGING AREAS SHALL BE SWEEP DAILY WITH A WATER SWEEPER.
6. WHEEL WASHERS SHALL BE INSTALLED AND USED TO CLEAN ALL TRUCKS AND EQUIPMENT LEAVING THE CONSTRUCTION SITE. IF WHEEL WASHERS CANNOT BE INSTALLED, TIRES OR TRACKS OF ALL TRUCKS AND EQUIPMENT SHALL BE WASHED OFF BEFORE LEAVING THE CONSTRUCTION SITE.
7. GRADING OR ANY OTHER OPERATIONS THAT CREATES DUST SHALL BE STOPPED IMMEDIATELY IF DUST AFFECTS ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE SUFFICIENT WATER TO SUPPRESS DUST TO THE MAXIMUM EXTENT IN ACCORDANCE WITH THE PROJECT SWPPP AT ALL TIMES. THE SITE SHALL BE SPRINKLED AS NECESSARY TO PREVENT DUST NUISANCE. IN THE EVENT THAT THE CONTRACTOR REQUESTS TO USE ADDITIONAL MEASURES TO CONTROL DUST, THE CITY RESERVES THE RIGHT TO TAKE WHATEVER MEASURES ARE NECESSARY TO CONTROL DUST AND CHARGE THE COST TO THE CONTRACTOR.
8. THE PERMITEE IS RESPONSIBLE FOR DUST CONTROL MEASURES AND FOR OBTAINING ALL REQUIRED PERMITS AND APPROVALS. ALL GRADING OPERATIONS SHALL BE SUSPENDED DURING SECOND (OR WORSE) STAGE SMOG ALERTS.
9. ALL TRUCKS HAULING SOIL, SAND, AND OTHER LOOSE MATERIALS SHALL BE COVERED WITH TARPULINS OR OTHER EFFECTIVE COVERS.

EARTHWORK QUANTITY NOTES:

- 1. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE QUANTITIES OF ALL FORMS OF EARTHWORK ON THIS PROJECT AND BASING THE BID ON THOSE QUANTITIES WITH FULL KNOWLEDGE THAT ADDITIONAL PROCESSES - INCLUDING ENGINEERING - AND QUANTITIES ARE ALSO TO BE INCLUDED IN THE BID PER THE FOLLOWING NOTES.
2. THE CONTRACTOR SHALL MAKE AN INITIAL DETERMINATION OF THE QUANTITIES, BASED ON A DETAILED SITE VISIT, THE TOPOGRAPHIC SURVEY, THE GEOTECHNICAL REPORT, THE FINISH GRADES SHOWN ON THESE DRAWINGS, THE SIZE AND EXTENT OF FOOTINGS, THE PREPARATION AND MATERIALS USED FOR BUILDING SLABS, PAVEMENT SECTIONS, AND THE SIZE AND DEPTH OF UTILITY TRENCHES, INCLUDING THE UTILITY CONTRACTORS ANTICIPATED RE-USE OF EXISTING MATERIAL FOR BACKFILL IF ANY.
3. THE CONTRACTOR SHALL MEET THE GRADES SHOWN ON THE DRAWINGS, ADJUSTING THE AMOUNT OF IMPORT OR EXPORT AS REQUIRED TO DO SO. NO ASSUMPTIONS SHOULD BE MADE ABOUT THE SITE BALANCE. NO ADJUSTMENTS TO THE GRADE SHALL BE PERMITTED UNLESS SPECIFICALLY APPROVED BY ARCH/ENR IN WRITING AFTER THE IMPACT OF ANY GRADE CHANGES (IMPACT TO RAMPS, STAIRS, WORK BY OTHERS, ETC) HAS BEEN THOROUGHLY REVIEWED BY THE ARCH/ENR. WHEN REPAIRING ROAD WORK, DO NOT ASSUME ANY CHANGES TO THE FINISHED GRADES SHOWN ON THESE DRAWINGS WILL BE PERMITTED.

RECORD DRAWINGS:

- 1. THE CONTRACTOR SHALL KEEP UP-TO-DATE AND ACCURATE A COMPLETE RECORD SET OF PRINTS OF THE CONTRACT DRAWINGS SHOWING EVERY CHANGE FROM THE ORIGINAL DRAWINGS MADE DURING THE COURSE OF CONSTRUCTION INCLUDING EXACT FINAL LOCATION, ELEVATION, SIZES, MATERIALS, AND DESCRIPTION OF ALL WORK. RECORDS SHALL BE "BOUND" ON A SET OF CONSTRUCTION PLAN DRAWINGS. PRINTS SHALL BE SUBMITTED TO THE CITY ENGINEER AND DEVELOPERS CIVIL ENGINEER PRIOR TO FINAL ACCEPTANCE FOR REVIEW AND APPROVAL BY THE CITY/TOWN ENGINEER AND DEVELOPER'S CIVIL ENGINEER.

SIGNING & STRIPING NOTES:

- 1. ALL SIGNING AND STRIPING TO BE PER CALTRANS STANDARDS UNLESS NOTED TO BE PER CITY STANDARDS.
2. ALL SIGNS FOR MOTORIST DIRECTIONS SHALL BE METAL WITH BEADED REFLECTIVE PAINT. SUPPORTING POSTS SHALL BE 2-1/2" DIAMETER GALVANIZED PIPE CAST INTO A 10" DIAMETER BY 24" DEEP CONCRETE FOOTING BOTTOM OF SIGN SHALL BE 72" ABOVE FINISH GRADE, UNLESS NOTED OTHERWISE.
3. WHERE THE FOLLOWING SYMBOLS OCCUR ON THE DRAWINGS PROVIDE THE SPECIFIED SIGNING AND/OR STRIPING.
A. PROVIDE A VAN ACCESSIBLE STALL WITH BOTH PAVEMENT MARKINGS AND FREE-STANDING SIGN AS IDENTIFIED IN DETAIL:
B. PROVIDE CALTRANS TYPE W(L) (RSP A24A)
C. PROVIDE CALTRANS TYPE W(R) (RSP A24A)
D. PROVIDE 1' WIDE x 10' LONG WHITE LINE W/ CALTRANS A240 STOP MARKER
E. FIRE LANE - MUST BE PAINTED RED WITH "FIRE LANE NO PARKING", 3" HEIGHT WHITE LETTER EVERY 25'.
F. LOADING AND UNLOADING ZONE - MUST BE PAINTED YELLOW WITH "LOADING / UNLOADING NO PARKING", 3" HEIGHT LETTER EVERY 25'.
4. TRAFFIC SHALL BE MAINTAINED AT ALL TIMES AND SHALL BE PROTECTED WITH ADEQUATE BARRICADES, LIGHTS, SIGNS AND WARNING DEVICES AS PER THE CURRENT STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION, MANUAL OF TRAFFIC CONTROLS AND TO THE DIRECTION OF THE CITY'S INSPECTOR.

GENERAL UTILITY SYSTEM NOTES:

- 1. ALL TRENCHES SHALL BE BACKFILLED PER THE GEOTECHNICAL ENGINEER RECOMMENDATIONS.
2. CLEAN OUTS, CATCH BASINS AND AREA DRAINS ARE TO BE ACCURATELY LOCATED BY THEIR RELATIONSHIP TO THE BUILDING, FLATWORK, ROOF DRAINS, AND/OR CURB LAYOUT, NOT BY THE LENGTH OF PIPE SPECIFIED IN THE DRAWINGS (WHICH IS APPROXIMATE).
3. CONTRACTOR SHALL STAKE LOCATION OF ABOVE GROUND UTILITY EQUIPMENT (BACKFLOW PREVENTER, SATELITE DISH, TRANSFORMER, GAS METER, ETC) AND MEET WITH OWNER TO REVIEW LOCATION PRIOR TO INSTALLATION. PLANNING DEPARTMENT MUST SPECIFICALLY AGREE WITH LOCATION PRIOR TO PROCEEDING WITH THE INSTALLATION.
4. CONTRACTOR SHALL PREPARE AN ACCURATE COMPOSITE UTILITY PLAN THAT TAKES INTO ACCOUNT THE ACTUAL LOCATION OF EXISTING UTILITIES AS DETERMINED DURING THE DEMOLITION WORK. THE UTILITIES SHOWN ON THE DRAWINGS, AND THE SITE POWER, CONDUITS AND LIGHTING SHOWN ON THE ELECTRICAL PLANS, THE FIRE SPRINKLER SYSTEM SHALL BE INCLUDED AS DESIGNED BY THE DESIGN/BUILD UNDERGROUND FIRE SPRINKLER CONTRACTOR.
5. CATHODIC PROTECTION MAY BE REQUIRED ON ALL METALLIC FITTINGS AND ASSEMBLIES THAT ARE IN CONTACT WITH SOIL, IF RECOMMENDED BY THE GEOTECHNICAL REPORT. CONTRACTOR IS RESPONSIBLE TO FULLY ENGINEER AND INSTALL THIS SYSTEM AND COORDINATE ANODE AND TEST STATION LOCATIONS WITH THE OWNER'S PROJECT MANAGER.
6. COMPLETE SYSTEMS: ALL UTILITY SYSTEMS ARE DELINEATED IN A SCHEMATIC MANNER ON THESE PLANS. CONTRACTOR IS TO PROVIDE ALL FITTINGS, ACCESSORIES, AND WORK NECESSARY TO COMPLETE THE UTILITY SYSTEM SO THAT IT IS FULLY FUNCTIONING FOR THE PROJECT.
7. UNDERGROUND UTILITIES OR STRUCTURES ARE SHOWN IN THEIR APPROXIMATE LOCATION AND EXTENT BASED UPON RECORD INFORMATION. LOCATIONS MAY NOT HAVE BEEN VERIFIED IN THE FIELD AND NO GUARANTEE IS MADE ON THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN. THE OWNER, BY ACCEPTING THESE PLANS OR PROCEEDING WITH IMPROVEMENTS PURSUANT THERETO, AGREES TO ASSUME LIABILITY AND TO HOLD THE UNDERSIGNED HARMLESS FOR ANY DAMAGES RESULTING FROM THE EXISTENCE OF UNDERGROUND UTILITIES OR STRUCTURES NOT REPORTED TO THE UNDERSIGNED; NOT INDICATED ON THE PUBLIC RECORDS EXAMINED, LOCATED AT VARIANCE WITH THOSE REPORTED OR SHOWN ON RECORDS EXAMINED.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL UTILITIES FROM DAMAGE DURING COMPACTION OF ROADWAY SUBGRADE AND PRIOR TO PLACEMENT OF FINAL PAVEMENT SECTIONS.
9. CONTRACTOR SHALL VERIFY ALL EXISTING INVERT ELEVATIONS FOR STORM DRAIN AND SANITARY SEWER CONSTRUCTION PRIOR TO COMMENCEMENT OF ANY WORK. ALL WORK FOR STORM AND SANITARY SEWER INSTALLATION SHALL BEGIN AT THE DOWNSTREAM CONNECTION POINT. THIS WILL ALLOW FOR ANY NECESSARY ADJUSTMENTS TO BE MADE PRIOR TO THE INSTALLATION OF THE ENTIRE LINE. IF THE CONTRACTOR FAILS TO BEGIN AT THE DOWNSTREAM CONNECTION POINT AND WORKS UP STREAM, HE SHALL PROCEED AT HIS OWN RISK AND BE RESPONSIBLE FOR ANY ADJUSTMENTS NECESSARY. CONTRACTOR SHALL VERIFY LOCATION OF SANITARY SEWER LATERAL WITH OWNER PRIOR TO CONSTRUCTION.
10. EXISTING UTILITY CROSSINGS OF THE NEW PIPELINE ARE SHOWN ACCORDING TO THE BEST AVAILABLE INFORMATION. GAS, WATER AND SEWER SERVICE LATERALS ARE SHOWN ACCORDING TO THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL VERIFY THE TYPE, SIZE, LOCATION, AND DEPTH OF ALL EXISTING UTILITIES (BOTH MAINS AND LATERALS) ARE CORRECT AS SHOWN. NO GUARANTEE IS MADE THAT ALL EXISTING UTILITIES (BOTH MAINS AND LATERALS) ARE SHOWN. THE CONTRACTOR SHALL EXERCISE CAUTION WHEN EXCAVATING AND SHALL PROTECT ALL EXISTING UTILITIES (BOTH MAINS AND LATERALS) FROM DAMAGE DUE TO HIS OPERATION.
11. CONTRACTOR SHALL UNCOVER AND EXPOSE ALL EXISTING UTILITY AND SEWER LINES WHERE THEY ARE TO BE CROSSED ABOVE OR BELOW BY THE NEW FACILITY BEING CONSTRUCTED IN ORDER TO VERIFY THE GRADE AND TO ENSURE THAT THERE IS SUFFICIENT CLEARANCE.
VERTICAL SEPARATION REQUIREMENTS:
A MINIMUM OF SIX (6) INCHES VERTICAL CLEARANCE SHALL BE PROVIDED BETWEEN CROSSING UTILITY PIPES, EXCEPT THAT THE MINIMUM VERTICAL CLEARANCE BETWEEN WATER AND SANITARY SEWER PIPELINES SHALL BE 12 INCHES AND ALL NEW WATER PIPES SHALL BE TYPICALLY INSTALLED TO CROSS ABOVE/OVER EXISTING SANITARY SEWER PIPELINES.
WHERE NEW WATER PIPELINES ARE REQUIRED TO CROSS UNDER EXISTING AND/OR NEW SANITARY SEWER PIPELINES, THE MINIMUM VERTICAL SEPARATION SHALL BE 12 INCHES. WATER LINE PIPE ENDS SHALL BE INSTALLED NO CLOSER THAN 10" MINIMUM HORIZONTAL DISTANCE FROM CENTERLINE OF UTILITY CROSSINGS WHERE FEASIBLE.
HORIZONTAL SEPARATION REQUIREMENTS:
12. A MINIMUM HORIZONTAL SEPARATION BETWEEN NEW PIPELINES AND ANY EXISTING UTILITIES SHALL BE 5' FEET EXCEPT THAT THE MINIMUM HORIZONTAL SEPARATION FOR WATER AND SANITARY SEWER PIPELINES SHALL BE 10' MINIMUM, UNLESS OTHERWISE NOTED.
A MINIMUM HORIZONTAL SEPARATION BETWEEN NEW PIPELINES AND JOINT TRENCH SHALL BE 5 FEET.
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING APPROPRIATE UTILITIES AND REQUESTING VERIFICATION OF SERVICE POINTS, FIELD VERIFICATION OF LOCATION, SIZE, DEPTH, ETC. FOR ALL THEIR FACILITIES AND TO COORDINATE WORK SCHEDULES.

GENERAL UTILITY SYSTEM NOTES:

- 1. THE UNDERGROUND FIRE PROTECTION SYSTEM SHOWN ON THIS DRAWING IS SCHEMATIC AND IS NOT INTENDED TO BE AN INSTALLATION DRAWING. THE UTILITY DRAWING IN THIS SET OF DOCUMENTS SHALL NOT BE USED AS A BASE SHEET FOR SHOP DRAWINGS WITHOUT WRITTEN APPROVAL FROM THE CIVIL ENGINEER.
2. THE UNDERGROUND FIRE PROTECTION SYSTEM INSTALLER SHALL PREPARE SHOP DRAWINGS SHOWING ALL INFORMATION REQUIRED BY THE LOCAL FIRE MARSHALL INCLUDING LOCATION, TYPE AND NUMBER OF ANGLES, THRUST BLOCKS, VALVES, FIRE HYDRANTS, PIV'S, FDC'S, BACKFLOW ASSEMBLIES, FLEXIBLE CONNECTIONS, VAULTS, AND FLOW CALCULATIONS TO FIRE HYDRANTS, AND SPRINKLER RISERS PER THE FIRE FLOW REQUIRED BY LOCAL FIRE DEPARTMENT.
3. SHOP DRAWINGS SHALL BE SUBMITTED TO THE LOCAL FIRE MARSHALL, THE RATING AND THE CIVIL ENGINEER, ALLOWING TIME TO REVIEW AND ACCEPTANCE, PRIOR TO START OF WORK.
4. THE UNDERGROUND FIRE PROTECTION INSTALLER SHALL OBTAIN ALL APPROVALS AND PERMITS PRIOR TO ORDERING MATERIALS, FABRICATING SYSTEMS OR ANY INSTALLATION.
5. BOTTOM OF BACKFLOW PREVENTOR OR ASSEMBLY TO BE INSTALLED NO GREATER OR LESS THAN 12" FROM FINISH GRADE UNLESS APPROVED BY CIVIL ENGINEER.
6. GENERAL CONTRACTOR IS RESPONSIBLE FOR VERIFICATION OF ALL DIMENSIONS AND EQUIPMENT LOCATIONS. RISER LOCATIONS ARE SHOWN ON ARCHITECTURAL AND PLUMBING DRAWINGS AND ARE TO BE COORDINATED WITH THE ACTUAL FIELD CONDITIONS.
7. INSTALL MONITORED TAMPER SWITCHES AT ALL PIV'S AND VALVES ON DETECTOR CHECK ASSEMBLIES.
8. INSTALL DETECTABLE METALIZED WARNING TAPE APPROXIMATELY 6" - 12" BELOW THE SURFACE, BLUE, IMPRINTED WITH "CAUTION- FIRE SERVICE LINE BELOW", CALPICO TYPE 2 OR EQUAL.
9. MIN. 5 FEET CLEARANCE FROM BACK OF CURB TO F.H'S, PIV'S, AND FDC'S.
10. UNDERGROUND FIRE PROTECTION SYSTEM INCLUDING HYDRANT ASSEMBLY, P.I.V., F.D.C., FITTING PIPE AND THRUSTBLOCKS TO BE IN ACCORDANCE WITH LOCAL FIRE PROTECTION DISTRICT SPECIFICATIONS, REQUIREMENTS AND NOTES.

WATER NOTES:

- 1. WHERE WATER LINES HAVE TO CROSS SANITARY SEWER LINES, DO SO AT A 90 DEGREE ANGLE AND WATER LINES SHALL BE MINIMUM OF 12" ABOVE THE TOP OF THE SANITARY SEWER LINES.
2. WATER LINES ARE SHOWN SCHEMATICALLY; CONTRACTOR SHALL IDENTIFY EACH ANGLE AND/ OR BEND THAT MAY BE REQUIRED TO ACCOMPLISH THE INTENDED DESIGN.
3. USE DETECTABLE METALIZED WARNING TAPE APPROXIMATELY 6" BELOW THE SURFACE. TAPE SHALL BE A BRIGHT COLOR AND IMPRINTED WITH "CAUTION-WATER LINE BELOW", CALPICO TYPE 2 OR EQUAL.
4. ALL WATER SERVICE CONNECTIONS SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY/TOWN OR APPLICABLE WATER DISTRICT STANDARDS.
5. PUBLIC AND PRIVATE WATER MAIN AND WATER SERVICE LINE 4-INCH THROUGH 12-INCH SHALL BE POLYVINYL CHLORIDE (PVC) AND SHALL MEET AWWA C900, RATED FOR 200 PSI CLASS PIPE WITH EPOXY COATED DUCTILE IRON FITTINGS AND FUSION EPOXY COATED GATE VALVES. ALL JOINTS SHALL FEATURE MANUFACTURED WITH BEL AND SPOOT ENDS AND RUBBER GASKETS. NONMETALLIC WATER LINES HAVE TRACER WIRE INSTALLED PER CITY/TOWN STANDARDS.
6. CONNECTION TO THE EXISTING WATER MAIN SHALL BE APPROVED BY THE CITY/TOWN. THE DEVELOPER SHALL PAY THE ACTUAL COSTS OF CONSTRUCTION. THE CONTRACTOR SHALL PERFORM ALL EXCAVATION PREPARE THE SITE, FURNISH ALL MATERIALS, INSTALL TAPPING TEE VALVE AND ALL THRUST BLOCKS, BACKFILL, RESTORE THE SURFACE, AND CLEANUP. THE CITY WILL PROVIDE THE DEVELOPER WITH A LIST OF APPROVED CONTRACTORS FOR MAKING WET TAPS. NONMETALLIC WATER LINES SHALL HAVE TRACER WIRE INSTALLED.
7. ALL WATER LINES 3" OR SMALLER SHALL BE TYPE K COPPER WITH SILVER BRAZED JOINTS. CONTRACTOR TO VERIFY PRESSURES FROM EXISTING LINES ARE ADEQUATE TO SERVICE BUILDINGS AS SPECIFIED BY THE PLUMBING PLANS.
8. ALL WATER LINES SHALL BE INSTALLED WITH 3" MINIMUM COVER.
9. ALL WATER VALVES SHALL BE PER CITY/WATER DISTRICT STANDARD.
10. ALL TEMPORARY AND/OR PERMANENT AIR-RELEASE AND BLOW-OFF VALVES SHALL BE PER CITY STANDARD AND AS DIRECTED BY THE CITY ENGINEER.
11. CONCRETE THRUST BLOCKS SHALL BE INSTALLED AT ALL TEES, CROSSES, BENDS (HORIZONTAL AND VERTICAL), AT SIZE CHANGES AND AT FIRE HYDRANTS PER CITY STANDARD. AWWA C650, SECTION 3.8 UNLESS NOTED OTHERWISE.
12. MECHANICALLY RESTRAINED JOINTS SHALL BE INSTALLED AT VERTICAL BENDS IN ACCORDANCE WITH CITY STANDARDS AND AS APPROVED BY THE CITY ENGINEER.
13. ALL WATER VALVES SHALL BE CLUSTERED, UNLESS OTHERWISE DIRECTED BY THE CITY ENGINEER OR WATER DISTRICT.
14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COLLECTING AND DELIVERING WATER SAMPLES FOR ANALYSIS TO A CITY APPROVED LAB.
15. ALL ON AND OFF-SITE LANDSCAPE IRRIGATION SYSTEMS SHALL BE IN ACCORDANCE WITH THE LANDSCAPE ARCHITECTURAL PLANS AND SPECIFICATIONS AND SHALL BE CONNECTED TO THE EXISTING AND/OR NEW WATER SYSTEM AND METERED ACCORDINGLY.
16. INSTALL CITY/TOWN APPROVED PRESSURE REGULATOR AND REDUCED BACKFLOW PREVENTOR FOR WATER LINE AT ENTRANCE TO BUILDING REFERENCE PLUMBING PLANS ON MORE DETAIL.

SANITARY SEWER NOTES:

- 1. INSTALL DETECTABLE METALIZED WARNING TAPE APPROXIMATELY 6"-12" BELOW THE SERVICE IN NON-PAVED AREAS, AND AT THE BOTTOM OF BASECOURSE OR PAVED AREAS. GREEN IMPRINTED WITH "CAUTION- SANITARY SEWER LINE BELOW", CALPICO TYPE 2 OR EQUAL.
2. ALL SEWER WORK SHALL BE IN CONFORMANCE WITH THE CITY/TOWN OR APPROPRIATE SANITARY SEWER DISTRICT.
3. PUBLIC AND PRIVATE SANITARY SEWER MAIN AND SERVICE LINE 4-INCH THROUGH 8-INCH SHALL BE POLYVINYL CHLORIDE (PVC) SDR 26 SEWER PIPE.
4. WHERE CONNECTION IS TO BE MADE TO AN EXISTING SEWER OR STRUCTURE, SAID EXISTING SEWER OR STRUCTURE SHALL BE UNCOVERED AND CHECKED FOR LOCATION AND ELEVATION PRIOR TO STAKING NEW SEWER DEPTH AND LOCATION. ANY DISCREPANCY BETWEEN THE PLANS AND THE FIELD INFORMATION SHALL BE REPORTED IMMEDIATELY TO THE ENGINEER.
5. MINIMUM SLOPE FOR SITE SANITARY SEWER PIPES SHALL BE CURRENT UPC REQUIREMENTS:
4" 0.2%
6" 0.1%
8" & LARGER 0.05%
6. ALL LATERALS SHALL HAVE A CLEANOUT AT THE FACE OF THE BUILDING AND AT THE PROPERTY LINE, AS SHOWN ON THE PLANS AND PER THE CITY/TOWN STANDARDS OR APPROPRIATE SANITARY SEWER DISTRICT.

TREE/PLANT PROTECTION NOTES:

- 1. PRIOR TO BEGINNING CONSTRUCTION ON SITE, CONTRACTOR SHALL IDENTIFY, CONFIRM WITH OWNER AND PROTECT EXISTING TREES AND PLANTS DESIGNATED AS TO REMAIN.
2. PROVIDE 6 FOOT TALL TREE PROTECTION FENCE WITH DISTINCTIVE MARKING VISIBLE TO CONSTRUCTION EQUIPMENT, ENCLOSING DRIP LINES OF TREES DESIGNATED TO REMAIN.
3. WORK REQUIRED WITHIN FENCE LINE SHALL BE HELD TO A MINIMUM, AVOID USE OF HEAVY EQUIPMENT WITHIN FENCED AREA AND DO NOT PARK ANY VEHICLES UNDER DRIP LINE OF TREES. DO NOT STORE EQUIPMENT OR MATERIALS WITHIN FENCE LINE.
4. PRIOR TO REMOVING ROOTS AND BRANCHES LARGER THAN 2" IN DIAMETER OF TREES OR PLANTS THAT IS TO REMAIN, CONSULT WITH THE OWNER'S PROJECT MANAGER.
5. ANY GRADE CHANGES GREATER THAN 6" WITHIN THE DRIPLINE OF EXISTING TREES SHALL NOT BE MADE WITHOUT FIRST CONSULTING THE LANDSCAPE ARCHITECT / CIVIL ENGINEER.
6. PROTECT EXISTING TREES TO REMAIN FROM SPILLED CHEMICALS, FUEL OIL, MOTOR OIL, GASOLINE AND ALL OTHER CHEMICALLY HAZARDOUS MATERIALS AS WELL AS FROM PUDDING OR CONTINUOUSLY RUNNING WATER. SHOULD A SPILL OCCUR, STOP WORK IN THAT AREA AND CONTACT THE CITY'S ENGINEER / INSPECTOR IMMEDIATELY. CONTRACTOR SHALL BE RESPONSIBLE TO MITIGATE DAMAGE FROM SPILLED MATERIAL AS WELL AS MATERIAL CLEAN UP.
7. PROVIDE TEMPORARY IRRIGATION TO ALL TREES AND PLANTS THAT ARE IN OR ADJACENT TO CONSTRUCTION AREAS WHERE EXISTING IRRIGATION SYSTEMS MAY BE AFFECTED BY THE CONSTRUCTION. ALSO PROVIDE TEMPORARY IRRIGATION TO RELOCATE TREES.
8. CONTRACTOR SHALL BE RESPONSIBLE FOR ONGOING MAINTENANCE OF ALL TREES AND PLANTS DESIGNED TO REMAIN AND FOR MAINTENANCE OF RELOCATED TREES STOCKPILED DURING CONSTRUCTION. CONTRACTOR WILL BE REQUIRED TO REPLACE TREES OR PLANTS THAT DIE DUE TO LACK OF MAINTENANCE. WORK INCLUDING CLEARING.

HORIZONTAL CONTROL NOTES:

- 1. CONTRACTOR SHALL LAYOUT THE CONTROL FOR THE SITE AS SPECIFIED ON HORIZONTAL CONTROL SHEET. CONTRACTOR SHALL CLEARLY SET AND MARK EACH OF THE CONTROL POINTS, PROTECTING THE POINTS THROUGHOUT CONSTRUCTION.
2. ALL DIMENSIONS ON THE PLANS ARE IN FEET OR DECIMALS THERE OF UNLESS SPECIFICALLY CALLED OUT AS FEET AND INCHES.
3. ALL BUILDINGS, DRIVEWAYS AND PARKING LOTS ARE TO BE PARALLEL AND RIGHT ANGLES TO THE BASIS OF BEARINGS UNLESS IDENTIFIED OR CLEARLY SHOWN AS A DIFFERENT ANGLE.
4. ALL RETURN RADI AND CURB DATA ARE TO FACE OF CURB, UNLESS OTHERWISE SHOWN OR INDICATED.

PAVEMENT SECTION:

- 1. SEE SHEET C-3 FOR ALL PAVEMENT SECTIONS.
2. SEE STRUCTURAL DRAWINGS FOR BUILDING SLAB SECTIONS AND PAD PREPARATIONS.
3. SEE GRADING AND DETAIL SHEETS FOR FLATWORK SECTIONS AND BASE REQUIREMENTS.
4. EXISTING PAVEMENT SHALL BE TACK COATED PRIOR TO CONSTRUCTING NEW PAVEMENT.
5. THE FINAL OR SURFACE LAYER OF ASPHALT CONCRETE SHALL NOT BE PLACED UNTIL ALL ON-SITE IMPROVEMENTS HAVE BEEN COMPLETED, INCLUDING ALL GRADING, AND ALL UNACCEPTABLE CONSTRUCTION WORK HAS BEEN REMOVED AND REPLACED, UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER AND/OR DEVELOPER'S CIVIL ENGINEER.
6. ALL PAVING SHALL BE IN CONFORMANCE WITH THE LATEST EDITION OF CALTRANS STANDARD SPECIFICATIONS.

NOTE: THESE NOTES ARE INTENDED TO BE USED AS A GENERAL GUIDELINE. THE REFERENCED SOILS REPORT FOR THE PROJECT AND GOVERNING AGENCY GRADING ORDINANCE SHALL SUPERSEDE THESE NOTES. THE SOILS ENGINEER MAY MAKE ON-SITE RECOMMENDATIONS DURING GRADING OPERATIONS.



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115 EL CAMINO REAL
MENLO PARK, CA 94025
SAN MATEO COUNTY
APR. 07/14-33-330

TENTATIVE MAP
FOR CONDOMINIUM PURPOSES
GRADING
SPECIFICATIONS

Table with columns for PLAN CHECK, REVISIONS, JOB NO., DATE, SCALE, DESIGN BY, DRAWN BY, SHEET NO.

C-6.1
14 OF 14 SHEETS



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**115 EL CAMINO REAL
 MENLO PARK, CALIFORNIA**
 APR. 07: 433-330
 SAN MATEO COUNTY

**TOPOGRAPHIC
 SURVEY**

REVISIONS	BY

JOB NO: 2180662
 DATE: 9-10-18
 SCALE: 1" = 10'
 FIELD BY: ES
 DRAWN BY: DB
 SHEET NO:

SU1
 1 OF 1 SHEETS

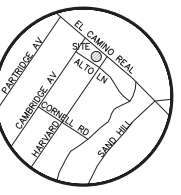
NOTES
 ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.
 UNDERGROUND UTILITY LOCATION IS BASED ON SURFACE EVIDENCE.
 BUILDING FOOTPRINTS ARE SHOWN TO FINISHED MATERIAL (STUCCO/SIDING) AT GROUND LEVEL.
 FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR).

SURVEYOR'S STATEMENT
 I CERTIFY THAT THIS PARCEL'S BOUNDARY WAS ESTABLISHED BY ME OR UNDER MY SUPERVISION AND IS BASED ON A FIELD SURVEY IN CONFORMANCE WITH THE LAND SURVEYOR'S ACT. ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

GREGORY F. BRAZE DATE
 L.S. NO. 7823

EASEMENT NOTE
 THERE ARE NO EASEMENTS OF RECORD PER CONDITION OF TITLE GUARANTEE ISSUED BY FIDELITY NATIONAL TITLE COMPANY. GUARANTEE NO. F5M0-8551800485, DATED MAY 11, 2018

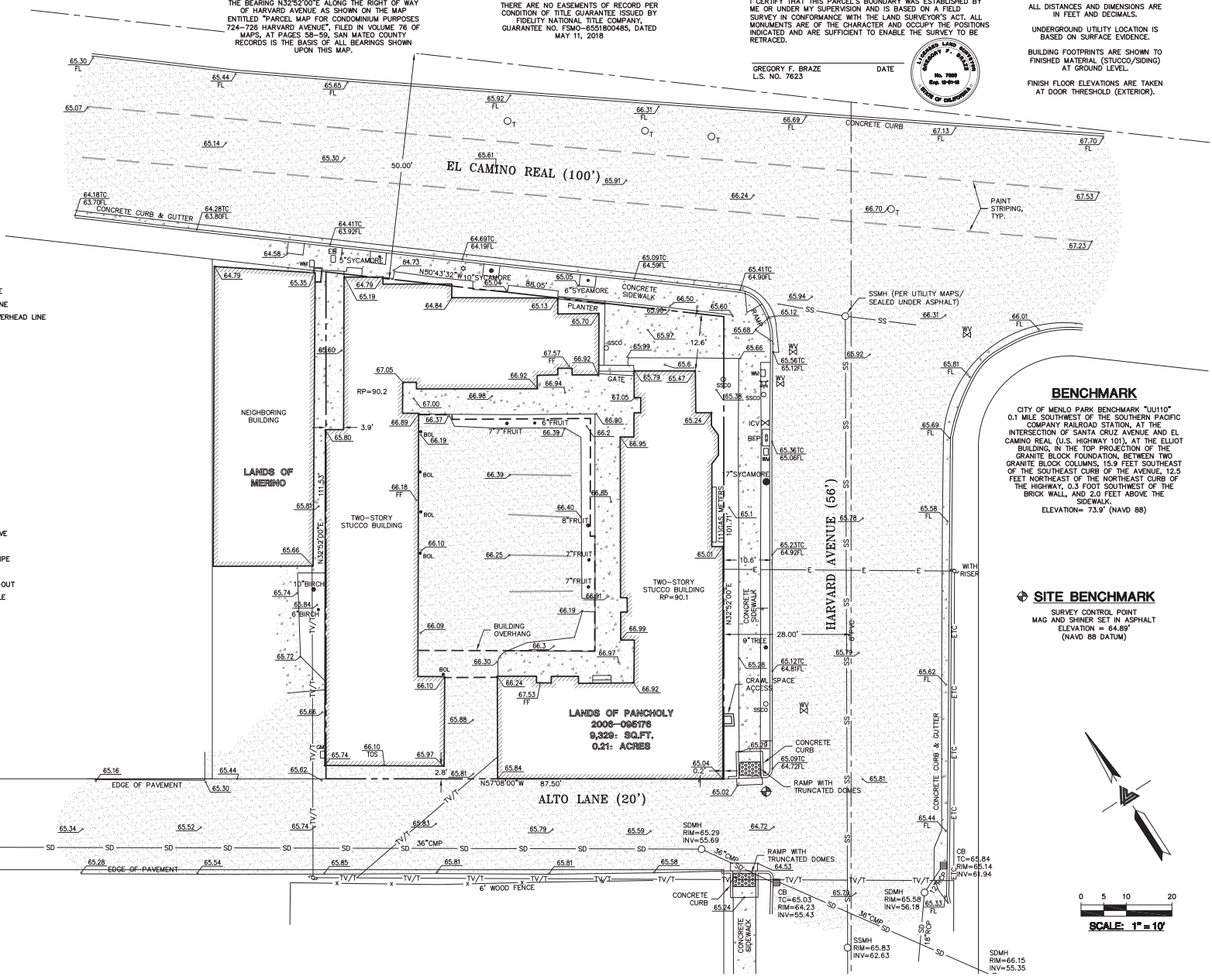
BASIS OF BEARINGS
 THE BEARING N32°52'00"E ALONG THE RIGHT OF WAY OF HARVARD AVENUE AS SHOWN ON THE MAP ENTITLED "PARCEL MAP FOR CONDOMINIUM PURPOSES 724-726 HARVARD AVENUE", FILED IN VOLUME 76 OF MAPS, AT PAGES 58-59, SAN MATEO COUNTY RECORDS IS THE BASIS OF ALL BEARINGS SHOWN UPON THIS MAP.



VICINITY MAP
 NO SCALE

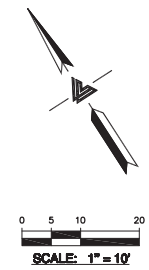
LEGEND AND NOTES

- BOUNDARY LINE
- BUILDING OVERHANG LINE
- ETC ELECTRICAL TELEPHONE/CABLE TV OVERHEAD LINE
- E ELECTRICAL OVERHEAD LINE
- TV/T CABLE TV/TELEPHONE OVERHEAD LINE
- x FENCE LINE
- SS SANITARY SEWER LINE
- SD STORM DRAIN LINE
- *AD AREA DRAIN
- BFP BACK FLOW PREVENTER
- ⊕ BENCHMARK
- ⊙ BOLLARD
- CB CATCH BASIN
- EB ELECTRICAL BOX
- EM ELECTRICAL METER
- FF FINISH FLOOR
- FF FIRE HYDRANT
- FL FLOW LINE
- GM GAS METER
- GV GAS VALVE
- INV INVERT
- ICV IRRIGATION CONTROL VALVE
- ⊕ JOINT POLE
- RCP REINFORCED CONCRETE PIPE
- RP ROOF PEAK
- SSCO SANITARY SEWER CLEAN-OUT
- SSMH SANITARY SEWER MANHOLE
- SDMH STORM DRAIN MANHOLE
- STREET SIGN
- ⊙ TELEPHONE MANHOLE
- TC TOP OF CURB
- TOS TOP OF SLAB
- VCP VITRIFIED CLAY PIPE
- WM WATER METER
- WV WATER VALVE
- XXX SPOTGRADE
- ASPHALT
- CONCRETE



BENCHMARK
 CITY OF MENLO PARK BENCHMARK "JU1110"
 0.1 MILE SOUTHWEST OF THE SOUTHERN PACIFIC COMPANY RAILROAD STATION, AT THE INTERSECTION OF SANTA CRUZ AVENUE AND EL CAMINO REAL (U.S. HIGHWAY 101), AT THE ELLIOT BUILDING, IN THE TOP PROJECTION OF THE GRANITE BLOCK FOUNDATION, BETWEEN TWO GRANITE BLOCK COLUMNS, 15.9 FEET SOUTHWEST OF THE SOUTHWEST CURB OF THE AVENUE, 12.5 FEET NORTHEAST OF THE NORTHEAST CURB OF THE HIGHWAY, 0.3 FOOT SOUTHWEST OF THE BRICK WALL, AND 2.0 FEET ABOVE THE SIDEWALK.
 ELEVATION= 73.9' (NAVD 88)

SITE BENCHMARK
 SURVEY CONTROL POINT
 MAG AND SHINER SET IN ASPHALT
 ELEVATION = 64.89'
 (NAVD 88 DATUM)





LEVY
ART + ARCHITECTURE

115 EL CAMINO PROJECT DESCRIPTION

PURPOSE OF THE PROPOSAL

The submitted proposal for 115 El Camino Real is for the redevelopment of the site as a mixed use/residential building.

SCOPE OF WORK

The existing site currently houses a two-story, residential hotel that is to be demolished prior to new construction. Our proposal is for a three-story building, consisting of ground floor commercial with residential units on the two floors above.

There are two commercial spaces, both fronting El Camino Real, totaling 1,420 leasable square footage. Parking is located behind the commercial units, a total of 12 covered and 2 uncovered spaces, with dedicated bike parking as required. Level two consists of two 3-bedroom and one 2-bedroom condominium units and level four has a larger "owner's" unit.

ARCHITECTURAL STYLE, MATERIALS, COLORS, CONSTRUCTION METHODS

The proposed project looks to the work of southern California architects Irving Gill and Mark Mack as precedent, taking from them a clarity of form and material while keeping with the spirit of buildings found throughout San Mateo County and on the El Camino Real.

The building is designed as a carved mass on the first and second floors supporting a series of floating pavilions and terraces above. The mass is defined by deep recesses and inset windows and entries that are carved from a smooth finish cement plaster. The recesses also serve as shading devices and dark contrast to the light-colored cement plaster. Along El Camino Real is a two-story layered façade that harmonizes the commercial space on the ground floor to the residential space on the second floor. The ground floor has transparent glazing between the columns which becomes open space on the second floor; this helps to screen the residential occupants from the traffic of El Camino Real while still providing ample outdoor space as an extension of their indoor living. On the third floor, the walls are set back from the rest of the building to reduce the apparent mass and in accord with setbacks and height limits as outlined in the Menlo Park Planning Code and ECR Overlay. Architecturally, the structure on this level is envisioned as a series of "floating" pavilions set atop the massive structure below, made to recede with the darker materiality. They are unified by the large roof plane, which is alternately expressed or repressed in relation to the sun and to the immediate context, larger arterials and local, neighborhood streets. The setback spaces become elevated ground, terraces that surround the upper floor unit, making it a "garden home."

The palette includes off white smooth finish cement plaster, engineered wood in a medium brown finish, bronze anodized aluminum, and transparent glazing. These are regionally appropriate materials and are used to create elegant compositions for each façade, as the proposed project is on a corner and has three street frontages.

Generally, this is a contemporary structure that pays homage to The Mission Style, and the history of The El Camino in its mass and material palette.

BASIS FOR SITE LAYOUT

The proposed building has two primary façades, one fronting El Camino Real with emphasis on the ground floor commercial to create a pedestrian friendly environment along the lines of the General Plan for this area. The other, fronting Harvard Avenue emphasizes the residential entry and vertical circulation to the units above. The commercial units have individual recessed entries marked by signage and canopies. There is adequate space for site furnishing to further address the pedestrian scale and presence here, and drought tolerant native species have been specified for landscaping. The primary residential entrance faces Harvard Avenue taking cues from the surrounding context by providing access on the smaller, lower speed side of the parcel. Vehicles enter the parking garage from Harvard Avenue and exit on Alto Ln – there is no direct vehicle access from El Camino Real.

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STAFF REPORT

City Council

Meeting Date:

8/20/2019

Staff Report Number:

19-163-CC

Regular Business:

Approve the introduction of an ordinance to prohibit commercial cannabis land uses and personal outdoor cultivation within Menlo Park

Recommendation

Staff recommends that the City Council review, introduce and waive further reading of the attached ordinance permitting the personal use and indoor cultivation of cannabis in accordance with state law, prohibiting outdoor personal cultivation of cannabis, and prohibiting all commercial cannabis land uses within the City Menlo Park.

Policy Issues

Under state law, the City Council may regulate, but not ban personal indoor cultivation of cannabis. The City Council may regulate or ban personal outdoor cultivation and both indoor and outdoor commercial cannabis activities. Within the framework of the state law, the decision to regulate or ban cannabis activity is a policy decision for the City Council. At the June 18 City Council meeting, the City Council directed staff to prepare a permanent ordinance to replace the interim ordinance that will expire September 29. The attached ordinance would maintain the prohibitions in place under the interim ordinance, including personal outdoor cultivation and commercial cannabis uses, including retail sales, cultivation, manufacturing, distribution and testing. It would also continue to allow the personal use and cultivation of cannabis in accordance with state law, while adding minor regulations to maintain the health and safety of the community.

Background

On November 8, 2016, the voters in the State of California passed Proposition 64 or the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA.) The AUMA took effect November 9, 2016 and legalized the nonmedical use of cannabis. The AUMA made it legal, among other things, for person 21 years or older to:

1. Smoke or ingest cannabis and cannabis products;
2. Possess, process, purchase, transport, obtain or give away to persons 21 years or older 28.5 grams of cannabis or 8 grams of concentrated cannabis; and
3. Possess, plant, cultivate, harvest, dry or process up to six living cannabis plants for personal use.

Subsequently, in June 2017, the state Legislature passed the Medical and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA,) which blends together the medical cannabis regulations from the Medical Cannabis Regulation and Safety Act (MCRSA) and the nonmedical cannabis regulations from the AUMA. MAUCRSA repealed the MCRSA and inserted certain licensing provisions from the MCRSA into the AUMA to establish a regulatory system to oversee the cannabis industry. The MAUCRSA required the state to develop regulations regarding licensing, cultivating, testing, manufacturing and dispensing of cannabis.

Under MAUCRSA, state licensing and enforcement responsibilities are divided among three agencies. The Department of Consumer Affairs, which includes the Bureau of Cannabis Control, issues licenses for

retailers, distributors, microbusinesses, testing laboratories and temporary cannabis events. The Department of Food and Agriculture issues cultivation licenses. The department of public health issues licenses for cannabis manufacturers. Each state license is valid for one year. A separate state license is required for each commercial cannabis business location. With the exception of testing facilities, any person or entity that is licensed may apply for and be issued more than one type of state license.

All cannabis businesses must have a state license. The state cannot issue a license to an applicant whose operations would violate local law. Cities that wish to ban all or some cannabis activities should adopt express prohibitions. Local laws may be adopted to regulate state-licensed commercial cannabis businesses. For example, local jurisdictions could establish standards, requirements and regulations regarding health and safety, environmental protection, testing, security, food safety, and worker protections that exceed state standards. Cities may also institute separate city license requirements. Local authorities are responsible for enforcing local ordinances.

Analysis

On October 17, 2017, the City Council passed an interim ordinance prohibiting commercial cannabis activities and personal outdoor cannabis cultivation and permitting the personal possession and indoor cultivation of up to six living cannabis plants as allowed by state law. The City Council extended the interim ordinance, which will expire September 29.

At the June 18 meeting, the City Council directed staff to draft a permanent ordinance prohibiting commercial cannabis activities and personal outdoor cultivation of cannabis within Menlo Park consistent with the interim ordinance. The attached ordinance is intended to be consistent with the City Council's direction. Additionally, the City Council asked staff to revisit cannabis uses during the next update of the Downtown El Camino specific plan and the general plan.

Personal use and cultivation

State law makes it legal, among other things, for persons 21 years of age and older to possess, smoke and ingest cannabis and cannabis products. Accordingly, Section 7.31.010 identifies that the personal use of cannabis in accordance with state law is permitted. State law also permits the indoor cultivation of up to six living cannabis plants for personal use. The ordinance reflects this permission along with the limitation identified in Health and Safety Code Section 11362.2 that indoor cultivation be limited to a maximum of six plants total per residence. This along with the local regulation to comply with fire and building codes and maintain useable living areas (kitchen, bathroom, bedroom) is intended to protect the health and safety of the residents of the city. Consistent with the interim ordinance Section 7.31.020 prohibits personal outdoor cultivation.

Commercial activities

Section 7.31.030 indicates that no commercial cannabis activities are permitted. Because the state cannot issue a license to an applicant whose operations would violate local law, this ordinance also effectively prohibits the state from issuing a license for commercial cannabis activity in the city. The prohibition on commercial cannabis activities includes a prohibition on cannabis delivery services from physically locating in the city. Currently state law prohibits the city from banning state-licensed cannabis retailers that are legally established outside city limits, operating with a valid state-issued license and in compliance with all applicable laws from providing cannabis deliveries within the city. A number of cities and counties have filed legal action alleging that the requirement to allow deliveries violates the local control provisions of Proposition 64. Unless and until the courts rule that banning deliveries is acceptable, the law currently allows deliveries within Menlo Park and the ordinance is drafted accordingly.

Smoking

Smoking is identified in Section 7.31.030 as prohibited in accordance with state law and local ordinance. Smoking cannabis is prohibited in any public place, where smoking tobacco is prohibited, within 1,000 feet of a school, day care or youth center, or while driving or riding in the passenger seat of car.

Penalties

State law establishes certain penalties for violating state law relative to cannabis and the state has enforcement responsibility. However, the city is responsible for enforcing its local ordinance. Therefore, the ordinance indicates that the city may enforce the ordinance in any manner permitted by law and is entitled to recover all costs, including attorney's fees, related to enforcement. Violations of the ordinance are declared a public nuisance and, at the discretion of the City, create a cause of action for injunctive relief.

Impact on City Resources

As the draft ordinance would only permit cannabis activities allowed by state law, there would be no direct impact on City resources. Any impact from enforcement activities would fall under the existing budget for code enforcement activities.

Environmental Review

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

Public Notice

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

Attachments

A. Menlo Park cannabis ordinance

Report prepared by:
John Passmann, Management Analyst II

Report reviewed by:
Leigh Prince, Assistant City Attorney
Deanna Chow, Acting Community Development Director

ORDINANCE NO. 1056**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADDING CHAPTER 7.31 [CANNABIS USE] TO TITLE 7 [HEALTH &
SANITATION] OF THE MENLO PARK MUNICIPAL CODE**

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

SECTION 1. FINDINGS AND DETERMINATIONS. The City Council of the City of Menlo Park hereby finds:

- A. On November 8, 2016, the voters of the State of California passed the Control, Regulate, and Tax Adult Use of Marijuana Act (“AUMA”), which took effect on November 9, 2016. The AUMA legalized the use of cannabis by persons 21 years of age or older and the personal cultivation of up to six plants.
- B. On June 26, 2017, the Medicinal and Adult-Use Cannabis Regulation and Safety Act (“MAUCRSA”) was signed by Governor Brown. The MAUCRSA became effective immediately and blended together medical cannabis regulations (previously regulated under the Medical Cannabis Regulation and Safety Act) and the AUMA. The MAUCRSA requires a local jurisdiction to provide a copy of any ordinance related to commercial cannabis activity to the state.
- C. The State of California has developed regulations and licensing for the cultivation, testing, manufacture, and sale of cannabis. All cannabis businesses must have a state license.
- D. The state cannot issue a license to an applicant whose operations would violate local law. The AUMA identifies areas where local governments have the opportunity to impose business and land use regulations on cannabis activities. Cities may regulate personal indoor cultivation and ban personal outdoor cultivation and commercial cannabis land uses.
- E. Because cannabis related land uses are a new and emerging use, the City adopted and extended a moratorium on all cannabis uses, except those specifically allowed by state law and delivery of medicinal cannabis, to give the City time to study and consider potential impacts on the community. The moratorium expires September 29, 2019.
- F. On June 18, 2019, as a regular business item, the City Council discussed how to proceed with regard to cannabis land uses. The City Council directed staff to prepare an ordinance prohibiting personal outdoor cultivation and commercial cannabis land uses. Additionally, the City Council indicated their intent to revisit the issue with the next update the downtown specific plan and the general plan.

SECTION 2. ADDITION OF CODE. Chapter 7.31 [Cannabis Use] is hereby added to Title 7 [Health & Sanitation] of the Menlo Park Municipal Code to read as follows:

Chapter: 7.31 CANNABIS USE

7.31.010	Permitted Personal Use and Regulations
7.31.020	Prohibited Personal Outdoor Cultivation
7.31.030	Smoking Regulations
7.31.040	Commercial Uses Prohibited
7.31.050	Penalty

7.31.010 Permitted Personal Use and Regulations

- A. For purposes of this chapter, “state law” means the Control, Regulate, and Tax Adult Use of Marijuana Act and the Medical and Adult-Use Cannabis Regulation and Safety Act.
- B. The personal use of cannabis is permitted in accordance with state law.
- C. Indoor cultivation for personal use is permitted in the City in accordance with state law. Indoor cultivation is limited to a maximum of six plants total per residence, whether immature or mature, regardless of how many residents reside at the private residence. Indoor cultivation includes cultivation that is fully enclosed within a private residence or inside an accessory structure located on the grounds of a private residence. Persons engaging in indoor cultivation shall comply with all state and local laws regarding health and safety, including fire and building codes. The residence shall maintain fully functional and useable kitchen, bathroom and bedroom areas for their intended use by the resident(s) and the premises shall not be used primarily or exclusively for cannabis cultivation.

7.31.020 Prohibited Personal Outdoor Cultivation

Personal outdoor cultivation of any cannabis plant(s) is prohibited in the City.

7.31.30 Smoking Regulations

In accordance with state law, smoking cannabis is prohibited in any public place, where smoking tobacco is prohibited, within 1000 feet of a school, daycare or youth center, or while driving or riding in the passenger seat of car. Smoking is regulated or prohibited in the City pursuant to state law governing smoking and Chapter 7.31 of the Municipal Code.

7.31.040 Commercial Uses Regulated and Prohibited

- A. All commercial cannabis uses, including but not limited to, indoor cultivation, outdoor cultivation, retail, testing, manufacture or distribution, are prohibited in the City. No permit or license or any other entitlement shall be issued by the City for the establishment or operation of a commercial cannabis use anywhere in the City.
- B. Cannabis retailers and other cannabis delivery services are prohibited from physically locating in the City. However, state-licensed cannabis retailers that are legally established outside City limits, operating with a valid state-issued license and in compliance with all applicable laws may provide cannabis deliveries within the City.

7.31.050 Penalty

The City may enforce this chapter in any manner permitted by law and is entitled to recover all costs, including attorney’s fees, related to enforcement. Any violation of this chapter is hereby declared to be a public nuisance and shall, at the discretion of the City, create a cause of action for injunctive relief.

SECTION 3. DIRECTION TO CITY CLERK. The City Council hereby directs the City Clerk to provide copy of this ordinance to all state licensing authorities, including the Bureau of Cannabis Control, the Department of Food and Agriculture, and the Department of Public Health.

SECTION 4. If any section of this ordinance, or part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or enforceable, such section, or part hereof, shall be deemed severable from the remaining sections of this ordinance and shall in no way affect the validity of the remaining sections hereof.

SECTION 5. The City Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act ("CEQA") because the activity is not a project as defined by Section 15378 of the CEQA Guidelines. The ordinance has no potential for resulting in physical change to the environment either directly or indirectly. Furthermore, pursuant to Section 15060(c)(2) of the CEQA Guidelines, the activity will not result in a direct and reasonably foreseeable indirect physical change in the environment because this ordinance prevents changes in the environment pending the contemplated review of possible additions or amendments to the City of Menlo Park Municipal Code.

SECTION 6. This City Clerk shall cause this ordinance to be published in a newspaper of general circulation as required by state law.

INTRODUCED on this twentieth day of August, 2019.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on this _____ day of _____, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Ray Mueller, Mayor

ATTEST:

Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date:

8/20/2019

Staff Report Number:

19-167-CC

Regular Business:

Authorize the city manager to amend the contract with ICF Jones & Stokes, Inc. to prepare an environmental impact report for the proposed Willow Village master plan project in the amount of \$1,113,859 and any future increases as may be necessary to complete the environmental review for the proposed project

Recommendation

Staff recommends that the City Council authorize the city manager to approve a contract amendment with ICF Jones & Stokes, Inc. (ICF) in the amount of \$1,113,859 to prepare an environmental impact report (EIR) for the proposed Willow Village master plan project located at 1350-1390 Willow Road, 925-1098 Hamilton Avenue and 1005-1275 Hamilton Court, and any future increases as may be necessary to complete the environmental review for the proposed project, based on the proposed scope and budget included as Attachment A.

Policy Issues

City Council Resolution Nos. 5831, 5832 and 962 authorize the city manager to execute agreements necessary to conduct city business up to an identified amount that adjusts annually based on changes in the construction cost index. Currently that amount is \$69,596. The City Council retains discretion for all agreements exceeding that amount.

Although the City Council authorizes the contract, the applicant is responsible for the full cost of preparing the EIR and any associated analyses. No taxpayer funds will be used to pay for the environmental review of the proposed project. Even though the applicant pays the full cost of the environmental review, the EIR and the content of all final documents will reflect the city's independent judgment and analysis.

Authorization of the contract with ICF to conduct the environmental review does not imply an endorsement of the proposed project. Authorization of the contract would allow the City to move forward with the legally required processing this proposed development application, which includes conducting the necessary environmental review as required by the California Environmental Quality Act (CEQA.)

The applicant is proposing to redevelop the property through the master plan process, as provided for in the zoning ordinance, by utilizing a conditional development permit and entering into a development agreement with the city. The proposed project would require the Planning Commission and the City Council to consider the merits of the proposed master plan, including the appropriateness of the applicant's proposed amendments, and the proposed project's consistency with the city's general plan and zoning ordinance, along with the municipal code, and other adopted policies and programs of the city such as the below market rate housing program. The City Council will be the final decision-making body on the proposed project.

Background

The approximately 59-acre site is generally located along Willow Road between Hamilton Avenue and Ivy Drive; previously referred to as the ProLogis Menlo Science and Technology Park. Facebook Building 20 is located to the northwest and multifamily and neighborhood commercial uses are to the west, across Willow Road. The property is generally bordered by the San Francisco Public Utilities Commission (SFPUC) Hetch Hetchy right of way (ROW) and Mid-Peninsula High School to the south, the Dumbarton Corridor to the north, and properties within the Menlo Business Park to the east.

The existing campus has 20 buildings (generally constructed between the 1950s and 1990s) located on 18 parcels that have historically housed general office, research and development (R&D,) warehouse and manufacturing uses that total approximately 1,000,000 square feet of gross floor area (GFA.) Facebook currently occupies eight buildings on the existing campus for offices, R&D, dining facilities and a health center. A location map is included as Attachment B.

In December 2016 as part of the general plan and zoning ordinance update, the existing campus was rezoned from M-2 (general industrial) to O-B (office, bonus) and R-MU-B (residential mixed use, bonus.) In July 2017, the City received an application for the redevelopment of the site. That proposal was reviewed by the Planning Commission and City Council as a study session item in February and March 2018, respectively.

Following the study sessions, the applicant team further evaluated the proposed project and modified the site layout (including land uses, circulation network and open space,) the proposed square footages by land use, and the project phasing. The City Council reviewed the updated proposal as a study session item at its meeting May 7 and provided feedback and direction to staff and the applicant team, which resulted in additional modifications to the proposed project.

Project overview

The proposed project would comprehensively redevelop the site with a mixed-use master plan. On June 6 the applicant resubmitted the project plans and project description document. The resubmitted project maintained the proposed office square footage, the retail (non-office commercial) square footage, and the maximum number of hotel rooms, but increased the number of dwelling units proposed from 1,500 units to a maximum of 1,735 units.

The updated proposal would modify the square footage of the proposed right of way dedication to allow for an increase in residential density. Staff is currently evaluating the proposed modifications to ensure that the density would be compliant with the zoning ordinance maximum.

Table 1 below compares the project as proposed in May 2019, the revised project as proposed in June 2019, and the zoning ordinance maximum development potential. Select plan sheets are included in Attachment C for reference and a link to the study session staff report is included in Attachment D.

Table 1: Comparison of previously proposed project, revised project and zoning ordinance maximum			
Project component land use	Project for May 7, City Council study session	Proposed project resubmitted June 6	Zoning ordinance maximum development potential*
Dwelling units	1,500 units (225 BMR units)***	1,735 units (261 BMR units)***	1,861 units (280 BMR units)
Residential GFA	1,462,713 s.f.	1,462,713 s.f.	1,823,560 s.f.
Commercial retail GFA (Non-office square footage)	175,000 s.f. (up to 200,000 s.f.)	175,000 s.f. (up to 200,000 s.f.)	398,425 s.f.
Community center	10,000 s.f.	10,000 s.f.	Included in non-office GFA
Office GFA	1,750,000 s.f.	1,750,000 s.f.	1,783,800 s.f.
Hotel rooms	200- 250 rooms	200-250 rooms	n/a
Hotel GFA	140,000 s.f.- 175,000 s.f.	140,000 s.f.- 175,000 s.f.	369,552 s.f.

* The zoning ordinance maximum development potential is based on preliminary site area information and the updated ROW dedication square footage provided by the applicant and may be updated through staff’s verification of the required amount of ROW dedication.

**The proposed land uses may change based on the updated maximum development potential calculations.

*** The calculation of the number of below market rate (BMR) units is based on the City’s 15 percent inclusionary requirement and the number of BMR units could increase if the commercial linkage fee component is converted into units on-site.

The proposed site plan would continue to include approximately 26.7 acres of landscaping and open space, of which approximately 10 acres would be publicly accessible, and new bicycle, pedestrian and vehicle infrastructure. In addition to the open space distributed throughout the project site, the proposal would include a 4-acre publicly accessible park at the southwestern corner of the project site, along with a town square plaza, and dog park. The proposed site circulation includes a proposed access point from O’Brien Drive, along with additional site access from Willow Road.

Analysis

When the proposed project application was originally submitted, in January 2018 the city manager authorized ICF to prepare the first phase of the environmental review for \$49,965, which was within the city manager’s authority. This allowed ICF to participate in working sessions with the city regarding the anticipated environmental review for the proposed project. Following the May 7 study session, an amendment of \$17,600 to the first phase of work was submitted by ICF to conduct additional data gathering for the transportation analysis that needed to be completed before the Memorial Day holiday weekend. The total amount for Phase 1 (including the amendment) was \$67,565, which is under the maximum amount of the city manager’s authority.

CEQA requires an EIR to analyze the potential environmental impacts of the proposed project and evaluate potential mitigation measures. With the submission of the revised project proposal, this second phase of work is ready to begin. The attached proposed amendment in the amount of \$1,113,859 is for Phase 2, per the proposed scope and budget in Attachment A. The total budget for ICF, including Phases 1 and 2, would be \$1,181,424.

The proposed scope and budget for the EIR have been structured to comply with the current CEQA

guidelines. Although the terms of the settlement agreement between the City of Menlo Park and the City of East Palo Alto require at a minimum analysis of transportation and population and housing, due to the scale of the proposed project, the project level EIR would study additional topic areas. It is anticipated that the EIR for the proposed project would study all CEQA topics except agricultural and forestry resources, mineral resources and wildfire.

Housing analysis

Although not required by CEQA, included in the scope and budget is the preparation of a project specific housing needs assessment (HNA.) Preparation of an HNA is required by the settlement agreement. Keyser Marston Associates (KMA) has done other HNA for projects in the city and provided a proposal. Although staff also researched other housing consultants and requested additional proposals, given responsiveness and familiarity with the city, KMA's scope and budget for the HNA has been included.

Transportation impact analysis

The project level transportation impact analysis (TIA) was previously anticipated to use level of service (LOS) as the threshold of significance (with vehicle miles traveled provided for informational purposes) for potential transportation impacts that could result from the project. LOS is currently the threshold of significance for potential impacts under CEQA (until July 1, 2020) as identified in the City's general plan circulation element and TIA guidelines. However, for draft EIRs that will be released after July 1, 2020, transportation impacts on the environment will be required to be analyzed based on vehicle miles traveled (VMT), as the threshold of significance, per the requirements of Senate Bill 743.

Since the environmental analysis is in the early stages and the TIZ cannot begin until after Labor Day (due to the need to acquire additional data after the start of the school year,) staff believes that the draft EIR would likely be released after July 1, 2020. With this timing, potential impacts would be evaluated using VMT as the threshold of significance and LOS disclosed to identify project consistency with the general plan circulation element. The scope has been structured to identify that the analysis will use the appropriate impact threshold based on the requirement in effect at the time the draft EIR is released.

The City's transportation division will need to initiate an update to the city's TIA guidelines to include VMT and update to the circulation system assessment (CSA) to allow for this analysis and other project level environmental analyses to move forward in compliance with the upcoming CEQA requirements as a result of SB 743. To meet the schedule of this project and to comply with SB 743, staff anticipates the updated TIA guidelines would need to be approved by the City Council before the end of 2019. It is therefore critically important to maintain the schedule of the transportation impact fee program update, currently anticipated to be considered by the City Council in September and October 2019, so that updated fees are in place before transitioning to VMT.

Project variants

Staff has worked with ICF and the project sponsor to outline a number of project variants that should be studied in the project level EIR to ensure the EIR maintains flexibility for modifications to be made to the project during the environmental analysis and entitlement review phases. Project variants are different from project alternatives and the project level EIR would continue to analyze project alternatives, consistent with the current CEQA guidelines. The following list identifies the proposed variants to be studied in the project level EIR.

Multiple housing unit scenarios

A maximum of approximately 1,861 dwelling units could be constructed at the project site. The resubmitted project has been revised to include a maximum of 1,735 dwelling units as part of the proposed project, an increase of 235 units from the previous submittal. However, to ensure that the EIR studies and analyzes

multiple scenarios to allow for flexibility for decision makers, the applicant has requested including the following variants:

- Increased housing unit scenario (estimated at up to approximately 2,000 units)
- Decreased housing unit scenario (estimated at no less than 1,500 units)

The increased housing unit scenario would be further identified through the process, but the estimate of 2,000 units is generally anticipated to be the approximate maximum number of units that could be developed at the site using the city or state BMR density bonus allowances. In addition, staff believes that studying approximately 1,500 housing units, as a decreased housing unit project variant would be appropriate since that is consistent with the initial proposal and the requirements of the Facebook campus expansion development agreement to submit plans for a minimum of 1,500 units at the Willow Village site if ConnectMenlo was adopted.

The exact parameters of the increased and reduced housing scenarios will be determined through the EIR scoping process, which allows for input from other government agencies, members of the public, the Planning Commission and the City Council on topics to be analyzed in the EIR, such as the variants. The upper limit of approximately 2,000 units and the lower limit of approximately 1,500 units should be considered general approximations at this time to provide a general framework as part of the proposed scope and budget for the EIR.

Hamilton Avenue realignment

Hamilton Avenue could be realigned at the intersection with Willow Road. ICF would consider the environmental impacts associated with the construction of the realignment. In addition, as a result of the realignment, an existing gas station would need to be relocated to the north of the realigned street. ICF would analyze the environmental impacts associated with demolition and potential construction of a new gas station.

Willow Road/Dumbarton rail corridor crossing

A grade-separated crossing is proposed for bicycles, pedestrians and Facebook trams. It is currently unknown whether this proposed crossing would be above or below grade. The EIR would analyze one of the options as part of the proposed project, while the other option will be analyzed in the variants chapter.

Recycled water

The potential on-site system will be analyzed as part of the proposed project, while the system as a public utility would be analyzed in the variants chapter.

Others

Other potential variants could include different programming for the proposed park and community amenities, as determined through the community engagement process.

Next steps

Following authorization of the contract for ICF to conduct the environmental review, ICF would prepare a notice of preparation (NOP) for the EIR. The NOP describes the project generally, identifies which topics areas would be studied and identifies which topics are anticipated to be scoped out of the analysis. Once the NOP is released, there is a 30-day comment period on the anticipated scope of the EIR. An EIR scoping session with the Planning Commission would be scheduled to allow the community the opportunity to submit comments verbally. Comments can be submitted in writing during the comment period. The comments received during the scoping period are considered in the preparation of the draft EIR.

City staff is evaluating additional outreach options for the NOP and EIR scoping period to encourage

increased public participation in the EIR scoping process, which could include an expanded mailed noticing radius, city website and project page posting, the city's weekly digest, and informational item to the City Council on the schedule of the NOP and EIR scoping session.

Staff is recommending that the City Council provide the city manager the authority to approve future contract increases, if needed. Budget amendments would only be approved if authorized by the project sponsor and the city.

Impact on City Resources

The applicant is required to pay all planning, building and public works permit fees, based on the city's master fee schedule, to fully cover the cost of staff time spent on the review of the proposed project. The applicant is also required to bear the cost of the environmental review and any associated analysis. For the environmental review and fiscal analysis, the applicant deposits money with the city and the city pays the consultants.

Environmental Review

A project level EIR will be prepared for the proposed project. The EIR will, to the extent applicable, utilize the program level EIR prepared for the ConnectMenlo general plan and zoning ordinance update.

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. EIR scope and budget proposal from ICF
- B. Location map
- C. Project plans (select Sheets from June 6, resubmittal)
- D. Hyperlink – City Council May 7, study session staff report:
<https://menlopark.org/DocumentCenter/View/21443/SS1-20190507-Willow-Village-CC>

Report prepared by:
Kyle Perata, Principal Planner

Report reviewed by:
Deanna Chow, Interim Community Development Director
Leigh Prince, Assistant City Attorney



August 6, 2019

Kyle Perata, Principal Planner
City of Menlo Park Community Development Department
701 Laurel Street
Menlo Park, CA 94025

SUBJECT: Proposal to Prepare an Environmental Impact Report for the Willow Village Master Plan Project – Phase II/Budget Amendment 2

Dear Mr. Perata:

ICF Jones & Stokes, Inc. (“ICF”) is pleased to present this scope and budget to prepare Phase II of an Environmental Impact Report (EIR) for the proposed Willow Village Master Plan Project (hereafter referred to as the Project). ICF submitted a Scope of Work (scope) for Phase I of the Project EIR in December 2017. With Budget Amendment 1 (approved May 2019), the current approved budget for the EIR is \$67,565.

This scope and budget (\$1,113,858) focuses on Phase II of the EIR, which includes the completion of the Notice of Preparation, Draft EIR, and Final EIR. In addition, this Phase II scope and budget includes tasks for the transportation subconsultants Hexagon (Attachment A), the Housing Needs Assessment subconsultant KMA (Attachment B), and the Fiscal Impact Analysis subconsultant BAE (Attachment C). Including Budget Amendment 1 and 2, the total budget for the EIR would be \$1,181,423 ICF proposes to invoice costs monthly, on a time and materials basis.

This proposal is valid for a period of 90 days, at which time ICF reserves the right to revise the contents or extend the validity date, if needed. ICF shall provide services, as outlined in the attachment, under the terms and conditions of its existing agreement number 2251 with the City dated January 26, 2018. If you have any questions regarding this proposal, please feel free to contact Kirsten Chapman at 415.537.1702 or kirsten.chapman@icf.com. We look forward to working with you on this project.

Sincerely,

A handwritten signature in blue ink that reads "Jodi Young". The signature is written in a cursive, flowing style.

Jodi Young
Manager, Contracts

Attachments

- A. Hexagon Scope of Work
- B. Keyser Marston Associates Scope of Work
- C. BAE Urban Scope of Work
- D. Budget – Phase II



A. Project Understanding and General Approach

ICF has reviewed the information provided by the City and Peninsula Innovation Partners, LLC and Signature Development Group, on behalf of Facebook, Inc. (Project Sponsor). Based on our review of project materials and experience with similar projects, we understand that an EIR is needed.

Project Understanding

The Project involves the redevelopment of the existing Menlo Park Science and Technology Park. The Project would demolish existing onsite buildings and landscaping and construct new buildings within a Town Square District, a Residential/Shopping District, and a Campus District. The Project would result in a net increase of approximately 1 million square feet (sf) of nonresidential uses (office space and non-office commercial/retail), for a total of approximately 2 million sf of nonresidential uses at the Project site. In addition, the Project would include housing units, a limited-service hotel, a community center, and open space. (The square footage of the hotel, community center, and park buildings are in addition to the increase of 1 million square feet of nonresidential square footage.) The Project site would be bisected by the north-south Main Street, which would provide access to all three districts. The Project site would also include a circulation network for vehicles, bicycles, and pedestrians with approximately 4.6 acres of public rights-of-way and 1.4 acres of private streets, generally aligned in an east-to-west and a north-to-south grid.

The Residential/Shopping District would be located in the southwestern portion of the Project Site, while the Town Square District would be located in the northwestern portion of the Project Site. Together, these two districts would include: approximately 1,735 residential units; a maximum of 200,000 sf of nonresidential/retail uses (including a grocery store, pharmacy, and restaurant); a hotel with 200-250 rooms and food services; and an approximately 10,000 sf indoor community center adjacent to a 4-acre public park. In addition, a 0.5-acre Town Square and 0.3-acre dog park would be accessible to the public.

The 37-acre Campus District, located in the eastern portion of the Project site, would include approximately 1.75 million sf of office uses and employee-serving amenity space, along with two above-ground parking structures with approximately 3,000 parking spaces. Both parking structures would include a ground-level Transit Center for commuter shuttles and campus trams. Open spaces would include a chain of publicly-accessible urban spaces and gardens along Main Street, a landscaped area off of O'Brien Street, and various secure, interior open spaces for the Campus District users.

The Willow Village Master Plan was designed to implement the guiding principles and policies adopted as part of ConnectMenlo such as including new affordable and market-rate housing units for local workers, opportunities for future transit connections, and construction of a grocery store. The Project is meant to align with ConnectMenlo's development and zoning standards and is consistent with ConnectMenlo's density and height limits for bonus development. The Project would develop an area that is transit-ready, with new infrastructure, housing, sustainability features, circulation, open spaces, office and mixed-uses, and pedestrian boulevards. New housing and community-serving retail would include a collection of



varied-scale public spaces, restaurants, and public gathering spaces. The Project would seek to develop using the bonus level allowance of the Zoning Ordinance and as such, would incorporate community amenities selected from the adopted Community Amenities List, consistent with the Zoning Ordinance requirements. As appropriate, this analysis would assess the possible environmental effects of the physical community amenities, provided as part of the Project.

General Approach

ConnectMenlo, which updated the City's General Plan Land Use and Circulation Elements and the Zoning in the M-2 (Bayfront) Area, was approved on November 29, 2016. This serves as the City's comprehensive and long-range guide to land use and infrastructure development. Because of the long-term planning horizon of ConnectMenlo, the ConnectMenlo EIR was prepared as a program EIR, pursuant to Section 15168 of the CEQA Guidelines. Once a program EIR has been certified, subsequent activities within the program must be evaluated to determine whether additional CEQA review needs to be prepared. However, if the program EIR addresses the program's effects as specifically and comprehensively as possible, subsequent activities could be found to be within the program EIR scope, and additional environmental review would not be required (CEQA Guidelines Section 15168[c]). When a program EIR is relied on for a subsequent activity, the lead agency must incorporate feasible mitigation measures and alternatives developed in the program EIR into the subsequent activities (CEQA Guidelines Section 15168[c][3]). If a subsequent activity would have potentially significant environmental effects that are not within the scope of a program EIR, the lead agency must prepare an Initial Study leading to a Negative Declaration, a Mitigated Negative Declaration, or an EIR. The ConnectMenlo Program EIR will serve as the first-tier environmental analysis for the CEQA evaluation of the Project.

ConnectMenlo analyzed an increase in net new development in the Bayfront Area of up to 2.3 million square feet of non-residential uses, up to 4,500 residential units, and up to 400 hotel rooms, and up to 5,500 new employees. As mentioned above, the Project includes a net of approximately 750,000 sf of office uses, 200,000 sf of retail, a 10,000 sf indoor community center, approximately 1,735 residential units, and up to 250 hotel rooms, and approximately 9,500 employees. In total, the Project would include a net increase of approximately 1.04 million sf of non-residential uses (not including the hotel gross square footage), which is within the buildout projections of ConnectMenlo and within the parameters of what was analyzed in the ConnectMenlo EIR. However, it is anticipated that the Project would result in more employees than what was analyzed in the ConnectMenlo EIR. In addition, the Project will be implemented through a Master Plan, the specifics of which were unknown during the preparation of ConnectMenlo.

Due to the General Plan Amendments required to implement the Project, the Settlement Agreement with East Palo Alto (discussed further below), the Master Plan across zoning districts, and the potential increase in on-site employees over what was assumed in the ConnectMenlo EIR, a full EIR is proposed to analyze the Project. The EIR will tier from and utilize the ConnectMenlo program EIR where appropriate.



On December 5, 2017, the City Council approved the proposed Settlement Agreement between the City of Menlo Park and the City of East Palo Alto to fully and finally resolve the litigation initiated by East Palo Alto regarding the environmental review for ConnectMenlo. The Settlement Agreement will serve to inform the scope of the analysis for several topics in the EIR and provide guidance on the requirements for the Project's Housing Needs Assessment (HNA) (Attachment B).

B. Scope of Work – Phase II

The Phase I scope of work was approved in January 2018 and included the following tasks: Project Initiation (Task 1), EIR Project Description (Task 2), EIR Scope Definition (Task 3), and Project Management and Meetings (Task 4). The following tasks were conducted by ICF from January to April 2018, prior to the Project going on hold: attendance at team kick-off meeting; review of all project materials; preparation of several iterations of the data needs lists; preparation of the first draft of the Project Description; review of City/applicant comments on the Project Description and preliminary edits; preparation of the first draft of the Notice of Preparation; ongoing conversations about the transportation scope; and scoping, contracting, and coordination with the transportation subconsultants. Some of the work that was generated during this time period can be applied; however, due to the change in site plans and the year-long hold on the Project, many of the tasks need to be revisited and revised.

Therefore, below scope of work for the EIR includes Tasks 1 through 4 (as amendments to the tasks in the Phase I scope of work), and additional tasks through the certification of the EIR.

Task 1. Project Initiation

Project Initiation will continue by discussing key issues, reviewing completed environmental documents, reviewing revised Project materials, attending a site visit, and continuing to refine the schedule for completion of individual tasks. In addition, ICF will work with the City and Project Sponsor on the data needs list by obtaining the necessary information to conduct the EIR analysis. This task assumes that an in-person “re-kick-off meeting” will occur with City of Menlo Park staff, the Project Sponsor team, and the traffic subconsultant. All other Project Initiation tasks were covered and/or will be covered by the existing Phase I scope of work and budget.

Task 2. EIR Project Description

ICF prepared a draft Project Description and submitted it to the City in February 2018. Comments were received in April 2018. This was included in the Phase I scope of work. However, substantial revisions need to be applied to the Project Description due to the changes in the site plan, pending data needs responses, and changes in existing conditions. Based on discussions with City staff and on the Project Sponsor's application and plans, ICF will update the Project Description. This task assumes that one additional draft of the Project Description will be submitted to the City. Revisions to the Project Description based on City/Project Sponsor comments, and additional data needs responses from the Project Sponsor, will be included in the submittal of the Administrative Draft EIR (Task 5).



Task 3. EIR Scope Definition

ICF prepared the first draft of the Notice of Preparation (NOP) in April 2018 under the Phase I scope and budget. However, this draft was not submitted to the City before the Project went on hold. ICF will prepare the revised NOP for City staff review and revise per City/Project Sponsor edits. Our budget assumes that ICF will distribute to the State Clearinghouse and that the City will oversee mailing to other interested parties and public agencies. ICF will attend and be present at one scoping meeting (held as part of a regular Planning Commission meeting) and record comments received during the meeting. The principle objective of this scoping meeting will be to confirm or revise the list of environmental issues and the range of alternatives to be examined in the EIR. At the close of the comment period, ICF will review all comments and consider and address them while preparing the EIR. The hours for the scoping meeting are included in Task 5 of our budget.

Deliverables

- Electronic copies of draft and revised NOP in MS Word and Adobe PDF format
- Electronic copies of the final NOP in MS Word and Adobe PDF format
- Fifteen hard copies of the final NOP to the State Clearinghouse
- One PowerPoint presentation for scoping meeting.

Task 4. Project Management and Meetings

The purpose of this task is to continue to effectively manage the below tasks and maintain communication with City staff. ICF project management will be responsible for coordination activities, will maintain QA/QC requirements for document preparation, and will monitor schedule and performance for all EIR work tasks. Project management subtasks also include maintaining internal communications among ICF staff and subconsultants and with City staff and other team members through emails and frequent phone contact, as well as the preparation of all correspondence. The Project Manager will coordinate internal staff, project guidance, and analysis criteria.

The purpose of this task is to attend meetings to accomplish the below tasks. Team members will attend and participate in meetings on an as-needed basis. For purposes of the cost estimates, ICF has assumed ten City staff and/or Project Sponsor face-to-face meetings and 30 phone conference calls. Additional meetings may be appropriate during the course of this effort and will be invoiced on a time-and-materials basis. The estimated cost for additional meetings is included in the discussion of the project budget, below.

Task 5. Administrative Draft EIR

The purpose of this task is to prepare the Administrative Draft EIR. This task will synthesize background information for use in the existing setting, evaluate changes to those baseline conditions resulting from implementation of the Project, identify significant impacts, and identify mitigation measures to reduce potentially significant impacts to a less-than-significant level.



For this task, there will be four principal activities:

- Determine, by individual resource topic, the significance criteria to be used in the analysis.
- Present the analysis at full buildout of the Project.
- Compare the Project against analysis and conclusions in the ConnectMenlo EIR.
- Perform the analysis and make determinations of impact significance.
- Recommend mitigation measures to reduce impacts, if needed.

The ICF team will collect the information necessary to define baseline conditions in the Project area. Based on our understanding of the Project and discussions with City staff, baseline conditions will reflect the conditions at the time of the NOP release, unless as the analysis progresses an adjusted baseline is determined to be appropriate. ICF will also refer to the ConnectMenlo EIR (2016) and the Facebook Expansion Project EIR (2016)/EIR Addendum (2017) for applicable background data and impact areas. In particular, ICF will use the mitigation measures from the ConnectMenlo EIR, as applicable.

For each environmental topic, significance thresholds or criteria will be defined in consultation with the City so that it is clear how the EIR classifies an impact. These criteria will be based on CEQA Guidelines, Appendix G, standards used by the City, and our experience in developing performance standards and planning guidelines to minimize impacts.

The analysis will be based on standard methodologies and techniques and will focus on the net changes anticipated at the Project site. The text will clearly link measures to impacts and indicate their effectiveness (i.e., ability to reduce an impact to a less-than-significant level), identify the responsible agency or party, and distinguish whether measures are proposed as part of the Project, are already being implemented (such as existing regulations), or are to be considered. This approach facilitates preparation of the Mitigation Monitoring and Reporting Program (MMRP) that follows certification of an EIR.

The Administrative Draft EIR will also incorporate the alternatives and other CEQA considerations described in Task 7 (below). It is envisioned that the City's initial review of the document will consider content, accuracy, validity of assumptions, classification of impacts, feasibility of mitigation measures, and alternatives analyses. Because the impacts and mitigations are subject to revision based on staff review of the Administrative Draft EIR, the Executive Summary will be prepared only for the Screencheck Draft. The following task descriptions summarize the data to be collected, impact assessment methodologies to be used, and types of mitigation measures to be considered, by environmental issue.

Project Description

The revised draft of the Project Description was submitted to the City and Project Sponsor as part of Task 2, above. The second draft of the Project Description will be included in the Administrative Draft EIR. This will include revisions to the Project Description based on comments from the City and Project Sponsor on the first draft. ICF will also incorporate the data needs responses from the City and Project Sponsor into this draft of the Project Description.



Issues Anticipated to be Less Than Significant

To streamline the EIR process, ICF will “scope out” some environmental topics that do not require detailed discussion in the EIR. These topics will not be evaluated at the level of detail specified for the issues below, but at a level adequate to fully assess the potential effects. This discussion will be presented in the Impacts Found to be Less Than Significant chapter of the EIR.

Based on our preliminary review, the following environmental topics may be scoped out from detailed analysis in the EIR.

- **Agricultural and Forestry Resources.** ICF will describe existing conditions at the Project site, identify General Plan designation and zoning districts, and indicate lack of agricultural and forestry uses at the Project site.
- **Mineral Resources.** ICF will describe existing conditions at the Project site and identify the mineral resources zone classification for soils at the site. It is anticipated that the site does not contain significant mineral resources.
- **Wildfire.** The Project site is not located in or near state responsibility areas, or in an area classified as very high fire hazard severity zones.

Aesthetics

The ConnectMenlo EIR considers views to the Santa Cruz Mountain Range, views to the Bay, and views of the foothills as scenic vistas. The ConnectMenlo EIR determined that no publically accessible views of scenic resources would be blocked by the increasing height limits. The ConnectMenlo EIR determined that buildout in the area would not impact scenic vistas/resources, would not degrade the existing visual character of the area, and would not introduce a significant source of light and glare. The ConnectMenlo EIR conclusions relate to a wide geographic area; the conclusions in the EIR for the Project are anticipated to be consistent with the ConnectMenlo EIR.

The analysis will consider Project site-specific impacts and impacts as viewed from Willow Road, Bayfront Expressway, and the Bay Trail. Data needs to complete the section include massing studies/visual simulations, landscape plans, lighting plans, and building architectural styles. It is assumed that this information will be provided by the Project Sponsor. ICF will prepare the Aesthetics section of the EIR based on the information provided and will conduct the following tasks:

- Visit the Project site and surroundings to identify and photo-document existing visual character and quality conditions, views to and from the Project site, and other urban design features.
- Peer review the massing studies/visual simulations, landscape plans, lighting plans, and shadow diagrams provided by the Project Sponsor.
- Based on scenic resources and scenic vistas identified in ConnectMenlo and the Project Sponsor’s massing studies, analyze potential adverse aesthetic effects resulting from the Project:
 - The surrounding scenic vista locations that could be affected by the proposed development include the Bay Trail, and the BCDC Public Shoreline Trail.



- Scenic vistas in the immediate vicinity that could be affected include the tidal mudflats and marshes of the San Francisco Bay and the Santa Cruz Mountain Range.
- Analyze potential adverse effects on scenic vistas from adjacent uses and other sensitive viewer locations.
- Review existing and proposed General Plan goals, policies, and programs related to visual quality to determine conflicts with any relevant plans and policies.
- Using the visual simulations and field observations, analyze whether the Project would conflict with applicable zoning and other regulations governing scenic quality due to grading, height, bulk, massing, architectural style, building materials, and other site alterations.
- Analyze lighting and glare impacts created by the proposed buildings, focusing on motorists on Bayfront Expressway and residents of the Belle Haven neighborhood.

Air Quality

ICF will compose the Air Quality section of the EIR using the quantitative and qualitative analyses to be provided by Ramboll (the Project Sponsor's consultant). ICF assumes that the CEQA Technical Analysis Documentation (Task A.14 [Tech Report] in Ramboll's scope of work) will contain sufficient information to complete the EIR section. ICF will conduct a peer review of the Technical Report to ensure that the data, analyses, and conclusions are valid.

In the setting section of the EIR, ICF will summarize meteorological and climatological data for the Project study area, as well as ambient air quality near the Project. Existing state and federal regulations, as well as the locations of sensitive receptors, will also be described. For the discussion of impacts, the analysis will be comprised of the following components:

- Consistency with the BAAQMD's 2017 Clean Air Plan
- Construction emissions inventory of criteria air pollutants
- Operational emissions inventory of criteria air pollutants
- Discussion of the health outcomes associated with the project's construction and operational criteria pollutant emissions.
- Construction health risk assessment based on the project's toxic air contaminants
- Operational health risk assessment based on the project's toxic air contaminants
- Localized carbon monoxide impact analysis
- Odor impact analysis
- Cumulative analysis of toxic air contaminants, carbon monoxide, and odor

As described in Ramboll's scope of work, ICF is assuming that each of the components above will be fully analyzed quantitatively or qualitatively, as applicable, with the results presented in the Tech Report. We are also assuming that the results in the Tech Report will include an analysis of the existing uses at the Project site and that the net effect of the Project will be clearly discernable (i.e., Project emissions – existing site emissions = net emissions). Based on the analysis results of the Tech Report, ICF will use the Bay Area Air Quality Management District's (BAAQMD) most recent CEQA Air Quality Guidelines to



evaluate project impacts. The ultimate determination of impact significance will be evaluated with respect to the BAAQMD CEQA Guidelines or other relevant agency guidance. In the EIR, we will describe the air quality thresholds used to identify significant impacts based on the BAAQMD's CEQA Guidelines and guidance provided by BAAQMD staff. The methodology write-up used to analyze Project impacts will be a high-level overview in the EIR section, and readers of the EIR will be referred to the detailed discussion of methods in the Tech Report, which will be included as an Appendix to the EIR.

In the event that the impact results of any of the components listed above would lead to significant impacts, ICF will review the mitigation recommended by Ramboll in the Tech Report. As discussed in the Ramboll scope of work, ICF will participate in discussions with Ramboll, the City, and the Project Sponsor as needed to determine appropriate, feasible mitigation. ICF also assumes that any revised analyses and/or results that would be needed for a mitigated analysis will be provided by Ramboll. If Project impacts cannot be mitigated by the recommended mitigation measures, ICF would report this conclusion in the EIR.

In addition to the tasks described above, ICF will also review the work products described in Ramboll's scope of work. We are assuming that Ramboll will submit relevant modeling files to ICF for Quality Assurance (QA) purposes, and that the relevant files will be suitable for an air quality expert to determine the overall modeling procedures. ICF will review the Methodology Documentation and Tech Report prepared by Ramboll and will provide input on these documents as applicable.

Biological Resources

The ConnectMenlo EIR determined that development could have an impact on special status species, sensitive habitats, migratory wildlife, and wetlands. ConnectMenlo Mitigation Measure BIO-1 requires that prior to individual project approval, project applicants shall prepare and submit project-specific baseline biological resources assessments on sites with features such as mature trees or unused structures that could support special-status species. The existing site is developed with buildings and surface parking lots. As such, natural biological resources are likely to be minimal. Nonetheless, the Project site is in close proximity to the Bay and the Don Edwards San Francisco Bay National Wildlife Refuge and could have an indirect impact on special-status species inhabiting these areas. In addition, buildings and trees currently exist on the campus, which could provide habitat for nesting birds and/or roosting bats. Consistent with the requirements in Mitigation Measure BIO-1, ICF's qualified biologists will conduct the following tasks:

- The Project Sponsor has conducted a baseline Biological Assessment. ICF will peer review the Biological Assessment and provide one round of comments in a memorandum. In addition to technical accuracy, ICF will verify whether the Biological Assessment is adequate for CEQA purposes. If necessary, an ICF biologist will visit the site to verify existing conditions. Once final, ICF will incorporate the Biological Assessment in the Setting section of the Biological Resources EIR chapter. It is assumed that the assessment will determine if any sensitive biological resources are present on the Project site and will include review of Menlo Park's heritage tree



ordinance, the California Department of Fish and Wildlife’s Natural Diversity Database (CNDDDB), the U.S. Fish and Wildlife Service’s Special-Status Species Online Database, and the California Native Plant Society’s online inventory. ICF will also conduct a site visit to aid in the peer review.

- Based on the Biological Assessment and site visit, ICF will evaluate the Project’s effects on the identified biological resources, and recommend mitigation as warranted. Based on prior experience in the region, and the urban nature of the site, ICF anticipates that the prominent issues for the Project will be limited to nesting migratory birds, roosting bats, and protected trees, per the City of Menlo Park heritage tree ordinance. However, with the proximity of Ravenswood Slough, the Don Edwards San Francisco Bay National Wildlife Refuge, and the associated salt marsh habitat, ICF also will address the possibility that special-status species associated with this habitat could be affected by the Project.
- Per Mitigation Measure BIO-1, if sensitive biological resources are determined to be present, appropriate measures should be included in the Biological Assessment, such as preconstruction surveys, establishing no-disturbance zones during construction, and applying bird-safe building design practices and materials. ICF will incorporate the mitigation measures, as applicable.

Greenhouse Gas Emissions

As discussed above for Air Quality, ICF will compose the Greenhouse Gas Emissions section of the EIR using the quantitative and qualitative analyses to be provided by Ramboll. ICF assumes that the CEQA Technical Analysis Documentation (Task A.14 [Tech Report] of Ramboll’s scope of work) will contain sufficient information to complete the EIR section.

In the setting section of the EIR, ICF will summarize the GHGs of greatest concern, including carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) that directly and indirectly result from the proposed project. The project setting will describe these pollutants and their relationship to global climate change. ICF will include information on applicable federal, state, and local goals, policies, and regulations adopted to reduce GHG emissions. ICF will use the BAAQMD’s most recent CEQA Air Quality Guidelines to evaluate Project impacts. For the discussion of impacts, the analysis will be comprised of the following components:

- Construction emissions inventory
- Operational emissions inventory
- Greenhouse gas consistency analysis with applicable plans and regulations

As described in Ramboll’s scope of work, ICF is assuming that each of the components above will be fully analyzed quantitatively or qualitatively, as applicable, with the results presented in the Tech Report. We are also assuming that the results in the Tech Report will include an analysis of the existing uses at the Project site and that the net effect of the Project will be clearly discernable (i.e. project emissions – existing site emissions = net emissions). As discussed in Ramboll’s scope of work, Ramboll will prepare a memorandum that summarizes the available BAAQMD thresholds and presents alternative GHG



thresholds that respond to recent court cases and are based on local conditions. ICF will review the memorandum prepared by Ramboll and will evaluate the findings of their memo.

ICF notes that the BAAQMD's current CEQA Guidelines that include operational GHG thresholds for land use development and stationary source projects are tailored to the state's 2020 GHG reduction goal, and therefore may not be appropriate to evaluate project-level emissions generated after 2020. BAAQMD is currently working on an update to their CEQA Guidelines, which is expected to include GHG thresholds to project-level GHG emissions relative to the state's post-2020 GHG reduction targets. Because the regulatory environment for GHG emissions is evolving, the significant threshold(s) for evaluating the operational GHG impacts for the Project will be finalized at the time of analysis preparation. The ultimate threshold(s) will be selected in coordination with BAAQMD, the City, and Ramboll, and consider all applicable case law and air district and expert agency guidance. ICF will use the GHG threshold(s) to evaluate the Project's significance based on the considerations above, which may or may not be consistent with the findings of Ramboll's memorandum.

ICF expects that because the decision on the appropriate GHG threshold to be used will be developed in concert with the Project Sponsor, City, and Ramboll, all parties will ultimately be in agreement on the appropriate approach. ICF will also review the consistency table to be provided by Ramboll that outlines the Project's consistency with applicable regulations, plans, policies, etc. ICF will provide feedback on this consistency on this analysis as applicable.

The methodology write-up used to analyze Project impacts will be a high-level overview in the EIR section, and readers of the EIR will be referred to the detailed discussion of methods in the Tech Report, which will be included as an Appendix to the EIR.

In the event that the impact results of any of the components listed above would lead to significant impacts, ICF will review the mitigation recommended by Ramboll in the Tech Report. As discussed in the Ramboll scope of work, ICF will participate in discussions with Ramboll, the City, and the Project Sponsor as needed to determine appropriate mitigation. ICF also assumes that any revised analyses and/or results that would be needed for a mitigated analysis will be provided by Ramboll. If Project impacts cannot be mitigated by the recommended mitigation measures, ICF would report this conclusion in the EIR.

In addition to the tasks described above, ICF will also review the work products described in Ramboll's scope of work. We are assuming that Ramboll will submit relevant modeling files to ICF for Quality Assurance (QA) purposes, and that the relevant files will be suitable for an air quality expert to determine the overall modeling procedures. ICF will review the Methodology Documentation and Tech Report prepared by Ramboll and will provide input on these documents as applicable.

Cultural and Tribal Resources

ICF will prepare the Cultural Resources section of the EIR and will conduct the following tasks:



- Where applicable, ICF will use information presented in the ConnectMenlo EIR in the Cultural Resources analysis.
- It is ICF's understanding that an Archeology Report is being prepared by the Project Sponsor. Therefore, ICF's senior archaeologist will peer review the archaeological technical report prepared for the Project to assess whether there are any substantive data gaps or items that require additional clarification as well as assess the report for CEQA adequacy. ICF will provide comments in the form of a memorandum, and participate in up to two one-hour teleconference calls to discuss the technical report with the client and/or their archaeological consultant. ICF will also conduct a site visit to aid in the peer review. Once the Archeology Report is considered final, ICF will incorporate it into the EIR and include mitigation measures, as applicable.
- This scope of work assumes that the Archeology Report conducted by the Project Sponsor will include an updated records search at the Northwest Information Center (NWIC). As needed, ICF can conduct records searches and archival research, if not included in the Archeology Report, to identify any previously documented cultural resources and cultural resources studies that have previously occurred within the vicinity of the Project site. ICF will review historic maps, ethnographic literature, and any related documents on-file with the City.
- The Project would demolish all 21 buildings at the Project site, which includes a mix of office, research and development (R&D), and warehousing uses. Of these, five buildings are 45 years or older. Per ConnectMenlo Mitigation Measure CULT-1 and best practices for built environment resource evaluation, ICF will prepare State of California, Department of Parks and Recreation (DPR) 523 Form A and B forms for the five properties that are 45 years or older. The DPR forms will document the eligibility of the properties under California Register of Historical Resources (CRHR) and the National Register of Historic Places (NRHP) criteria. Each DPR form set will include a detailed description of the respective property, construction history, sketch map, historic context, and an evaluation of the property for listing under CRHR/NRHP criteria. Archival research and pedestrian survey will inform the documentation of current conditions of the properties and the significance evaluations in the DPR forms. This scope assumes that the buildings will be found to not be historic resources. If it is determined that these buildings are historic resources, then a revised scope of work and budget amendment will be needed to complete the work.
- ICF will contact the California Native American Heritage Commission and interested Native American Representatives to help identify any locations of concern to the local Native American community. The results of this review will be integrated into the EIR. If requested by the City, ICF will assist with the City's outreach to Native Americans in accordance with the project's AB-52 and SB-18 obligations. Assistance will include writing correspondence on behalf of the city, tracking and compiling correspondence, and identifying critical path items that arise as a result of the correspondence, including consultation. The results of this correspondence will be integrated into the project's EIR and ICF will analyze whether the Project would cause a substantial adverse change in the significance of a tribal resource



- Pursuant to ConnectMenlo Mitigation Measure CULT-1, the Cultural Resources section of the EIR will summarize the historic context of the Project site, methods employed in the documentation and evaluation of built environment resources, and CRHR evaluations documented in the DPR form sets. If it is determined that any building within the Project site is a historical resource, ICF will prepare a scope amendment to incorporate appropriate mitigation measures in the EIR.

Energy Resources

ICF will use the quantitative energy values for building energy (electricity and natural gas) and transportation fuel (construction and operational equipment/vehicles) provided by Ramboll, as part of their air quality and greenhouse gas analyses. ICF will make a determination as to whether the Project would result in the inefficient, wasteful, or unnecessary consumption of energy pursuant to Appendix G of the CEQA Guidelines. ICF will also evaluate whether the Project would conflict with or obstruct a state or local plan for renewable energy or energy efficiency. The review of Ramboll's energy resources calculations is included in the Air Quality and Greenhouse Gas scopes, above.

Geology/Soils

The ConnectMenlo EIR found impacts related to geology and soils to be less than significant. ICF will use the discussion and findings in the ConnectMenlo EIR, but supplement the analysis with site-specific information. Based on the ConnectMenlo EIR technical information received for the Project site, ICF will prepare the Geology/Soils section of the EIR and will conduct the following tasks:

- Obtain the Geotechnical Report from the Project Sponsor and review.
- Evaluate the geohazard risks from development at the Project site, using the Geotechnical Report, available geologic and/or soils maps, published literature, and other information, reports, and/or plans. The main issue that will be analyzed is the seismic and geotechnical safety of the proposed buildings.
- Assess potential geohazard impacts of the Project in light of existing regulations and policies that would serve to minimize potential impacts. Pertinent regulatory requirements, as outlined in ConnectMenlo, will be identified so that the nexus between regulations and minimized impacts is apparent. In general, construction of development similar to the Project has little or no effect on the geology of an area, but is still subject to seismic ground shaking and local soil conditions, including ground oscillation and long-term and differential settlement.
- ICF will also consider impacts on paleontological resources and human remains. Standard mitigation measures, as outlined in the ConnectMenlo EIR, will be identified.

Hazards and Hazardous Materials

This scope assumes that a Phase I Environmental Site Assessment (ESA) will be provided to ICF. Based on the information in the Phase I ESA, ICF will conduct the following tasks:



- Describe applicable federal, state, and local regulations and how these regulations apply to the Project and reduce the potential for impact. Information in the ConnectMenlo EIR will be used, as appropriate.
- Identify potential exposure to hazardous materials or waste during construction activities and during long-term operation at the Project site. Demolition of the existing structures could potentially result in the release of hazardous materials (asbestos or lead-based paint). ICF will consider this in the analysis.
- Evaluate potential public health risks at the site from groundwater and soil contamination from prior land uses. In addition, the analysis will focus on any potentially poor hazardous materials “housekeeping” practices at the site or from nearby uses. This information will be augmented by the Phase I ESA. The Project site is not listed as a hazardous materials site. However, according to the ConnectMenlo EIR, an open hazardous materials site listed on EnviroStor is located at 990 O’Brien Drive, to the south of the Project site. In addition, in 2017, a site at 1010 O’Brien Drive, also to the south of the Project site, was listed as an open cleanup program site on GeoTracker. ICF will consider this in the analysis.
- Include a discussion of the potential hazardous materials that could be used during the operation of the Project and any potential releases of these materials.
- Include a discussion of the potential public health risk from exposure to hazardous building components in the structures to be demolished at the Project site (e.g., asbestos, PCBs, etc.). Our scope does not assume the preparation of a quantitative health risk from hazards and hazardous materials.
- As needed, the Project will be required to comply with ConnectMenlo Mitigation Measure HAZ-4a and HAZ-4b which require a project-specific Environmental Site Management Plan and a vapor intrusion assessment, respectively. As necessary, compliance with these mitigation measures will be described in the EIR.
- Consider how the Project could interfere with an adopted emergency response plan and/or the airport land use plan for the Palo Alto Airport.

Hydrology/Water Quality

Based on technical information received from the Project Sponsor (such as a hydrology/drainage report), ICF will prepare the Hydrology/Water Quality section of the EIR and will conduct the following tasks:

- Describe the existing regulatory environment at the local, state, and federal levels, including, but not limited to, the Construction General Permit, Municipal Regional Permit for stormwater discharges (including how the project relates to C.3 requirements), the City of Menlo Park Municipal Code, and the California Building Code. ICF will incorporate information from ConnectMenlo, as applicable. These regulations require specific measures for reducing potential impacts on hydrology and water quality as well as from flooding.



- Assess potential Project hydrology and water quality impacts in light of existing regulations and policies that would serve to minimize potential impacts. Pertinent regulatory requirements will be explicitly identified so that the nexus between regulations and minimized impacts is apparent.
- Per ConnectMenlo EIR, each new development project is required, as part of the CEQA process, to demonstrate that stormwater runoff from the site would not result in an increase from pre-development flows. ICF will discuss compliance with these requirements.
- Discuss sea level rise and evaluate future flooding scenarios.

Land Use

Land use and planning analysis generally considers division of an established community and consistency of a proposed project with relevant local land use policies that have been adopted with the intent to mitigate or avoid an environmental effect. With respect to land use conflicts, the magnitude of these impacts depends on how a proposed project affects the existing development pattern, development intensity, traffic circulation, noise, and visual setting in the immediately surrounding area, which are generally discussed in the respective sections. However, per the ConnectMenlo EIR (Mitigation Measure LU-2), all proposed development is required to demonstrate consistency with the applicable goals, policies, and programs in the General Plan and supporting zoning standards. Therefore, ICF will conduct the following tasks:

- The ConnectMenlo EIR considered the compatibility of the proposed land uses and zoning with current onsite and offsite development. The EIR will reiterate the findings of the ConnectMenlo EIR; it is not anticipated that further land use compatibility discussion will be needed.
- Tiering from the discussion in the Impact LU-1 in the ConnectMenlo EIR, describe the Project's potential to divide an established community highlighting any site-specific features that were not already considered in the ConnectMenlo analysis.
- For applicable plans other than the General Plan and zoning standards, a policy consistency analysis (only for policy conflicts that could result in environmental impacts) will be conducted and will focus only on those Project features that differ from what was considered in the ConnectMenlo EIR since that analysis did a comprehensive policy consistency analysis. The EIR will, however, evaluate the Project against relevant General Plan (including ConnectMenlo) policies and supporting zoning standards, in accordance with Mitigation Measure LU-2.

Noise

ICF will prepare a noise and vibration impact analysis that employs standard noise and vibration modeling techniques consistent with the requirements of the City of Menlo Park General Plan Noise Element and noise section of the City's municipal code. As appropriate, data and analyses from the General Plan Update effort as well as the ConnectMenlo EIR can be used to complete this chapter of the EIR.

Primary noise sources in the Project vicinity include local and regional roadway traffic on nearby roads, including Bayfront Expressway and Willow Road. Noise-sensitive receptors in the Project vicinity include residential uses located directly across Willow Road to the west of the Project site. Other sensitive



receptors could be identified during the screening process. Due to the development intensity at the Project site, the Project would be expected to result in greater noise levels compared to existing conditions.

The discussion of construction noise and vibration impacts will rely on the analysis in the ConnectMenlo EIR, and will include applicable mitigation measures from that EIR that would be required for the Project. Therefore, construction noise (ConnectMenlo Mitigation Measure NOISE-1c), construction vibration (ConnectMenlo Mitigation Measure NOISE-2a), and potential noise impacts to future on-site land uses (ConnectMenlo Mitigation Measures NOISE-1a and NOISE-1b) will be mitigated through the application of relevant mitigation measures. If desired by the City, ICF can prepare the specific vibration analysis required by Mitigation Measures NOISE-2a and NOISE-2b and/or the acoustical study for future on-site uses required by Mitigation Measure NOISE-1a during the CEQA process for integration into the EIR. If desired, our scope and budget will be modified accordingly.

ICF will address the following key noise issues:

- Exposure of existing noise sensitive land uses to Project-related changes in traffic noise. Although the Project was considered in the ConnectMenlo EIR, the access points for vehicles have changed. In addition, the Project was not analyzed in the ConnectMenlo EIR at the Project level (only cumulative traffic noise impacts of all expected future projects were discussed). As a result, traffic noise for roadway segments in the Project vicinity will need to be analyzed based on new Project-specific traffic numbers.
- Exposure of existing noise sensitive land uses to operational noise from the Project site (mechanical equipment, parking lots, loading docks, etc.).

Although one noise measurement for the ConnectMenlo EIR is located adjacent to the Project site, additional noise measurements would help to characterize the existing noise environment in the Project area for a proposed development of this size. Existing noise levels in the Project area will be characterized based on noise monitoring to be conducted at selected locations and traffic noise modeling, as follows:

- It is anticipated that short-term (15 minutes or less) noise monitoring will be conducted at up to two locations in the Project area. Continuous long-term monitoring (24 hours or more) will be conducted at up to two locations in the Project area.
- Existing traffic noise conditions in the Project area will be modeled using the FHWA Traffic Noise Model (TNM) version 2.5 and traffic data to be provided by the Project traffic engineer.

Traffic noise will be evaluated under the conditions analyzed in the Transportation section, which should include: Existing, Near Term Conditions, Near Term + Project Conditions, and Cumulative with and without the Project. Traffic noise along as many as 10 roadway segments will be modeled. The significance of traffic noise impacts will be evaluated using significance thresholds established based on



applicable City noise standards. Where significant impacts are identified, mitigation measures to reduce impacts will be identified.

Impacts on adjacent uses from noise generated by facility operation including a possible on-site co-generation plant, loading docks, parking lots, and mechanical equipment will be evaluated using standard acoustical modeling methods and operational data provided by the Project Sponsor. The significance of noise impacts will be evaluated using the significance thresholds. Where significant impacts are identified, mitigation measures to reduce impacts, as feasible, will be identified.

Population/Housing

Due to the Settlement Agreement with East Palo Alto, the increase in the number of employees anticipated at the site from the ConnectMenlo EIR, and the public interest in this topic, ICF proposes to do a full analysis of potential impacts to population and housing. The Project would include office, retail, and hotel uses, which would generate new employees at the Project site. In addition, the Project would include approximately 1,735 housing units, directly increasing the population in the City consistent with growth planned in Connect Menlo. ICF will analyze the impact of the increase in employees and residents. The Population and Housing chapter of the EIR will examine the Project's effect on population and housing in the City, and to a lesser extent, the region. This analysis will focus on the increase in population and the secondary effects associated with housing needed to accommodate the increased employment that would result from the Project. ICF, with assistance from Keyser Marston Associates (KMA), will undertake the following tasks:

- ICF will obtain additional information from the Project Sponsor, including the number of existing employees at the Project site and the assumptions for how many employees could also live at the proposed housing, if available.
- A Housing Needs Assessment (HNA) will be prepared by Keyser Marston Associates (Attachment B). ICF will work closely with the KMA throughout the process and will peer review the HNA and incorporate the findings into the analysis.
- Discuss the housing effect resulting from the Project in the context with the Association of Bay Area Governments (ABAG) regional household forecasts and fair share housing allocations.
- ICF will evaluate the direct population impacts from the proposed housing at the Project site.
- Similar to other job intensive projects, the EIR will examine the secondary housing demands based on future residential patterns for Project employees.
- One of the key terms of the Settlement Agreement between the City of Menlo Park and the City of East Palo Alto is that an HNA will be prepared when the preparation of an EIR is required. As required by the Settlement Agreement, the HNA prepared for the Project will include an analysis of the multiplier effect for indirect and induced employment to the extent possible.

Public Services and Recreation

It is ICF's understanding that the population increases associated with the Project site as assumed in the ConnectMenlo EIR may be less than what is now anticipated. Thus, ICF proposes to not tier from the



ConnectMenlo EIR and conduct a full analysis for the impacts to public services and utilities since the magnitude of impacts could be greater than what was previously disclosed. Based on information received from various service providers, ICF will prepare the Public Services section of the EIR. BAE will conduct an FIA (Attachment C) and ICF will coordinate the FIA findings with the Public Services section to ensure that we are efficient in our requests for information from the public service providers. As appropriate, ICF will utilize existing data gathered as part of the ConnectMenlo EIR. ICF will conduct the following tasks:

- As necessary, send public service questionnaires to the City's police department, community services department, library, fire district, and the school district to determine current service levels and capacity to serve increased demand. For efficiency, ICF will coordinate these questionnaires with BAE.
- Estimate Project-generated demand for public services based on existing operational standards obtained from the service providers. Other measures of demand will also be considered, such as the projected increase in the calls for service and the projected demand of recreational facilities and library services. ICF will consider the direct impacts from the residents living at the Project site and the secondary effects of adding to the residential population due to employment growth.
- In accordance with CEQA, evaluate the extent to which Project demands would trigger the need for new public facilities whose construction might result in physical environmental effects.

Transportation

The scope of work for the Transportation analysis is included as Attachment A (Hexagon). Note that the appropriate standards for the transportation analysis will be identified at a later time, based on the legal requirements.

Utilities/Service Systems

As appropriate, the ConnectMenlo EIR will be summarized. However, the EIR will evaluate the site-specific nature of certain utilities such as storm drain and wastewater infrastructure. The Utilities/Services Systems section of the EIR will examine the Project's effect on water supply, wastewater treatment, storm drainage, solid waste disposal, telecommunications facilities, and energy generation and transmission. Information for these analyses is expected to come from the Project Sponsor and the City. Per discussions with the Project Sponsor, ICF will assume a Code-compliant project for a conservative analysis. Based on technical information for the Project site, and information received from the utility providers, ICF will prepare the Utilities/Service Systems section of the EIR and will conduct the following tasks:

- Discuss applicable regulations at the local, state, and federal level, using the ConnectMenlo EIR where applicable.
- Peer review utilities data prepared by the Project Sponsor for adequacy and use in the EIR.
- ICF assumes the City will require a Water Supply Assessment for the Project. ICF will peer review the WSA which will be provided by the City and incorporate the WSA into the analysis.



- Describe existing utility providers, system capacity, and improvement plans, using the ConnectMenlo EIR where applicable.
- Evaluate the net change in the demand for water, wastewater, storm drainage, solid waste, telecommunications, and energy, relative to existing and planned capacity for the utilities and using the ConnectMenlo EIR where applicable.
- Discuss whether Project impacts would require the expansion or construction of new infrastructure or facilities.
- Include a discussion of fuel and energy consumption pursuant to Appendix F of the CEQA Guidelines.

Deliverables

- Five hard copies of Administrative Draft EIR
- One electronic copy of Administrative Draft EIR in MS Word
- One electronic copy of Administrative Draft EIR in Adobe PDF format

Task 6. Project Variants

The Project could include additional and/or alternative access to/from the Project site, along with other onsite features than currently proposed. All potential variants to the Project will be analyzed as a separate chapter in the EIR. As needed, the analysis will be quantitative; however, this scope and budget assumes that the variants would not be analyzed at the same level as detail as the Project.

- **Increased Housing Variant.** A maximum of 2,000 dwelling units could be constructed at the Project Site, as permitted with the density bonus. The EIR will analyze the development of up to 1,735 housing units as part of the Project, but to provide development flexibility, a variant will be analyzed to include the construction and operation of up to 2,000 units.
- **Decreased Housing Variant.** A minimum of 1,500 units, as required by the development agreement for the Facebook Expansion Project, would be analyzed in order to provide development flexibility.
- **Hamilton Realignment.** Hamilton Avenue could be realigned at the intersection with Willow Road. ICF would consider the environmental impacts associated with the construction of the realignment. In addition, as a result of the realignment, an existing gas station would need to be relocated across the street. ICF would analyze the environmental impacts associated with demolition and construction of a gas station. For purposes of this analysis, it is assumed that the replacement gas station would be the same size as existing; therefore, operational impacts would not be considered since there would be no change compared to existing conditions.
- **Willow Road/Dumbarton Rail Corridor Crossing.** A grade-separate crossing is proposed for bicycles, pedestrians, and campus trams. It is currently unknown whether this proposed crossing would be above or below grade. The EIR will analyze one of the options as part of the Project, while the other option will be analyzed in the Variants chapter.



- **Recycled Water.** It is currently unknown whether the recycled water system would be used at the Project site only, or if it should be a public utility. The onsite system will be analyzed as part of the Project, while the system as a public utility would be analyzed in the Variants chapter.
- **Others.** Other potential variants could include different programming for the proposed park and community amenities.

Task 7. Project Alternatives and Other CEQA Considerations

The purpose of this task is to complete drafts of the remaining sections (Alternatives and Other CEQA Considerations) of the EIR for City staff review. This task involves preparation of other required sections examining particular aspects of the Project's effects and the identification and comparison of Project alternatives.

Other CEQA Considerations

This task involves documenting unavoidable adverse impacts, growth-inducing effects, and cumulative effects of the Project:

- The unavoidable effects will be summarized from analyses performed in Task 6.
- Growth-inducing effects will be based on economic multipliers for the proposed uses, as well as comparisons with ABAG projections for the City. Growth inducement will be discussed in the context of population increases, utility and public services demands, infrastructure, and land use. Effects associated with increased housing demand in the City and region will be discussed.
- Cumulative effects where relevant will be addressed in Task 6 and summarized as part of this section of the EIR. The future projects in the vicinity of the Project site will be considered as they relate to potential cumulative impacts. This scope assumes the City will help develop the approach for analyzing cumulative effects, typically a combination of using the General Plan and a list of reasonably foreseeable planned projects.

Alternatives

The alternatives to the Project must serve to substantially reduce impacts identified for the Project while feasibly attaining most of the Project objectives. ICF assumes that one Reduced Project Alternative will be quantitatively analyzed and will be based on a sensitivity analysis to reduce identified impacts, unless the Project Sponsor has a preferred alternative. The No Project Alternative will also be analyzed. Up to two additional alternatives could be developed by ICF, the City, and/or the Project Sponsor and evaluated qualitatively. This scope assumes that the City/Project Sponsor will provide justification for dismissing offsite alternatives and other alternatives considered but rejected.

Deliverables

- Other CEQA Considerations chapter to be submitted with Administrative Draft EIR
- Alternatives chapter to be submitted with Administrative Draft EIR



Task 8. Screencheck Draft

The purpose of this task is to prepare the Screencheck Draft EIR for City staff review. ICF will prepare a Screencheck Draft EIR to respond to the City's and Project Sponsor's comments on the Administrative Draft EIR. This scope assumes that comments from multiple reviewers will be consolidated with any conflicting comments resolved, and that comments do not result in substantial revisions or additional analyses. The Screencheck Draft EIR will include an Executive Summary section, which will summarize the Project Description, impacts and mitigations, and alternatives. Impacts and mitigations will be presented in a table that identifies each impact, its significance, and proposed mitigation as well as the level of significance following adoption for the mitigation measures.

Deliverables

- Five hard copies of Screencheck Draft EIR
- Electronic copies of Screencheck Draft EIR in MS Word and Adobe PDF format

Task 9. Public Draft EIR

The purpose of this task is to prepare and submit the Draft EIR to the City for distribution to the public. ICF will revise the Screencheck Draft to incorporate modifications identified by the City. The revised document will be a Draft EIR, fully in compliance with State CEQA Guidelines and City guidelines, and will be circulated among the public agencies and the general public as well as specific individuals, organizations, and agencies expressing an interest in receiving the document. During this task, ICF will also compile the appendices that will be distributed with the Draft EIR and produce a version of the full document that can be uploaded onto the City's website. ICF will also prepare a Notice of Completion (NOC) to accompany the copies that must be sent to the State Clearinghouse. This scope of work and budget assumes that ICF will send the required documents to the State Clearinghouse and that the City will distribute the Draft EIRs to all other recipients.

Once the City has been notified of the intent to pursue AB 900 certification, ICF will concurrently prepare the Administrative Record. In addition, ICF will show compliance with AB 900 requirements regarding the posting on the City's website.

Deliverables

- Thirty-five hard copies of the Draft EIR with appendices in CDs
- Electronic copies of the Draft EIR in MS Word and in Adobe PDF format
- Notice of Completion
- Fifteen hard copies of the Executive Summary, along with 15 electronic copies of the entire Draft EIR on CD, for the State Clearinghouse
- One electronic copy of the Draft EIR Administrative Record, pursuant to AB 900.

City Involvement



Review the Notice of Completion. Prepare and file the Notice of Availability with the County Clerk. Distribute the NOA and Draft EIRs (other than to the State Clearinghouse), and handle any additional noticing (e.g., newspaper, posting at site).

Task 10. Public Review and Hearing

The City will provide a 45-day review period during which the public will have an opportunity to review and comment on the Draft EIR. During the 45-day review period, the City will hold a public hearing to receive comments on the Draft EIR. ICF key team members will attend and participate as requested. This scope of work assumes the preparation of meeting materials (e.g., PowerPoint presentations and handouts) but does not assume the labor needed to provide meeting transcript/minutes.

Task 11. Draft Responses to Comments and Administrative Final EIR

The purpose of this task is to prepare responses to the comments received on the Draft EIR and incorporate these responses into an Administrative Final EIR for City review. The Administrative Final EIR will include:

- Comments received on the Draft EIR, including a list of all commenters and the full comment letters and public meeting transcripts with individual comments marked and numbered;
- Responses to all comments; and
- Revisions to the Draft EIR in errata format as necessary in response to comments.

All substantive comments for each written and oral comment will be reviewed, bracketed, and coded for a response. Prior to preparing responses, ICF will meet with staff to review the comments and suggest strategies for preparing responses. This step is desirable to ensure that all substantive comments are being addressed and that the appropriate level of response will be prepared. This scope of work and budget assumes ICF will prepare responses for up to 100 substantive discrete, non-repeating comments and will coordinate integrating the responses prepared by other consultants. However, the number and content of public comments is unknown at this time. Therefore, following the close of the Draft EIR public review period and receipt of all public comments, ICF will meet with the City to revisit the budget associated with this effort to determine if additional hours are needed. Very roughly, each additional substantive discrete comment may cost an additional \$350.

Frequently raised comments of a substantive nature may be responded to in a Master Response, which allows for a comprehensive response to be presented upfront for all interested commenters. ICF will identify and recommend possible Master Responses for City consideration during the initial meeting to discuss strategies for preparing responses.

Following the strategy session, ICF will prepare Master Responses (as appropriate) and individual responses to the bracketed and coded comments. Individual responses to each comment letter will be placed immediately after the comment letter. As necessary, responses may indicate text revisions, in addition to clarifications and explanations. All text changes stemming from the responses to the



comments, as well as those suggested by City staff, will be compiled into an errata included as part of the Final EIR.

Following City's review of the Administrative Final EIR, ICF will address all comments received and prepare a Screencheck Final EIR for City review to ensure that all comments on the Draft were adequately addressed.

Deliverables

- Five hard copies of the Administrative Final EIR
- Electronic copies Administrative Final EIR in MS Word and in Adobe PDF format
- Five hard copies of the Screencheck Final EIR
- Electronic copies of the Screencheck Final EIR in MS Word and in Adobe PDF format

Task 12. Screencheck and Final EIR

Based on comments received from City staff, the Screencheck Responses to Comments will be revised and appropriate revisions to the Draft EIR will be noted. This scope assumes that comments from multiple reviewers will be consolidated with any conflicting comments resolved, and that comments do not result in substantial revisions or additional analyses. The Final EIR will then consist of the Draft EIR and the Responses to Comments document. Revisions to the Draft EIR will be presented as a separate chapter in the Final EIR. The revised Responses to Comments document will be submitted to the City for discussion by the Planning Commission and subsequent certification by the City Council.

Deliverables

- Twenty hard copies of the Final EIR with appendices in CDs
- Electronic copies of the Final EIR in MS Word and Adobe PDF format

Task 13. Certification Hearings, MMRP, Statement of Overriding Considerations, and Final Administrative Record

The purpose of this task is to attend meetings to certify the EIR. Team members will attend and participate in up to two meetings to certify the EIR. If requested by City staff, ICF will present the conclusions of the EIR and a summary of the comments and responses.

As part of this task, ICF will also prepare a draft and final MMRP for the Project, as required by Section 15097 of the State CEQA Guidelines. The MMRP will be in a tabular format and include:

- The mitigation measures to be implemented
- The entity responsible for implementing a particular measure
- The entity responsible for verifying that a particular measure has been completed
- A monitoring milestone(s) or action(s) to mark implementation/completion of the mitigation measure



ICF will prepare the Statement of Overriding Considerations pursuant to Section 15093 of the CEQA Guidelines, if required based on the impacts of the Project. CEQA requires the decision-making agency to balance the economic, legal, social, and technological benefits of a proposed project against its unavoidable environmental impacts. The Statement of Overriding Considerations includes the specific reasons to support its action based on the Final EIR and other information in the record.

ICF will also compile the Administrative Record, assembling background documents as well as correspondence or telephone notes that are cited as sources in the EIR.

Deliverables

- Electronic copies of the Draft MMRP in MS Word and Adobe PDF format
- Five hard copies of the Final MMRP
- Electronic copies of the Final MMRP in MS Word and Adobe PDF format
- Electronic copies of the Draft Statement of Overriding Considerations in MS Word and Adobe PDF format
- Electronic copies of the Final Statement of Overriding Considerations
- One electronic copy (on CD or DVD) of the final Administrative Record

C. Cost

The cost estimate to implement Phase II of the EIR is \$1,113,858 as detailed in Attachment D.





HEXAGON TRANSPORTATION CONSULTANTS, INC.

June 26, 2019

Ms. Kirsten Chapman
ICF
201 Mission Street, Suite 1500
San Francisco, CA 94105

Re: *Proposal to Prepare a Transportation Impact Analysis for the Proposed Willow Village Project in Menlo Park, CA.*

Dear Ms. Chapman:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to prepare a Transportation Impact Analysis (TIA) for the proposed Willow Village project in Menlo Park, CA. The approximately 59-acre project site is bounded to the north by the Dumbarton rail corridor, to the south by the Hetch Hetchy right-of-way and Mid-Peninsula High School, Willow Road to the west and existing life science complex to the east. The project proposes to demolish the existing approximately one million s.f. of industrial/office/warehouse buildings on site and build a mixed-use development including approximately 1,735 residential units, 125,000 to 200,000 s.f. of retail (non-office commercial) uses, a 200- to 250-room hotel and a 1.75 million s.f. office campus. A variant project description increasing the residential component to up to 2,000 units (as permitted with the density bonus) is being considered. Another variant where the project will include no less than 1,500 residential units (in order to comply with the Development Agreement for the Facebook Expansion Project) is also being considered.

Site access to the project site would be provided by three intersections on Willow Road (at Hamilton Avenue, and two new driveways south of Hamilton Avenue), a new intersection on O'Brien Drive at the southeast corner of the project site, and Adams Court. A variant to re-align the Hamilton Avenue intersection is also being considered.

Scope of Services

The purpose of the traffic study is to satisfy the requirements of the City of Menlo Park and the City/County Associations of Governments (C/CAG) Congestion Management Program (CMP). The traffic analysis will include an analysis of weekday AM and PM peak-hour traffic conditions and will determine the traffic impacts of the proposed project on 49 key intersections, 20 freeway segments and 8 freeway ramps in the vicinity of the site. The study will also analyze 10 roadways segments for Average Annual Daily Traffic (AADT) analysis. All internal intersections and driveways proposed on the project site (approximately 20 intersections/driveways based on the February 8, 2019 site plan) will also be evaluated. The external intersections, freeway segments and freeway ramps that we propose to study are identified below.

Study Intersections

1. Marsh Road & Bayfront Expressway [CMP]
2. Marsh Road & US 101 Northbound Off-Ramp
3. Marsh Road & US 101 Southbound Off-Ramp
4. Marsh Road & Scott Drive
5. Marsh Road & Bohannon Drive/Florence Street



6. Marsh Road & Bay Road
7. Marsh Road & Middlefield Road [Atherton]
8. Chrysler Drive & Bayfront Expressway
9. Chilco Street & Bayfront Expressway
10. MPK 21 Driveway (west) & Bayfront Expressway
11. MPK 20 Driveway (east) & Bayfront Expressway
12. Chrysler Drive & Constitution Drive
13. Chilco Street & Constitution Drive/MPK 22 Driveway (unsignalized)
14. Chilco Street & Hamilton Avenue (unsignalized)
15. Ravenswood Avenue & Middlefield Road
16. Ringwood Avenue & Middlefield Road
17. Willow Road & Bayfront Expressway [CMP]
18. Willow Road & Hamilton Avenue
19. Willow Road & North Street (future intersection)
20. Willow Road & Park Street (future intersection)
21. Willow Road & Ivy Drive
22. Willow Road & O'Brien Drive
23. Willow Road & Newbridge Street [East Palo Alto]
24. Willow Road & US 101 Northbound Ramps [East Palo Alto]
25. Willow Road & US 101 Southbound Ramps
26. Willow Road & Bay Road
27. Willow Road & Hospital Plaza/Durham Street
28. Willow Road & Coleman Avenue
29. Willow Road & Gilbert Avenue
30. Willow Road & Middlefield Road
31. O'Brien Drive/Loop Road & Main Street/O'Brien Drive (future intersection)
32. O'Brien Drive & Kavanaugh Drive (unsignalized)
33. Adams Drive & Adams Court (unsignalized)
34. Adams Drive & O'Brien Drive (unsignalized)
35. University Avenue & Bayfront Expressway [CMP]
36. University Avenue & Purdue Avenue (unsignalized)
37. University Avenue & Adams Drive (unsignalized) [East Palo Alto]
38. University Avenue & O'Brien Drive [East Palo Alto]
39. University Avenue & Kavanaugh Drive/Notre Dame Avenue [East Palo Alto]
40. University Avenue & Bay Road [East Palo Alto]
41. University Avenue & Runnymede Street [East Palo Alto]
42. University Avenue & Bell Street [East Palo Alto]
43. University Avenue & Donohoe Street [East Palo Alto]
44. US 101 Northbound Off-Ramp & Donohoe Street [East Palo Alto]
45. Cooley Avenue & Donohoe Street [East Palo Alto]
46. University Avenue & US 101 Southbound Ramps [East Palo Alto]
47. University Avenue & Woodland Avenue [East Palo Alto]
48. University Avenue & Middlefield Road [Palo Alto]
49. Lytton Avenue & Middlefield Road [Palo Alto]

Note: This proposal includes budget to study a few additional intersections if necessary.



CMP Roadway Segments

San Mateo County:

- SR 84 – 4 CMP segments between Alameda de las Pulgas and Alameda County Line
- US 101 – 2 CMP segments between SR 92 and Santa Clara County Line
- SR 109 – 1 CMP segment between Kavanaugh Drive and SR 84
- SR 114 – 1 CMP segment between US 101 and SR 84

Santa Clara County:

- US 101 – 8 CMP segments between Embarcadero Road and SR 85

Alameda County

- SR 84 – 4 CMP segments between San Mateo County Line and I-880

Freeway Ramps

- US 101/Marsh Road Interchange – 2 ramps
- US 101/Willow Road Interchange – 4 ramps
- US 101/University Avenue Interchange – 2 ramps

Roadway Segments for AADT Analysis

Minor Arterials

1. Willow Road, north of Durham Street [Avenue – Mixed Use]
2. Willow Road, north of Blackburn Avenue [Avenue – Mixed Use]
3. Middlefield Road, west of Willow Road [Avenue – Mixed Use]
4. Middlefield Road, east of Willow Road [Avenue – Mixed Use]

Collectors

5. Marsh Road, north of Bohannon Drive [Mixed Use Collector]
6. Hamilton Avenue, east of Madera Avenue [Neighborhood Collector]
7. O'Brien Drive, east of Willow Road [Mixed Use Collector]
8. O'Brien Drive, west of University Avenue [Mixed Use Collector]
9. Adams Drive, west of University Avenue [Mixed use Collector]
10. Bay Road, west of Willow Road [Neighborhood Collector]

It should be noted that Hexagon has prepared an interim proposal for this project to collect travel time data on Willow Road and conduct field observations for approximately 30 to 35 intersections. The interim proposal has a budget of \$16,000. These tasks will not be repeated in the scope below and will not be reflected in this proposal's budget or schedule breakdowns.

The tasks to be included in this proposal are:

1. **Site Reconnaissance.** The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, intersection lane configurations, traffic control devices, and surrounding land uses.



2. **Observation of Existing Traffic Conditions in the Study Area.** Existing traffic conditions will be observed in the field in order to identify any operational deficiencies and to confirm the accuracy of calculated levels of service. This task includes conducting field observations for the remaining approximately 20 study intersections not covered by the interim proposal.
3. **Data Collection.** It is assumed that intersection counts at all study intersections and AADT counts at all 10 study roadway segments will be provided by City staff. This task does not include conducting additional counts. Freeway segment traffic counts will be obtained from the latest Congestion Management Program (CMP) monitoring report.
4. **Evaluation of Existing Conditions.** Existing traffic conditions will be evaluated based on existing traffic volumes at the study intersections. Study intersections within each jurisdiction will be evaluated using the jurisdiction's approved software and analysis methodologies. Due to the close proximity of the intersections at University Avenue and Donohoe Street, at US 101 Northbound Off-Ramp and Donohoe Street and at University Avenue and US 101 Southbound Ramps, these three intersections will be analyzed using the Synchro/SimTraffic software using the latest micro-simulation model built for the University Avenue corridor.
5. **Willow Road Simulation.** Hexagon proposes to develop a micro-simulation model of all study intersections along Willow Road north of Durham Street using the City-preferred simulation software (SimTraffic 10). The micro-simulation model will simulate travel of individual vehicles and pedestrians along the corridor and will allow us to generate a visual animation of the existing traffic operations. Separate simulation models will be developed for the AM and PM peak hours. In order to closely simulate existing conditions, it is assumed that City staff and Caltrans staff will provide detailed signal timing plans as inputs into the simulation model. Hexagon will utilize the collected travel time data (outlined in the interim proposal) and field observations to calibrate the model to closely represent existing traffic operations. The progression analysis will be run for existing conditions as well as for each fully studied scenario.

Hexagon will report LOS results from Vistro for intersections along Willow Road that are being analyzed using simulation models. To ensure consistency, Vistro parameters at each intersection under each scenario will be adjusted so the Vistro results and the simulation results are consistent. Hexagon will prepare an initial technical memorandum summarizing our simulation calibration methodology and results for existing conditions. Upon receiving City approval on the existing simulation model, Hexagon will provide subsequent memorandums documenting all parameter adjustments made to the Vistro file. Separate memorandums will be provided for existing and existing project conditions, background and background project conditions, cumulative and cumulative plus project conditions, and cumulative with Dumbarton conditions (if needed). Impact discussions for each project scenario will begin only after receiving City approval on the respective technical memorandum documenting the Vistro parameter adjustments.



6. **Model Validation.** Hexagon will start with the ConnectMenlo model to be provided by the City. It is assumed that the land use data for existing conditions is relatively up to date and would not require modifications. It is assumed that the model is set up to run daily, AM and PM 4-hour trip assignments, and that it includes most of the study intersections. The model network will be updated to ensure any study intersections not included in the model are also coded. We will check the model validation for the study area, and we will make adjustments to model parameters to get a good match with traffic counts. Because the model will be running 4-hour trip assignments but traffic counts are only 2-hour counts, additional 24-hour roadway traffic counts within or near Menlo Park will be needed to validate the model and derive conversion factors for the intersection counts. Hexagon will provide a list of up to 25 street segments where daily roadway traffic counts are needed. It is assumed that City will provide Hexagon with the counts. We will expect the City to critically evaluate the land use data in the ConnectMenlo model and advise Hexagon about any necessary changes to reflect current existing conditions. Hexagon will input the land use data into the model files. Hexagon will prepare a memorandum documenting our assumptions, inputs and adjustments to the model as well as the validation results.
7. **Future Land Use Data.** Hexagon will rely on the City to provide land use data for the future scenarios, which include Background and Cumulative (2040). The Background scenario will include projects that have been approved and may be under construction but not yet occupied. For zones outside of Menlo Park, Hexagon will use the existing model data for year 2025 for Background conditions. The 2040 scenario will use the current model's 2040 land use data set, except as modified by the City in Menlo Park. This task budget includes some time for Hexagon to assist City staff with allocating development into the model's zones and land use categories.
8. **Trip Generation.** Hexagon will prepare trip generation estimates for the project using various sources. For the Office District, Hexagon will rely on data to be supplied by the project applicant based on driveway counts and in-house mode-split data. For other uses in the project (residential and retail), Hexagon will use ITE trip generation rates. Hexagon will rely on input from the City/project applicant regarding the different land use categories (for the non-residential and office components) and the amount of development in each land use category for trip generation purposes. For internal and any transit-oriented reductions, Hexagon will run the MXD model and derive appropriate trip reductions. Trips generated by existing uses on site will be credited using ITE trip generation rates.

Hexagon will run the travel demand forecasting model to determine the trip distribution pattern for the project. It is assumed that a detailed site plan including parking management plan will be provided by the applicant. This information is needed for trip assignment assumptions. Hexagon will prepare a memo with the trip generation estimates and trip assignment pattern for review and approval by City staff prior to completing the following tasks. This task will be completed for only the main project description.

9. **Background Scenarios.** Hexagon will run the travel forecasting model to produce link-level and intersection turning movement forecasts for the study intersections and freeway segments. The model will be used to produce 4-hour forecasts. Hexagon will convert the 4-hour link forecasts into forecasts of peak-hour intersection turning movements. Hexagon will produce model forecasts both with and without the project. Hexagon will also produce forecasts of vehicle miles traveled (VMT). Model forecasts for the two residential variants



- will be analyzed and documented in the same fashion. This task will be completed for only the main project description.
- 10. Cumulative (2040) Scenarios.** In the same fashion as Task 9, Hexagon will produce year 2040 forecasts with and without the project. Hexagon will work with City staff to identify the transportation network to be used in the Cumulative scenario, and potentially include a scenario that includes rail service in the Dumbarton corridor. Hexagon will work with the City to determine how to analyze a Dumbarton scenario. This task will be completed for only the main project description.
 - 11. Intersection Analysis.** For all background, cumulative and Dumbarton scenarios with and without the project, Hexagon will evaluate intersection levels of service using adjusted model forecast volumes. Intersection impacts will be identified by comparing the project scenarios to the without-project scenarios in accordance with the appropriate jurisdiction's adopted significant impact criteria. For intersections analyzed using the micro-simulation models, this task assumes adjustments to signal timing and corridor coordination under the without-project scenarios. The adjustments will be made based on several key measures of effectiveness (i.e. travel time, stops, queues, etc.) to be determined in coordination with City staff. The with-project scenarios will use the same models as the without-project models. This task will be completed for only the main project description.
 - 12. Intersection Variant Analysis.** It is our understanding that the project applicant is considering a variant scheme at the Willow Road and Hamilton Avenue intersection. This variant scheme would realign Hamilton Avenue south of the current Chevron gas station. As a result, the current signalized intersection at Willow Road and Hamilton Avenue would be moved south by about 200 feet. Under this scheme, the original Hamilton Avenue site access point will become a right-in-right-out only access point. Hexagon will conduct intersection level of service analysis under all project scenarios at these two intersections using the simulation model. The evaluation will include reassigning traffic volumes at these two intersections as necessary. This task will be completed for only the main project description.
 - 13. Freeway Analysis.** For all background and cumulative scenarios with and without the project, freeway levels of service will be evaluated using adjusted model forecast volumes. Freeway impacts will be identified by comparing the project scenarios to the without-project scenarios in accordance with the appropriate jurisdiction's adopted significant impact criteria. This task will be completed for only the main project description.
 - 14. Freeway Ramp Analysis.** The freeway ramp analysis will consist of a volume-to-capacity analysis of the study freeway ramps under all study scenarios. Hexagon will conduct field observations at existing on-ramps with ramp meters to determine the existing ramp meter rates and queuing. Queuing at the study on-ramps will be analyzed under background and background plus project scenarios assuming the same ramp meter rates. Freeway ramp analysis will be presented only for information. This task will be completed for only the main project description.
 - 15. Roadway AADT Analysis.** For all background and cumulative scenarios with and without the project, Hexagon will evaluate the project impacts on roadway AADT using adjusted model forecast volumes. Impacts will be identified by comparing the project scenarios to



the without-project scenarios in accordance with the appropriate jurisdiction's adopted significant impact criteria. This task will be completed for only the main project description.

- 16. Signal Warrant Analysis.** The need for future signalization of the unsignalized study intersections will be evaluated on the basis of the Peak Hour Warrant (Warrant 3 – Part B) in the *California Manual on Uniform Traffic Control Devices*. The warrant will be evaluated using peak-hour volumes for all study scenarios. This task will be completed for only the main project description.
- 17. Alternative Metrics.** This task provides a budget allowance for Hexagon to calculate other potential transportation metrics. These could include travel time and speed, mode split, transit ridership, or others. This task could also be used to test different mitigation strategies such as congestion pricing, trip caps, parking charges, or others. This task will be completed for only the main project description.
- 18. Project Alternatives.** Hexagon will estimate the trip generation of project alternatives for reporting in the EIR. Estimates will be done using ITE trip rates and the MXD model. This task does not include running the travel forecasting model for the project alternatives. Hexagon will qualitatively discuss whether the potential project impacts would differ as a result of the different land use alternatives. This discussion will be based off only the impact conclusions of the main project description. This task assumes analyzing up to four project alternatives. Two of the project alternatives will be the increased residential variant (up to 2,000 units) and the decreased residential variant (no less than 1,500 units). It is envisioned that the two residential variants will be analyzed in greater detail than the other two project alternatives budgeted in this task, but the level of analysis required for the two residential variants is unknown at this time. Therefore, this task assumes up to 80 hours of Hexagon staff time.
- 19. Sensitivity Analysis.** Hexagon will conduct a qualitative sensitivity analysis to determine the extent to which the project would need to be modified to eliminate all significant intersection and freeway impacts. This task will be completed for only the main project description.
- 20. Phasing Analysis.** It is our understanding that the project is anticipated to be completed in three phases. Hexagon will conduct a trip generation analysis to estimate the project trips after completion of each phase. Hexagon will provide a qualitative discussion of the intersection and freeway impacts expected during the two interim phases. This task will be completed for only the main project description.



21. Internal Intersection Analysis. Hexagon will conduct an operations analysis of the proposed internal roadway network. This task will be completed for only the main project description. This analysis will include intersection levels of service analysis using the Vistro software. Intersection controls will be assumed as proposed. For proposed unsignalized intersections, a signal warrant analysis will be conducted in accordance with Task 16. A queuing analysis will also be conducted to determine the need, and if so length of turn pockets, as well as to identify any potential spillback issues.

For the variant scheme, it is expected that traffic operations at the four internal intersection on West Street and on Main Street at Hamilton Avenue and at North Street will be affected. The intersection levels of service analysis, queuing analysis and potential signal warrant analysis will be evaluated just for these four intersections under the variant scheme.

22. Site Plan Review. A review of the project site plan will be performed to determine the overall adequacy of the site access and on-site circulation in accordance with generally accepted traffic engineering standards and to identify and access or circulation issues that should be improved.

Hexagon will also review any proposed bus/shuttle routes on site for site access and site circulation. Proposed bus/shuttle stops will be reviewed to determine potential circulation issues. This task will be completed for only the main project description.

23. Parking and Peer Review of Shared Parking Analysis. Parking will be evaluated relative to the City of Menlo Park parking requirements. It is our understanding that a shared parking analysis will be prepared by the project applicant. This task includes two rounds of peer review of the shared parking analysis (one round of review for the draft and one round of review for the final report). This task will be completed for only the main project description.

24. Evaluation of Vehicle Queuing. For selected locations where the project would add a significant number of left-turning vehicles, the adequacy of existing/planned storage at turn pockets will be assessed by means of comparison with expected maximum vehicle queues. Vehicle queues will be estimated using a Poisson probability distribution. This task will be completed for only the main project description.

25. Bicycle, Pedestrian, and Transit Facilities. A qualitative analysis of the project's effect on transit service in the area and on bicycle and pedestrian circulation in the study area will be included in the traffic report. This includes sidewalks, bicycle lanes, and amenities to promote the safe use of alternate modes of transportation, and connections to the existing bicycle and pedestrian network. The analysis will consider the project's proposed elements with respect to the City's currently adopted Bicycle Plan and Sidewalk Master Plan as well as the Transportation Master Plan currently in development. This task will be completed for only the main project description.



- 26. Peer Review of TDM Plan.** Hexagon will conduct a comprehensive peer review of the applicant-provided Transportation Demand Management (TDM) Plan. Hexagon will summarize our comments in a draft memorandum and will respond to one round of comments from City of Menlo Park and ICF and prepare a final memorandum. This task also includes a peer review of the Final TDM Plan. This task will be completed for only the main project description.
- 27. Description of Impacts and Recommendations.** Based on the results of the level of service calculations, impacts of the site-generated traffic will be identified and described. Recommendations will be formulated that identify the locations and types of improvements or modifications necessary to mitigate significant near-term or long-range project impacts. Potential secondary impacts associated with any proposed improvements will be discussed as well. Hexagon will also determine whether the requirement of specific TDM measures could mitigate project impacts. This task will be completed for only the main project description.
- 28. C/CAG Checklist.** For developments generating over 100 net peak hour trips, the San Mateo County CMP require the completion of a C/CAG checklist. Hexagon will prepare the required C/CAG checklist based on the final TDM Plan provided by the project applicant. This task will be completed for only the main project description.
- 29. Meetings.** The fee estimate includes Hexagon staff attendance at ten meeting in connection with the project. It also includes Hexagon staff attendance at four public hearings in connection with the project.
- 30. Reports.** Hexagon will prepare the Transportation chapter of the EIR as well as a stand-alone TIA report. The TIA report will include all analysis included in the Transportation chapter of the EIR and will include other non-CEQA related analysis. The TIA report will serve as the technical appendix to the Transportation chapter of the EIR This task includes preparation of two rounds of the Administrative Draft and one round of the Draft Transportation Chapter and TIA. Hexagon will respond to editorial comments on each round of the reports from both City staff and ICF. It is assumed that ICF will provide the outline of the format to be used for the EIR Transportation Chapter.
- 31. Final EIR.** Hexagon will respond in writing to comments received on the Draft EIR Transportation Chapter. As it is unknown at this time the level of effort required in responding to these comments, this task assumes up to 80 hours of Hexagon staff time.

Additional Services

Any work not specified in the above Scope of Work Tasks 1-31 – for example analyzing a different project description, reviewing a different site plan, analyzing additional intersections, or conducting progression analysis for other corridors – shall be considered additional services. Additional services will require additional budget and additional time and will be conducted upon receipt of authorization to proceed.



Time of Performance

Barring any unforeseen delays, an administrative Transportation Chapter and the technical appendix will be submitted approximately 30 weeks after: (1) authorization to proceed, (2) receipt of all required data (such as new count data, model's land use input assumptions, and project related information), and (3) field observations. It should be noted that the field observations included in this proposal cannot be conducted until school resumes in September. Upon receiving budget authorization, Hexagon will provide a detailed schedule outlining a list of milestones needed to maintain the 32-week schedule.

Cost of Services

The fee for the scope of services will be based on time and expenses up to a maximum budget of \$367,000.

We appreciate your consideration of Hexagon Transportation Consultants for this assignment. If you have any questions, please do not hesitate to call.

Sincerely,

HEXAGON TRANSPORTATION CONSULTANTS, INC.

A handwritten signature in black ink, appearing to read "Gary K. Black".

Gary K. Black
President

A handwritten signature in black ink, appearing to read "Ollie Zhou".

Ollie Zhou, T.E.
Senior Associate



**Table 1
 Budget Breakdown**

Project:	Willow Village EIR						Multiplier:	1.00
COST ESTIMATE								
		Labor Hours						
Number	Item	Black	Van Den Hout	Zhou	Engineer	Admin/Graphics	Expenses	Labor Costs
	Rate	\$ 280	\$ 240	\$ 210	\$ 125	\$ 105		
1	Site Reconnaissance			4				\$ 840
2	Field Observations				40		\$ 100	\$ 5,000
3	Data Collection				8			\$ 1,000
4	Evaluation of Existing Conditions			20	40			\$ 9,200
5	Willow Road Simulation	8		100	100			\$ 35,740
6	Model Validation		40	100				\$ 30,600
7	Future Land Use Data			40				\$ 8,400
8	Trip Generation	8	8	32				\$ 10,880
9	Background (2025)		16	40				\$ 12,240
10	Cumulative (2040)	8	32	80				\$ 26,720
11	Intersection Analysis			60	60			\$ 20,100
12	Intersection Variant Analysis			10	20			\$ 4,600
13	Freeway Analysis				40			\$ 5,000
14	Freeway Ramp Analysis				40		\$ 200	\$ 5,000
15	Roadway AADT Analysis				20			\$ 2,500
16	Signal Warrant Analysis				20			\$ 2,500
17	Alternative Metrics	16	24	60				\$ 22,840
18	Project Alternatives	20		60				\$ 18,200
19	Sensitivity Analysis			20	20			\$ 6,700
20	Phasing Analysis			10	20			\$ 4,600
21	Internal Intersection Analysis			20	40			\$ 9,200
22	Site Plan Review			10	20		\$ 100	\$ 4,600
23	Parking and Shared Parking Peer Review	2		10	40			\$ 7,660
24	Queuing				20		\$ 200	\$ 2,500
25	Bicycle, Pedestrian and Transit			20	20			\$ 6,700
26	Peer Review of TDM Plan			20	40			\$ 9,200
27	Impact and Recommendations	8		20	20			\$ 8,940
28	C/CAG Checklist				10			\$ 1,250
29	Meetings	84					\$ 450	\$ 23,520
30	Reports	16	16	80	100	20		\$ 39,720
31	Final EIR	40		40				\$ 19,600
Totals		210	136	856	738	20	\$ 1,050	\$ 365,550
Total Contract Cost:		\$ 366,600.00						



KEYSER MARSTON ASSOCIATES
ADVISORS IN PUBLIC/PRIVATE REAL ESTATE DEVELOPMENT

August 1, 2019

Erin Efner and Kirsten Chapman

ICF International
201 Mission Street, Suite 1500
San Francisco, CA 94105

ADVISORS IN:
REAL ESTATE
AFFORDABLE HOUSING
ECONOMIC DEVELOPMENT

SAN FRANCISCO

A. JERRY KEYSER
TIMOTHY C. KELLY
DEBBIE M. KERN
DAVID DOEZEMA
KEVIN FEENEY

Re: Proposed Scope of Services to Prepare a Housing Needs Assessment for the Willow Village Master Plan

Dear Ms. Efner and Ms. Chapman:

LOS ANGELES

KATHLEEN H. HEAD
JAMES A. RABE
GREGORY D. SOO-HOO
KEVIN E. ENGSTROM
JULIE L. ROMEY
TIM BREITZ

Keyser Marston Associates, Inc. ("KMA") is pleased to present the enclosed proposed scope of services to prepare a Housing Needs Assessment ("HNA") for the City of Menlo Park addressing the proposed Willow Village Master Plan Project ("Project"). The Project is a mixed-use development encompassing up to 1,735 units of housing, 1.75 million square feet of office space, 250 hotel rooms, up to 200,000 square feet of retail, as well as parks and open space. The Project replaces the existing Menlo Science and Technology Park encompassing approximately 1 million square feet of existing office, R&D and warehouse space in 21 separate buildings.

SAN DIEGO

PAUL C. MARRA

KMA is exceptionally well qualified to prepare the HNA for the Project based on our broad expertise preparing housing impact studies and project-specific housing needs analyses. Our HNA experience includes three prior projects in Menlo Park: Menlo Gateway, the Facebook Campus, and the Facebook Campus Expansion Project. KMA is also currently engaged in preparation of HNAs for several additional development projects in Menlo Park.

The enclosed HNA scope of services includes preparation of an HNA addressing, to the extent possible, the following housing-related impacts of the proposed Project:

- Housing need by affordability level for on-site workers;
- Estimated geographic distribution of housing needs by jurisdiction; and
- Evaluation of the potential impacts on the regional housing market, including in connection with potential multiplier effects, and the degree to which the Project may contribute to rising housing costs and displacement of existing residents of lower income communities in the local area.

We understand that the HNA must be prepared consistent with the terms of the recent settlement agreement between the City of East Palo Alto and Menlo Park. The enclosed scope of service is designed to provide the analyses contemplated by the settlement agreement. However, we would be happy to discuss potential refinements to the scope of services and budget to ensure the HNA addresses the City's needs and satisfies the intent of the agreement with East Palo Alto.

The scope of services and proposed budget for the HNA is enclosed as Attachment A. The HNA will provide similar analyses to the other HNAs KMA is currently engaged to prepare but will need to address the added complexity associated with the larger scale, greater range of non-residential uses, inclusion of a significant housing component, and analyses related to removal of the existing Menlo Science and Technology Park.

Please let me know if you have any questions or comments regarding this proposed scope of services.

Sincerely,

KEYSER MARSTON ASSOCIATES, INC.



David Doezema

Attachment A: Scope of Services
Attachment B: KMA Rate Schedule

Attachment A
Scope of Services to Prepare a Housing Needs Assessment (HNA)
for the Willow Village Master Plan Project

The following scope of services is for preparation of a Housing Needs Assessment (HNA) addressing the Willow Village Master Plan Project (“Project”). The HNA will address the following major housing-related topics, to the extent possible:

- 1) Housing need by affordability level for on-site Project workers;
- 2) Estimated geographic distribution of housing needs by jurisdiction; and
- 3) Evaluation of potential impacts of the Project on the regional housing market and the degree to which the Project may contribute to rising housing costs and displacement of existing residents of lower income communities in the local area. The analysis of housing market effects will include, to the extent possible, consideration of the potential “multiplier effect” for indirect and induced employment by the Project.

These housing-related impacts are not required to be analyzed under CEQA but may be of interest to decision-makers and/or the public in evaluating the merits of the Project. These analyses are being provided consistent with the terms of a 2017 settlement agreement with the City of East Palo Alto. The pertinent paragraph from the 2017 settlement agreement states the following:

When the preparation of an EIR is required pursuant to this Agreement, concurrent with the preparation of the EIR, Menlo Park or East Palo Alto, whichever is the lead agency for the Development Project, will conduct a Housing Needs Assessment (“HNA”). The scope of the HNA will, to the extent possible, include an analysis of the multiplier effect for indirect and induced employment by that Development Project and its relationship to the regional housing market and displacement. Nothing in this section indicates an agreement that such an analysis is required by CEQA.

Task 1 – Project Initiation and Data Collection

The purpose of this task is to identify the availability of data necessary to complete the HNA, identify key analysis inputs and assumptions, and refine the approach to the assignment. As part of this task, KMA will:

- (1) Provide a list of data needs to complete the HNA and work with ICF International and the City’s project team as necessary to gather the necessary data.

- (2) Meet with City staff, its consultants, and the project sponsor team to: (a) discuss data and analysis alternatives (b) review technical methodology and approach (c) discuss and agree on schedule.

Task 2 – Housing Needs Assessment for On-Site Workers

KMA will quantify, by affordability level, the net new housing demand associated with on-site workers at the Project. The analysis will quantify total housing demand based on the estimated number of employees added by the Project (which are net new jobs in the region) and household size ratios developed from Census data. Employee compensation levels are estimated by linking generic occupational categories with local data on compensation levels. Employee compensation levels are then translated into housing need by affordability level using published income limits and accounting for the fact that households have more than one worker on average.

The primary data sources we will use for this component of the analysis are:

1. Data on occupations by industry from the Bureau of Labor Statistics. KMA will select the industry categories (or blend multiple categories) to represent each non-residential component of the Project.
2. Current employee compensation data specific to San Mateo County for the relevant occupational categories from the California Employment Development Department will be used in the analysis.

Each project component will need to be analyzed separately to address differences in compensation structure. In addition, existing housing needs associated with the Menlo Science and Technology Park will need to be analyzed to establish the net new housing demand considering removal of this existing use.

KMA has prepared similar analyses for other projects in Menlo Park including the existing Facebook Campus, the Facebook Campus Expansion Project, and the Menlo Gateway Project. We have also performed project-specific housing needs analyses for commercial and institutional development proposals in the cities of San Carlos, Palo Alto, Redwood City, and Napa County. Some of these analyses have been performed using employee occupation and compensation data provided by the applicant and some have been performed using generic data as is assumed in this proposal. KMA has also prepared affordable housing nexus fee studies in many cities and has developed a methodology to perform the nexus analyses using local, state and federal data sources. KMA has refined the nexus analysis methodology over the years and now has considerable experience adapting it to specific development projects.

The result of this task will be the estimated number of net new employee households, by affordability level, who will need housing within daily commute distance.

Task 3 – Net Housing Need Considering 1,735 Added Housing Units

In this task, KMA will take the 1,735 added housing units into consideration through completion of the following analyses:

- a. *Housing Supply Addition by Income Level* – The 1,735 units to be added to the housing supply by the Project will be summarized based on the income level applicable to the proposed market rate and below market rate (BMR) affordable units. The income level for market rate units will utilize rent estimates provided by the applicant or will be estimated by KMA based on an analysis of rental market data. The income level for the BMR units will reflect City requirements.
- b. *Off-site Jobs Supported by Residential* – Development of new residential units adds to the demand for services such as retail, restaurants, healthcare and education. Some of these services will be met through on-site retail, while others may be met at off-site establishments. KMA will prepare an analysis to estimate housing demand by income for workers associated with off-site services to residential units. The analysis will utilize the most current data available and will follow a series of steps linking the estimated incomes of residents living in the new units, their demand for goods and services estimated to be met off-site, the number of jobs associated with providing these off-site services, and the housing need by income level of the workers who fill those jobs. The analysis will adjust for non-local spending such as at on-line retailers. Multiplier effects will be considered as part of the analysis.
- c. *Net Housing Demand / Supply Effect* – The net housing supply / demand effects will be computed by combining the findings of the above analyses with that of Task 2.

Task 4 – Analysis of Commuting and Geographic Distribution of Housing Needs

The prior tasks are to determine the total housing needs irrespective of where workers will live. This task develops information to help understand existing commute relationships and trends, and approaches to identifying how the total housing needs will be accommodated locally. KMA will analyze the commute relationships of existing jobs in Menlo Park and where job holders live (or commute from as a place of residence) using data from the U.S. Census. KMA will then apply the data to estimate Menlo Park's share of increased housing needs and the estimated distribution of housing needs throughout the region. KMA will incorporate any tenant-specific commute data for Facebook and / or the existing tenants of the Menlo Science and Technology Park to be removed, to the extent it can be provided.

Task 5 – Relationship to Regional Housing Market and Potential to Contribute to Displacement

This task is designed to provide an evaluation, to the extent possible, of the potential for the Project to influence housing prices and rents and contribute to displacement pressures in the local area. Lower income communities in the Bay Area have become increasingly vulnerable to displacement of existing residents. Employment growth, constrained housing production, and rising income inequality are among the factors that have contributed to increased displacement pressures, especially within lower income communities in locations accessible to employment centers where many households are housing-cost burdened.

Given the complex array of factors that influence housing markets and neighborhood change, precise estimates or projections of impacts and outcomes are not feasible; rather, the analysis will seek to provide information and context that will be useful to understanding the likely magnitude or range of potential impacts. The estimated local housing demand absorbed by the 1,735 units of additional housing, including required BMR affordable units, will be considered as part of the evaluation.

KMA will complete the following tasks to inform an evaluation of potential impacts:

- a) *Historic Residential Real Estate trends* – KMA will assemble data on historic home sales and rental trends for the County, the Belle Haven Neighborhood, the City of East Palo Alto, and up to seven other comparison communities within the Bay Area. Selection of comparison communities will be based on areas that are considered vulnerable to displacement or undergoing displacement as the most relevant context for trends in East Palo Alto and Belle Haven. KMA will utilize data readily available from commercial data providers such as CoStar and CoreLogic.
- b) *Comparative Analysis of Residential Real Estate Trends* – Residential real estate market trends in East Palo Alto and Menlo Park's Belle Haven neighborhood since the existing Facebook campus was first occupied will be compared to trends in the selected Bay Area comparison communities to inform an understanding of the extent to which localized market trends in the two communities diverged from other Bay Area locations since Facebook moved into its existing campus in 2011. This information will help inform an understanding of whether Facebook has had a localized impact on the housing market that is distinguishable from broader regional trends.
- c) *Review of employment trends* – KMA will assemble data on historic employment trends for the same time frame as the historic review of real estate trends. Employment trends data will be distinguished by compensation level so that growth in higher-income and lower-income jobs can be separately understood. We will look at employment trends

across different geographic scales to enable relationships to be tested at the different geographic scales.

- d) *Analysis of historic relationships* – KMA will analyze the extent to which employment growth and residential real estate trends have been correlated with one another. Separate findings specific to the influence of high compensation jobs will be provided as a proxy for consideration of the impacts associated with potential multiplier effects. These relationships will be drawn upon to provide context for understanding the degree of influence the Project may have on local home prices and rents.
- e) *Estimated increased housing demand in East Palo Alto and Belle Haven* – KMA will draw on the commute shed data from Task 4 to describe the estimated share of new Project workers likely to seek and find housing in East Palo Alto and Belle Haven. The ability to isolate commute trends specific to Belle Haven will depend on the availability of commute data from the Project Sponsor.

KMA will discuss the likely impacts or range of impacts on displacement that could be experienced as a result of the Project based upon the information assembled in a) through e), above. Findings will be qualitative in nature but will reference the quantitative information assembled in the analysis tasks as part of the narrative.

Task 6 – Evaluation of Project Variants

The report will include a discussion of two Project variants regarding the number of added housing units, a 2,000-unit variant and a 1,500-unit variant. KMA will quantify the net impact on housing demand and supply for the Project variants consistent with Tasks 3 and 4. For the Task 5 analysis of displacement impacts, a limited qualitative discussion of Project variants will be provided.

Task 7 – Report Preparation

The methodology, data sources, results and implications of the HNA will be documented in a written report. This scope assumes one draft version of the report for review and one final report.

Task 8 – Coordination with DEIR Population and Housing Section

This task includes a time and materials budget allowance for review and coordination between the Population and Housing Section of the DEIR to be prepared by ICF and the HNA.

Task 9 – Responses to DEIR Comments

KMA anticipates assisting the City and ICF International in preparing responses to comments on the Draft EIR. KMA’s focus will be on comments that are directly related to the HNA. We have included a time and materials budget allowance for KMA to assist with preparation of responses to comments.

Budget

KMA proposes to complete this scope of services for the Willow Village Master Plan Project on a time and materials basis for an amount not to exceed \$105,500 per the estimate below. A copy of our current rate schedule is attached.

Task	Budget Estimate
Task 1 - Project Initiation and Data Collection	\$4,000
Task 2 – Total Housing Need by Income, on-site workers	\$22,000
Task 3 – Off-site jobs supported by residential and net new housing needs	\$15,000
Task 4 – Geographic Distribution of Housing Needs	\$4,000
Task 5 – Relationship to Regional Housing Market and Displacement	\$27,000
Task 6 – Evaluation of Project Variants	\$3,000
Task 7 – Report (Draft and Final)	\$7,000
Task 8 – Coordination with DEIR Population and Housing Section	\$1,500
Task 9 – T&M Allowance for DEIR responses to comments	\$12,000
Meetings in Menlo Park (one in addition to kickoff)	\$1,000
Public hearings (assume two)*	\$4,000
Reimbursable Expenses (market data)	\$5,000
Total	\$105,500

* Includes related coordination and preparation.

ATTACHMENT B

KEYSER MARSTON ASSOCIATES, INC. PUBLIC SECTOR HOURLY RATES

	<u>2019/2020</u>
CHAIRMAN, PRESIDENT, MANAGING PRINCIPALS*	\$280.00
SENIOR PRINCIPALS*	\$270.00
PRINCIPALS*	\$250.00
MANAGERS*	\$225.00
SENIOR ASSOCIATES	\$187.50
ASSOCIATES	\$167.50
SENIOR ANALYSTS	\$150.00
ANALYSTS	\$130.00
TECHNICAL STAFF	\$95.00
ADMINISTRATIVE STAFF	\$80.00

Directly related job expenses not included in the above rates are: auto mileage, parking, air fares, hotels and motels, meals, car rentals, taxis, telephone calls, delivery, electronic data processing, graphics and printing. Directly related job expenses will be billed at 110% of cost.

Monthly billings for staff time and expenses incurred during the period will be payable within thirty (30) days of invoice date.

* Rates for individuals in these categories will be increased by 50% for time spent in court testimony.

bae urban economics

July 2, 2019

Kirsten Chapman
Project Manager
ICF
201 Mission Street, Suite 1500
San Francisco, CA 94105

Dear Ms. Chapman:

We appreciate the opportunity to submit this proposal to prepare a Fiscal Impact Analysis for the Willow Village Master Plan in the Bayfront Area of Menlo Park (“Project”). Our understanding is that the Base Project would consist of a 59-acre mixed-use neighborhood with 1,735 housing units, 125,000 to 200,000 square feet of retail that would include a grocery store and pharmacy (and possibly entertainment uses), a 200- to 250-room hotel and ancillary uses, a 1.75 million square foot office campus with ancillary uses, and public parks and open space. A 10,000 square foot community center is planned adjacent to the public park. The City of Menlo Park (“client”) requires a Fiscal Impact Analysis study that will address impacts to the City’s General Fund, as well as Special Districts, including the Menlo Park Fire Protection District. In addition to an analysis of the fiscal impacts of the Base Project described above, the City of Menlo Park is requesting an analysis of two potential “Variants” of the Project: Variant 1, which would include up to 2,000 housing units, and Variant 2, which would include no less than 1,500 units.

BAE is an award-winning real estate economics and development advisory firm with a distinguished record of achievement over its 30+-year history. Headquartered in Berkeley, CA, BAE also has branch offices in Los Angeles, Sacramento, New York City, and Washington DC, enabling our 18 staff to contribute to and learn from best practices in urban sustainable development around the U.S. Our practice spans national and state policy studies to local strategic plans and public-private development projects. BAE has extensive experience assessing the fiscal impacts and economic impacts of proposed new development, including our previous work for the City of Menlo Park, as well as assisting local governments to negotiate for community benefits from proposed new development.

The following pages detail our proposed work program, schedule, and budget. This proposal remains effective for 90 days from the date of submittal of this letter. Please feel free to

San Francisco

2600 10th St., Suite 300
Berkeley, CA 94710
510.547.9380

Sacramento

803 2nd St., Suite A
Davis, CA 95616
530.750.2195

Los Angeles

448 South Hill St., Suite 701
Los Angeles, CA 90013
213.477.1111

Washington DC

700 Pennsylvania Ave. SE, 2nd Floor
Washington, DC 20003
202.588.8945

New York City

234 5th Ave.
New York, NY 10001
212.683.4486

contact me at stephaniehagar@bae1.com or 510.547.9380 if you have any questions or would like to further discuss this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephanie Hagar', with a stylized flourish at the end.

Stephanie Hagar
Vice President

SCOPE OF SERVICES

This section outlines BAE's proposed work program, including deliverables.

Task 1: Meet with City Staff and Review Background Materials

Task 1A: Meet with City Staff and Tour Project Site. BAE will meet with City staff to review the scope of services, proposed schedule, and deliverables. BAE will also tour the site and area.

Task 1B: Review Key Financial, Planning, and Environmental Documents. This task will include a review of relevant documents and plans pertaining to the proposed project including the Willow Village Project Description and Plans, the City's General Plan and Zoning Ordinance, the project Environmental Impact Report (if applicable), and City staff reports. BAE will also review the City budget, the Comprehensive Annual Financial Report, City fee ordinances, and other financial documents from the City and affected special districts including fire and school districts.

Task 2: Analyze Fiscal Impacts

This analysis will consider revenue and cost implications of the Project, up to three Project Alternatives, and two Project Variants for the City, Menlo Park Fire Protection District, and affected special districts and school districts. BAE understands that the Project Variants analyzed under this task will be the Variants that includes up to 2,000 dwelling units and the Variant that includes no less than 1,500 dwelling units. BAE has included a contingency budget in this proposal, which would enable additional analysis of the fiscal impacts of Project Variants if determined necessary. BAE will utilize and update prior FIA models prepared for the City of Menlo Park to conduct this analysis.

BAE will estimate annual General Fund revenue sources, including sales tax, property tax, transient occupancy tax, business license revenue, franchise fees, and any other applicable taxes. BAE will also estimate one-time revenue sources including impact fees and property transfer tax. For key revenues, (e.g., transient occupancy taxes) BAE will estimate revenues within an expected low to high range as appropriate.

BAE will estimate annual General Fund expense items, including police, public works, recreation and library services, and general government services, as well as services provided by special districts. The cost analysis will, whenever feasible, study the marginal cost of providing additional service. As part of this process, BAE will contact local public service providers including the police department and Fire Protection District to assess existing service capacity and the potential impact of the proposed project. For police, BAE will work with the local department to examine the current beat structure and discuss how this may need to be altered to serve the new development. Any new patrol officers and/or equipment

would also be analyzed on a marginal basis. For fire, BAE will study existing capacity at the station that would serve the proposed project and assess any additional labor or equipment costs that the station would incur. Cost impacts for other city departments and school districts will also be analyzed.

Fiscal impacts will be presented in current dollars on a net annual and cumulative basis over a 20-year period presented in constant 2019 dollars. To determine an appropriate absorption rate for the various proposed land uses, BAE will review the project applicant's anticipated absorption schedule.

During the preparation of the FIA, all communication with the project sponsor will be with or through City staff.

Task 3: Prepare Fiscal and Economic Impact Report

Task 3A: Prepare Administrative Draft Fiscal and Economic Impact Analysis Report. BAE will prepare and submit an Administrative Draft Fiscal Impact Analysis report to City staff. The report will include a concise and highly-accessible executive summary, including a summary of the methodology and key findings from Tasks 1 and 2.

Task 3B: Prepare Public Review and Final Draft Report. Staff will provide written a single set of consolidated comments to BAE regarding the Administrative Draft. At the discretion of City Staff, BAE will also review any comments from the Project Applicant. BAE will address all comments with City staff and make modifications as needed. BAE will then submit a draft Public Review Draft for staff to review. Staff will note any minor corrections and BAE will submit a Public Review Draft.

Task 3C: Prepare Presentation, Attend Two Meetings. This task includes preparation of a PowerPoint presentation for use by staff, BAE, and posting to the City's website. BAE will discuss comments with City staff and make changes as necessary. BAE will then submit a Final report. BAE will attend up to two meetings to present its findings, anticipated to be one Planning Commission meeting and one City Council meeting.

Task 4: Project Coordination

BAE will coordinate this assignment and participate in team conference calls with ICF, as necessary.

DATA NEEDS

In order to complete this analysis BAE will require access to various City and special district staff to conduct brief interviews and confirm methodologies and assumptions. In particular, BAE would intend to speak with most department/district heads, or their designees, as well as the City finance director. BAE would work with the finance department to obtain electronic copies of relevant budget files if any of the files needed for this analysis are not publicly available on the City's website.

BAE will acquire market, demographic, and other data from data vendors and publicly-accessible data sources. A budget for all data that BAE will purchase to undertake the above scope of work is included below.

From the project sponsor, BAE will request market studies and marketing plans, including pricing assumptions. If the project sponsor provides these studies and plans, BAE will use this information to supplement data from data vendors and publicly-accessible data sources to inform assumptions related to assessed property values as well as other revenue and cost assumptions, as appropriate. If the project sponsor does not provide market studies or marketing plans, BAE will rely on more general information provided by data vendors and publicly-available sources.

BUDGET AND FEES

BAE will complete the work described above for a fixed-fee budget of \$35,800, or \$39,050 including the proposed contingency budget, as shown in the budget provided below. BAE believes that it is prudent to include a contingency budget for this project given that there is little information currently available related to the Project Variants, and that it may be determined that analysis of the fiscal impacts of additional Project Variants is necessary as these Variants are defined over time. In no event shall BAE perform work under the contingency budget without prior written approval from City staff.

The budget shown below will include all consultant costs, including personnel, overhead, and miscellaneous reimbursable expenses. Miscellaneous expenses such as data purchase and travel are passed through to the client with no markup. This budget includes two public meetings as part of Task 3. Please note that attendance at additional public meetings/hearings is calculated at the rate of \$1,500 for preparation, travel and up to three hours of meeting time, with hourly rates for all meeting time over three hours, as well as additional meetings beyond those set forth in the scope. In no event shall the total project cost exceed the fixed-fee budget, unless the client requests work beyond the agreed-upon scope.

	Hours by Staff			Budget
	Principal	Vice President		
	Shiver	Hagar	Associate	
Hourly Rate	\$300	\$210	\$140	
Task 1: Start-up Meeting & Review of Background Materials	4	8	6	\$3,720
Task 2: Conduct Fiscal Impact Analysis	6	31	66	\$17,550
Task 3: Prepare Draft & Final FIA Reports (incl. 2 mtgs)	6	30	25	\$11,600
Task 4: Project Coordination	<u>1</u>	<u>3</u>	<u>0</u>	<u>\$930</u>
Subtotal Labor	17	72	97	\$33,800
Expenses (a)				\$2,000
Total (Labor + Expenses) before contingency				\$35,800
Contingency (b)				\$3,250
Total with Contingency				\$39,050
Optional Task: BAE Attendance at Additional Public Meetings/Hearings - Each				\$1,500

Notes:

(a) Includes purchase of Smith Travel Research data for hotel market trends, other data expenses, and mileage for meetings.

(b) Contingency budget will cover any unanticipated additions to BAE's scope of work, which could include analysis of additional Project Variants. BAE will use the contingency budget only if authorized by City staff for specific additions to BAE's scope of work.

Costs for any additional work authorized by the client will be billed on an hourly time-and-materials basis, in accordance with BAE's standard hourly billing rates:

Principal	\$300/hour
Senior Advisor	\$300/hour
Director	\$235/hour
Vice President	\$210/hour
Senior Associate	\$185/hour
Associate	\$140/hour
Sr. Analyst	\$110/hour
Analyst	\$95/hour

These rates are subject to revision on or after January 1, 2020.

PROJECT SCHEDULE

Assuming that BAE receives all requested data within the first two weeks following project start up, BAE will complete the Administrative Draft within eight weeks following project start up. BAE will prepare a Public Review Draft within two weeks of receiving a single set of combined written comments on the Administrative Draft. BAE will prepare a Final report within two weeks of receiving a single set of combined written comments on the Public Review Draft.



Attachment D

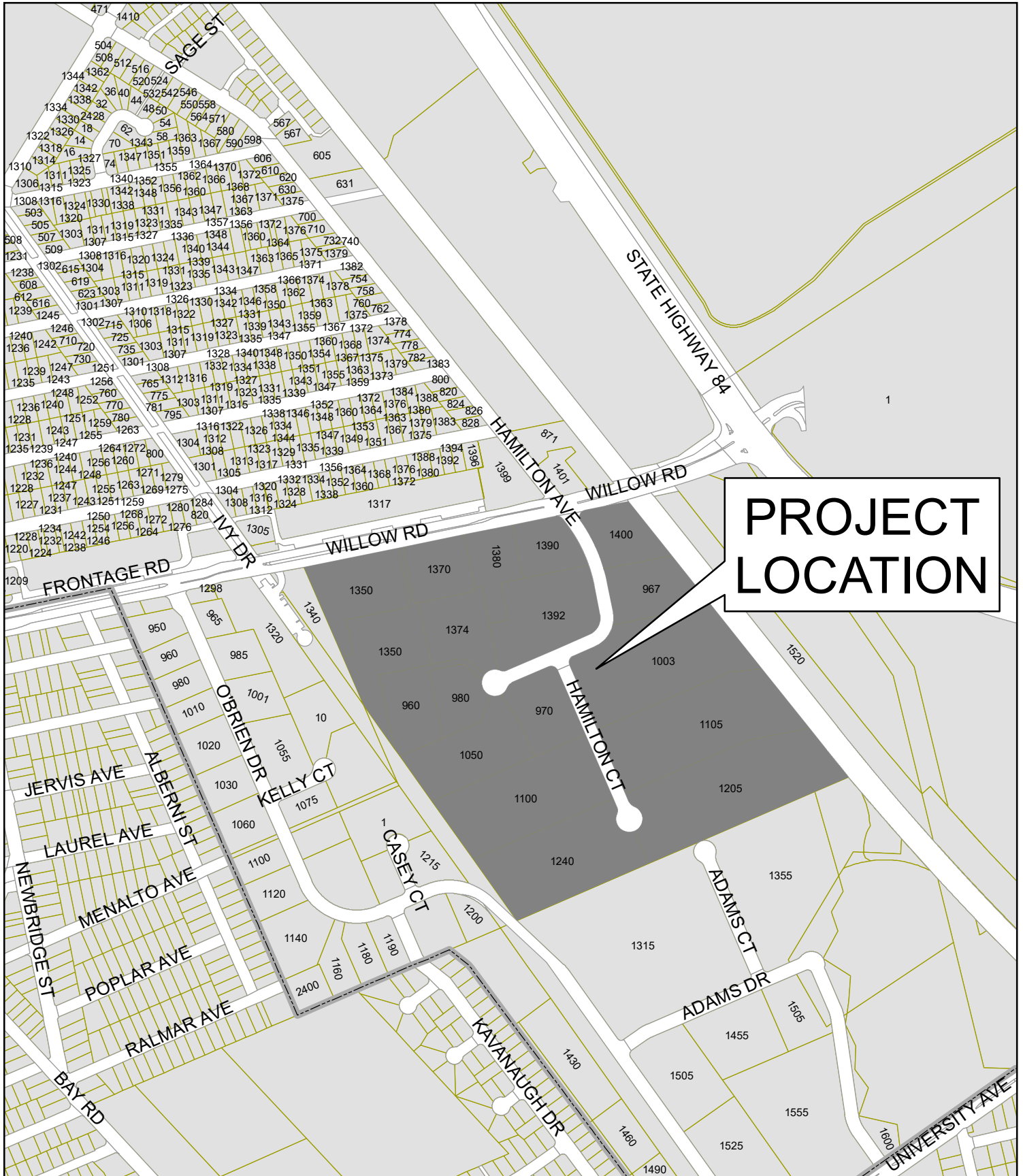
	Project Total
Budget	\$1,113,858

Jump to:				1	2	3	4	5	6	7								
				Project Initiation	EIR Project Description	EIR Scope Definition	Project Management and Meetings	Administrative Draft EIR	Project Variants	Project Alternatives and Other CEQA								
Project Role	Last Name	First Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	
Labor																		
Senior Advisor	Walter	Richard		2	\$585.16	0	\$0.00	0	\$0.00	6	\$1,781.81	8	\$2,340.64	1	\$301.36	0	\$0.00	
Project Director	Efner	Erin		8	\$2,120.48	4	\$1,060.24	10	\$2,650.60	86	\$23,097.33	72	\$19,084.32	12	\$3,276.14	8	\$2,184.09	
Project Manager	Chapman	Kirsten		16	\$2,649.60	16	\$2,649.60	24	\$3,974.40	148	\$24,826.75	164	\$27,158.40	24	\$4,093.63	16	\$2,729.09	
Deputy Project Manager	Mena	Leo		16	\$2,084.32	24	\$3,126.48	12	\$1,563.24	146	\$19,300.80	156	\$20,322.12	34	\$4,562.06	32	\$4,293.70	
Analyst	Andersen	Jennifer		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	100	\$13,933.00	12	\$1,722.12	4	\$574.04	
Analyst	Winslow	Anne		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	24	\$3,720.96	6	\$958.15	4	\$638.76	
Analyst	Vurlumis	Caroline		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	84	\$9,228.24	14	\$1,584.18	12	\$1,357.87	
Hydro	Sukola	Katrina		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	45	\$4,845.60	2	\$221.82	4	\$443.64	
Geo/Haz	Roberts	Diana		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	100	\$13,360.00	6	\$825.65	6	\$825.65	
AQ/GHG	Hartley	William		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	80	\$10,515.20	4	\$541.53	4	\$541.53	
AQ/GHG/ Energy	Yoon	Laura		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	28	\$5,184.20	6	\$1,144.23	4	\$762.82	
AQ/GHG/ Energy	Matsui	Cory		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	234	\$28,192.32	10	\$1,240.94	8	\$992.76	
Historic	Boyce	Gretchen		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	16	\$3,452.48	1	\$222.25	2	\$444.51	
Archeo	Elder	James		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	50	\$8,381.00	2	\$345.30	2	\$345.30	
Historic	Rusch	Jonathon		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	140	\$17,889.20	1	\$131.61	2	\$263.23	
Noise	Foley	Elizabeth		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	110	\$13,249.50	12	\$1,488.76	8	\$992.51	
Noise	Buehler	David		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	8	\$2,177.28	2	\$560.65	1	\$280.32	
Bio	Ricketts	Matthew		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	80	\$12,093.60	4	\$622.82	2	\$311.41	
Graphics	Messick	Timothy		0	\$0.00	8	\$1,226.48	1	\$153.31	0	\$0.00	16	\$2,452.96	4	\$631.64	1	\$157.91	
Editor	Mathias	John		0	\$0.00	8	\$938.24	1	\$117.28	0	\$0.00	72	\$8,444.16	16	\$1,932.77	8	\$966.39	
Total - Labor				42	\$7,439.56	60	\$9,001.04	48	\$8,458.83	386	\$69,006.70	1,587	\$226,025.18	173	\$26,407.61	128	\$19,105.52	
Other Direct Costs (ODCs)																		
Category			Rate	Dollars		Dollars		Dollars		Dollars		Dollars		Dollars		Dollars		
Subtotal - ODCs				\$1,200.00		\$0.00		\$0.00		\$1,000.00		\$500.00		\$0.00		\$0.00		
G & A Markup			10.00%	\$120.00		\$0.00		\$0.00		\$100.00		\$50.00		\$0.00		\$0.00		
Total - ODCs				\$1,320.00		\$0.00		\$0.00		\$1,100.00		\$550.00		\$0.00		\$0.00		
Subcontractors																		
Firm			Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Hexagon			,		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$367,000.00	0	\$0.00	0	\$0.00
BAE			,		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$39,050.00	0	\$0.00	0	\$0.00
KMA			,		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$105,500.00	0	\$0.00	0	\$0.00
					0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$511,550.00	0	\$0.00	0	\$0.00
Subcontractors - Markup			10.00%		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,155.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Proposed Price				42	\$8,759.56	60	\$9,001.04	48	\$8,458.83	386	\$70,106.70	1,587	\$789,280.18	173	\$26,407.61	128	\$19,105.52	



	Project Total
Budget	\$1,113,858

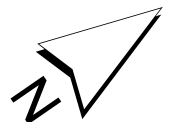
Jump to:				8		9		10		11		12		13		TOTAL	
				Screencheck Draft EIR		Public Draft EIR		Public Review and Hearing		Draft Responses to Comments and Admin Final		Screencheck and Final EIR		Certification, MMRP, SOC, Admin Record			
Project Role	Last Name	First Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Senior Advisor	Walter	Richard		2	\$602.71	0	\$0.00	0	\$0.00	4	\$1,205.43	0	\$0.00	0	\$0.00	23	\$6,817.11
Project Director	Efner	Erin		24	\$6,552.28	10	\$2,730.12	8	\$2,184.09	32	\$8,736.38	16	\$4,368.19	16	\$4,368.19	306	\$82,412.46
Project Manager	Chapman	Kirsten		62	\$10,575.22	24	\$4,093.63	16	\$2,729.09	60	\$10,234.08	28	\$4,775.90	32	\$5,458.18	630	\$105,947.57
Deputy Project Manager	Mena	Leo		82	\$11,002.60	40	\$5,367.12	12	\$1,610.14	100	\$13,417.81	44	\$5,903.84	54	\$7,245.62	752	\$99,799.85
Analyst	Andersen	Jennifer		20	\$2,870.20	4	\$574.04	0	\$0.00	24	\$3,444.24	10	\$1,435.10	0	\$0.00	174	\$24,552.73
Analyst	Winslow	Anne		4	\$638.76	2	\$319.38	0	\$0.00	6	\$958.15	2	\$319.38	0	\$0.00	48	\$7,553.55
Analyst	Vurlumis	Caroline		40	\$4,526.23	6	\$678.93	0	\$0.00	24	\$2,715.74	6	\$678.93	0	\$0.00	186	\$20,770.13
Hydro	Sukola	Katrina		6	\$665.46	2	\$221.82	0	\$0.00	8	\$887.28	2	\$221.82	0	\$0.00	69	\$7,507.45
Geo/Haz	Roberts	Diana		10	\$1,376.08	4	\$550.43	0	\$0.00	8	\$1,100.86	2	\$275.22	0	\$0.00	136	\$18,313.89
AQ/GHG	Hartley	William		2	\$270.77	1	\$135.38	0	\$0.00	4	\$541.53	2	\$270.77	0	\$0.00	97	\$12,816.71
AQ/GHG/ Energy	Yoon	Laura		2	\$381.41	1	\$190.70	0	\$0.00	8	\$1,525.64	1	\$190.70	0	\$0.00	50	\$9,379.70
AQ/GHG/ Energy	Matsui	Cory		4	\$496.38	10	\$1,240.94	0	\$0.00	40	\$4,963.78	8	\$992.76	0	\$0.00	314	\$38,119.87
Historic	Boyce	Gretchen		1	\$222.25	0	\$0.00	0	\$0.00	1	\$222.25	0	\$0.00	0	\$0.00	21	\$4,563.75
Archeo	Elder	James		6	\$1,035.89	2	\$345.30	0	\$0.00	8	\$1,381.19	2	\$345.30	0	\$0.00	72	\$12,179.27
Historic	Rusch	Jonathon		4	\$526.45	1	\$131.61	0	\$0.00	2	\$263.23	0	\$0.00	0	\$0.00	150	\$19,205.33
Noise	Foley	Elizabeth		30	\$3,721.91	4	\$496.25	0	\$0.00	16	\$1,985.02	4	\$496.25	0	\$0.00	184	\$22,430.20
Noise	Buehler	David		1	\$280.32	0	\$0.00	0	\$0.00	4	\$1,121.30	0	\$0.00	0	\$0.00	16	\$4,419.88
Bio	Ricketts	Matthew		6	\$934.23	2	\$311.41	0	\$0.00	8	\$1,245.64	2	\$311.41	0	\$0.00	104	\$15,830.52
Graphics	Messick	Timothy		2	\$315.82	0	\$0.00	0	\$0.00	8	\$1,263.27	0	\$0.00	0	\$0.00	40	\$6,201.39
Editor	Mathias	John		24	\$2,899.16	20	\$2,415.97	0	\$0.00	40	\$4,831.94	16	\$1,932.77	4	\$483.19	209	\$24,961.88
Total - Labor				332	\$49,894.15	133	\$19,803.06	36	\$6,523.32	405	\$62,044.75	145	\$22,518.34	106	\$17,555.18	3,581	\$543,783.23
Other Direct Costs (ODCs)																	
Category			Rate	Dollars		Dollars		Dollars		Dollars		Dollars		Dollars		Dollars	
Subtotal - ODCs				\$500.00		\$2,000.00		\$0.00		\$500.00		\$1,000.00		\$0.00		\$6,700.00	
G & A Markup			10.00%	\$50.00		\$200.00		\$0.00		\$50.00		\$100.00		\$0.00		\$670.00	
Total - ODCs				\$550.00		\$2,200.00		\$0.00		\$550.00		\$1,100.00		\$0.00		\$7,370.00	
Subcontractors																	
Firm		Name	Rate	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Hexagon		,		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$367,000.00
BAE		,		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$39,050.00
KMA		,		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$105,500.00
				0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$511,550.00
Subcontractors - Markup			10.00%	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$51,155.00	
Total Proposed Price				332	\$50,444.15	133	\$22,003.06	36	\$6,523.32	405	\$62,594.75	145	\$23,618.34	106	\$17,555.18	3,581	\$1,113,858.23



CITY OF MENLO PARK

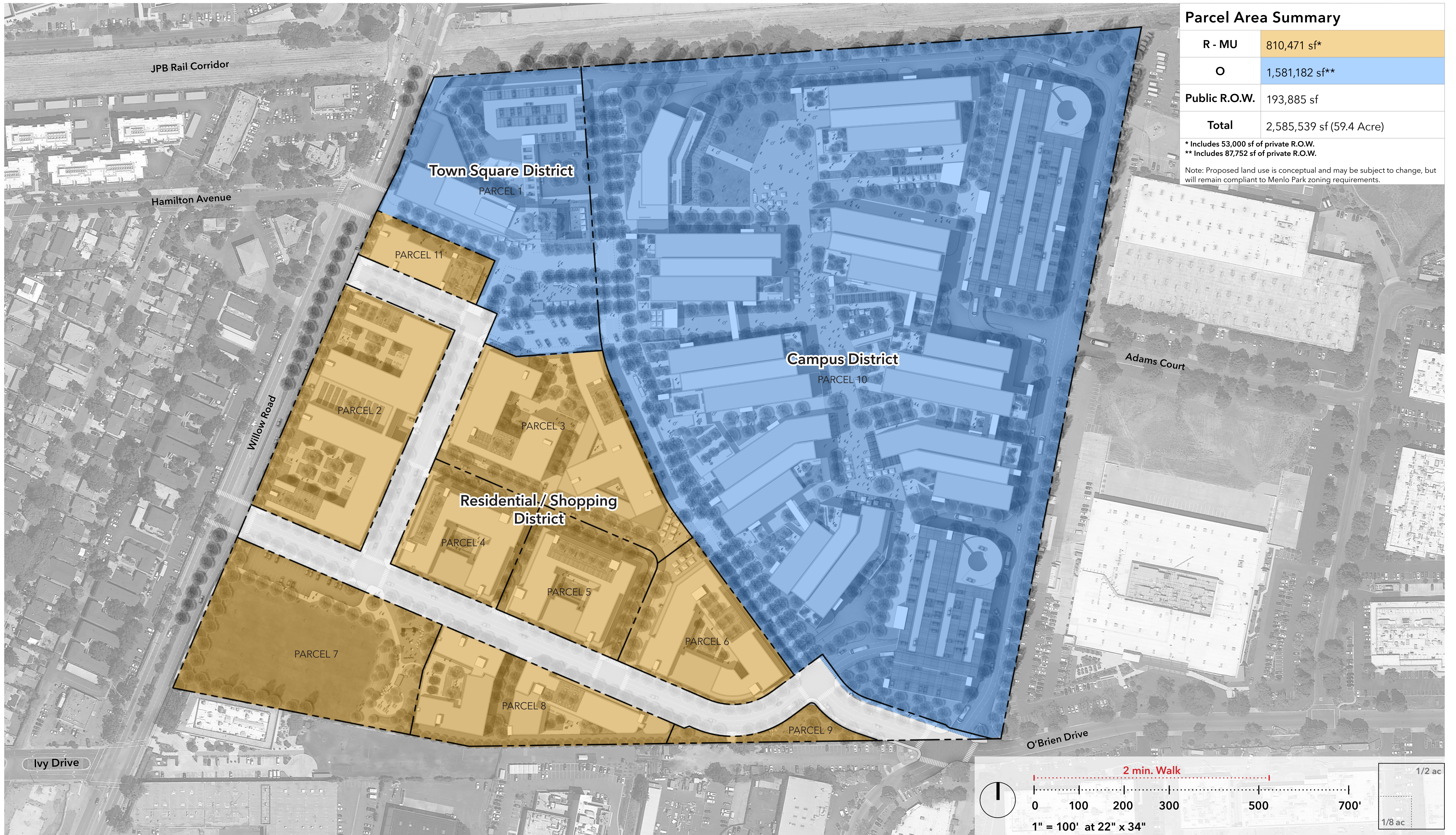
LOCATION MAP FACEBOOK WILLOW VILLAGE PROJECT

DRAWN: KTP CHECKED: KTP DATE: 12/18 SCALE: 1" = 300' SHEET: 1





LEGEND	
1	Town Square
2	Grocery Store on Ground Level
3	Pharmacy on Ground Level
4	Public Park
5	Dog Park
6	Grade Separated Willow Road Crossing
7	Campus Visitor Parking Garage
8	Hotel
9	Mixed-Use Block
10	Residential Block
11	Office Campus
12	Parking Garage with Transit Center on Ground Level
13	Community Center on Ground Level



Parcel Area Summary

R - MU	810,471 sf*
O	1,581,182 sf**
Public R.O.W.	193,885 sf
Total	2,585,539 sf (59.4 Acre)

* Includes 53,000 sf of private R.O.W.
 ** Includes 87,752 sf of private R.O.W.
 Note: Proposed land use is conceptual and may be subject to change, but will remain compliant to Menlo Park zoning requirements.









LEGEND	
1	Hotel Plaza
2	Town Square
3	Public Park
4	Neighborhood Plaza
5	Off-Street Bike and Pedestrian Path
6	Dog Park



LEGEND

- Open Space (Publicly Accessible)
- Open Space (No Public Access)
- Roof Top Open Space (No Public Access)

Parcel Area Summary

R - MU	810,471 sf*
O	1,581,182 sf**
Public R.O.W.	193,885 sf
Total	2,585,539 sf (59.4 Acre)

* Includes 53,000 sf of private R.O.W.
 ** Includes 87,752 sf of private R.O.W.

Open Space Requirement

Land Use	Open Space	Publicly Accessible
R - MU	202,618 sf (25%)	50,654 sf (25%)
O	474,355 sf (30%)	237,177 sf (50%)
Total	676,972 sf	287,832 sf

Proposed Open Space***

Land Use	Open Space	Publicly Accessible
R - MU	360,774 sf	174,395 sf
O	801,093 sf	264,945 sf
Total	1,161,867 sf	439,341 sf

*** Complies with open space requirements.
 Note: Proposed open spaces are conceptual and may be subject to change, but will remain compliant to Menlo Park zoning requirements.
 Excerpt from the Menlo Park Municipal Code:
 The purpose of a master planned project is to provide flexibility for creative design, more orderly development, and optimal use of open space, while maintaining and achieving the general plan vision for the Bayfront Area. Master planned projects for sites with the same zoning designation (O, LS, or R-MU) in close proximity or for contiguous sites that have a mix of zoning designations (O or R-MU) that exceed fifteen (15) acres in size and that are held in common ownership (or held by wholly owned affiliated entities) and are proposed for development as a single project or single phased development project are permitted as a conditional use; provided, that sites with mixed zoning are required to obtain a conditional development permit and enter into a development agreement. For master planned projects meeting these criteria, residential density, FAR and open space requirements and residential density, FAR, and open space requirements at the bonus level, if applicable, may be calculated in the aggregate across the site provided the overall development proposed does not exceed what would be permitted if the site were developed in accordance with the zoning designation applicable to each portion of the site and the proposed project complies with all other design standards identified for the applicable zoning districts.







Zone	Bldg#	Permitted Ht. (ft)		Proposed Ht. (ft)	
		Max.	Avg.	Max.	Avg.
R-MU	MU1	70*	52.5*	62	56
	MU2			80	71
	MU3			79	67
	MU4			79	67
	MU5			79	65
	MU6			57	43
	MU7			68	58
	MU8			72	72
O	O1	110*	67.5*, except hotels	80	72
	O2			80	72
	O3			80	73
	O4			80	75
	O5			80	64
	O6			80	77
	O7			80	67
	O8			80	74
	O9			55	44
	NG			65	66
	SG			75	75
	VG			51	48
	H1			94	63
	TS1			21	21
TS2	21	21			

* Properties within the flood zone or subject to flooding and sea level rise area allowed a 10 ft increase in height and maximum height.
 Note: Proposed building heights are conceptual and may be subject to change, but will remain compliant to Menlo Park zoning requirements.





Parcel Area Summary

R - MU	810,471 sf*
O	1,581,182 sf**
Public R.O.W.	193,885 sf
Total	2,585,539 sf (59.4 Acre)

* Includes 53,000 sf of private R.O.W.
 ** Includes 87,752 sf of private R.O.W.

Office

O (FAR 100%)	1,581,182 sf
R - MU (FAR 25%)	202,618 sf
Total Permitted	1,783,800 sf***
Proposed	1,750,000 sf

*** Includes the "non-residential" GFA permitted under the R-MU zoning which allows for office uses.

Retail

Permitted	
O (FAR 25%)	395,296 sf
Proposed	175,000 sf

Residential

Permitted	
R - MU (FAR 225%)	1,823,560 sf
Proposed	1,462,713 sf

Hotel

Permitted	
O (FAR 175%)	369,552 sf
Proposed	175,000 sf****

**** Includes an estimate of 175,000 sf of hotel (250 keys @700gsf each).

Note: Proposed FAR is conceptual and may be subject to change, but will remain compliant to Menlo Park zoning requirements.



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STAFF REPORT

City Council

Meeting Date:

8/20/2019

Staff Report Number:

19-169-CC

Regular Business:

Amend the approved Belle Haven neighborhood traffic management plan and provide direction on potential neighborhood turn restrictions

Recommendation

Staff recommends the City Council take the following actions, relating to the Belle Haven neighborhood traffic management plan:

- Amend the plan to replace mid-block bulbouts on Chilco Street, between Hamilton Avenue and Ivy Drive, with speed feedback signs
- Provide direction to staff on potential neighborhood turn restrictions to further reduce cut-through traffic

Policy Issues

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 April 16, the City Council approved the plan and an initial implementation process for each measure, adopted Resolution No. 6492 to remove on-street parking for bulbouts, and amended the typical implementation process to expedite installation. A link to the April 16 staff report is provided as Attachment A. Additionally, the City Council asked for additional community outreach for the on-street parking removal needed to accommodate some of the improvements, and to return with a more detailed implementation program schedule that adopts a phased approach to minimize overall impact to the neighborhood and expedite installation. An update on each of these items is provided below.

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 and/or approval from other agencies. These agencies and corresponding locations 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.

Analysis

After the approval of the plan, staff engaged the consultant to prepare a scope amendment since the approved plan contains more proposed traffic calming measures and community outreach efforts than anticipated in the original scope. Staff has also continued to make progress on the following activities, in parallel:

- Coordination with outside agencies (Menlo Park Fire Protection District, SFPUC and Caltrans)
- Plan implementation progress, next steps and schedule
- Other requested improvements and next steps

Coordination with outside agencies

Menlo Park Fire Protection District (MPFPD)

On May 31, the project team and the Fire District field-simulated turning movements, using MPFPD's largest fire engine and traffic cones placed in the roadway to mimic a bulbout, to evaluate potential impact of installing bulbouts at key intersections. Initial findings are informing the design and placement of bulbouts to ensure fire truck turns are possible at all locations. As an existing condition, most narrow residential streets require that fire trucks enter the opposing lane to make a turn at an intersection. The information gathered will ensure that the presence of a bulbout will not exacerbate this condition during a fire truck turn maneuver. During the presentation at the August 20 City Council meeting, staff will share video of the existing truck turns taken during the field meeting, which further illustrates this condition. The benefits of bulbouts include lowering vehicular turning speed and shortening pedestrian crossing distances.

SFPUC and Caltrans

Recognizing the expected lengthy review and approval processes by SFPUC and Caltrans, staff requested the consultant to commence 30 percent conceptual designs for proposed measures located within each agency's right of way. The improvements under SFPUC and Caltrans jurisdictions include all measures on Ivy Drive and signal improvements on Newbridge Street at Willow Road, respectively.

Plan implementation progress, next steps and schedule

On April 27, staff attended the Belle Haven spring fair to gather additional neighborhood feedback on the plan. Before the event, a sample bulbout was installed at the northeast corner of Chilco Street and Ivy Drive as a demonstration using paint and flexible bollards, as shown in Attachment B. This location did not require additional parking removal. Community members that attended the fair generally expressed appreciation for the plan and the additional outreach, and desire to see more measures be implemented at the fastest possible timeline.

With Chilco Street being a primary cut-through route, staff conducted direct outreach to residents on Chilco Street between Hamilton Avenue and Ivy Drive, the Belle Haven School and Ravenswood School District, for the removal of on-street parking spaces to install the proposed mid-block bulbouts. A letter with conceptual alternatives was mailed to residents and property owners on this block in early May. Through the community feedback received, residents expressed a desire to keep all existing parking spaces and requested speed feedback signs be installed instead of mid-block bulbouts. Staff is requesting the City Council approve the change from bulbouts to a speed feedback sign in the approved plan, as shown in Attachment C.

Currently, the consultant is utilizing the base maps and knowledge learned from the May 31 field meeting with the Fire District to complete design of the trial intersection bulbouts. Initial findings have resulted in the determination that 38 (out of 50 previously identified) bulbouts are feasible and would not impact or exacerbate emergency response maneuvers (Attachment D.)

As previously stated, each intersection bulbout would require the removal of one to two on-street parking spaces directly adjacent to the intersection. Normally, postcards would be mailed to residents or stakeholders within a 500-foot radius of each bulbout. However, given the spacing and overlapping areas of influence of the 38 bulbouts, postcards (in English and Spanish) were instead mailed out to all addresses in the Belle Haven neighborhood in late July in advance of the August 20 City Council meeting. As of August 7 (before the publication of this report,) no additional feedback has been received regarding the revised plan and parking removal. Additionally, staff will conduct another round of community outreach on parking removal via letter mailers to residents immediately adjacent to ensure community members are informed before trial installation.

Since commencing the plan design phase, the consultant has prepared all necessary base maps for the trial design of all measures in the City right of way and 30 percent conceptual design of SFPUC and Caltrans measures. Staff’s current focus is to implement measures within the City jurisdiction at the earliest possible time. Table 1 summarizes the proposed implementation plan and expected trial device installation schedule for improvements on each corridor.

Table 1: Implementation plan			
Location	Jurisdiction	Measures	Trial device installation schedule
Chilco Street	City	Signing and striping ¹	October - December 2019
Newbridge Street	City	Striping and bulbouts	October - December 2019
Terminal Avenue	City	Striping and bulbouts	October - December 2019
Chilco Street/Hamilton Avenue/Newbridge Street	City	Gateway treatments	October - December 2019
Hamilton Avenue	City	Speed hump	October - December 2019
Ivy Drive	SFPUC	All	Dependent on review by outside agencies, expected 12 months (fall 2020)
Willow Road/Newbridge Street	Caltrans	All	Dependent on review by outside agencies, expected 12 months (fall 2020)

¹ Speed feedback sign requires additional design and would be installed as a secondary phase if amended plan is approved by the City Council

Following implementation of the trial devices in the City’s jurisdiction, a six-month trial evaluation period would begin. Concurrently, staff would continue to work toward implementation of improvements in the SFPUC and Caltrans jurisdiction. The trial evaluation schedule is summarized in Table 2.

Table 2: Trial evaluation and permanent device schedule	
Milestone	Schedule
Install trial devices	October - December 2019
Six-month trial period	January - June 2020
Post-trial data collection	June 2020
Analysis and outreach	June - September 2020
Permanent device design	Late 2020
Permanent device installation	Mid-2021

Updates on other approved improvements

Staff is additionally continuing to make progress on the installation of improvements identified in the approved plan in the Beechwood School/Onetta Harris Community Center (OHCC) parking lot (Attachment E) and at Ringwood Avenue/Van Buren Road (raised crosswalk.) Improvements at the Beechwood School/OHCC parking lot are planned for installation this fall, in coordination with the new concrete sidewalk along the existing Beechwood School fence line. Construction of the new sidewalk is a requirement of the Menlo Gateway development project on Independence and Constitution Drives and is anticipated to be completed by end of August.

Provide direction on additional Belle Haven neighborhood modifications

Following the City Council’s adoption of the plan, staff has continued to receive requests for other neighborhood modifications that are not included in the plan (Attachment F.) These requests include additional peak period turning restrictions to reduce and discourage cut-through traffic and modifications to improve traffic flow and safety at the Willow Road/Newbridge Street intersection.

Staff has reviewed the turn restriction request and recommends installation of turn restrictions at the following locations:

- Chilco Street/Constitution Drive
- Chilco Street/Terminal Avenue or Hamilton Avenue/Almanor Avenue
- Hamilton Avenue/Sevier Avenue
- Hamilton Avenue/Madera Avenue
- Hamilton Avenue/Carlton Avenue or Newbridge Street/Carlton Avenue

Staff is seeking City Council direction to install these additional turn restrictions, using a similar process as employed in the Willows neighborhood during construction of the Willow Road/U.S. 101 interchange in late 2017. If City Council directs the installation of the additional turn restrictions, staff would place temporary signs on barricades to install the restrictions as soon as possible (expected within two weeks following approval) and would continue to monitor community feedback following implementation. The success of these signs would then be evaluated as part of the evaluation of the traffic management plan (anticipated approximately 6-months following trial device installation, in mid-2020) before determining whether they should be permanently installed.

Modifications at Willow Road/Newbridge Street to improve traffic flow and safety, with a focus on the eastbound direction of Newbridge Street (for residents leaving the Belle Haven neighborhood) during the morning peak period are currently under consideration by staff. Improvements at this location will require

additional community outreach and City resources. Staff anticipates returning to the City Council with a scope of work and summary of expected resource needs as a future project. It is expected that this project could further delay other projects in the capital improvement program, including the intersection of Middlefield Road/Ringwood Avenue-Ravenswood Avenue signal modification and pedestrian crossing enhancements on El Camino Real at Ravenswood, Roble and Encinal avenues.

Next steps

In summary, staff recommends that City Council amend the Belle Haven traffic-calming plan to replace bulbouts on Chilco Street with speed feedback signs; and provide direction on additional neighborhood peak period turn restrictions at:

- Chilco Street/Constitution Drive,
- Chilco Street/Terminal Avenue or Hamilton Avenue/Almanor Avenue,
- Hamilton Avenue/Sevier Avenue,
- Hamilton Avenue/Madera Avenue, Hamilton Avenue/Carlton Avenue or Newbridge Street/Carlton Avenue

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 measures in the final plan would be funded by Facebook (Hibiscus Properties, LLC) based on the 2017 neighborhood cut-through traffic survey that identified Chilco Street, Ivy Drive and Newbridge Street to be the main cut-through routes.

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. Additionally, postcards were delivered to the neighborhood before this meeting. Parking removal outreach to immediately impacted residents for the proposed mid-block bulbouts was conducted in May. The outreach included residents and school facilities located on Chilco Street between Hamilton Avenue and Ivy Drive. Another round of outreach on parking removal for intersection bulbouts to residents immediately adjacent to the intersections will be conducted before trial installation.

Attachments

- A. Hyperlink: April 16 City Council staff report –menlopark.org/DocumentCenter/View/21257/H1-20190416-BH-traffic-magmt-CC?bidId=
- B. Photo of sample bulbout at Chilco Street/Ivy Drive
- C. Revised Belle Haven neighborhood traffic calming plan
- D. Implementation plan
- E. Beechwood School/OHCC parking lot improvements
- F. Additional neighborhood modification suggestions

Staff Report #: 19-169-CC

Report prepared by:
Kevin Chen, Associate Transportation Engineer

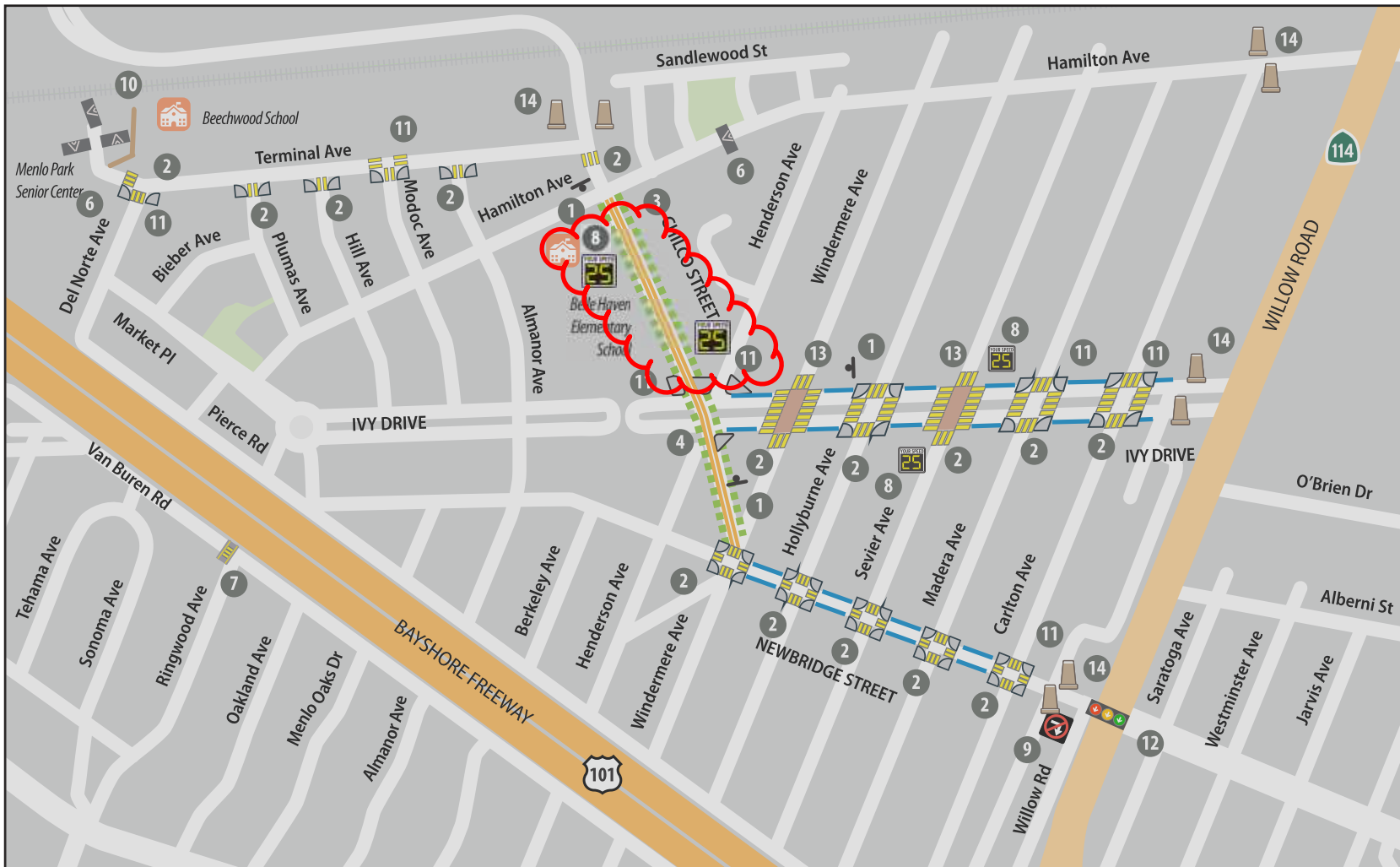
Report reviewed by:
Nicole H. Nagaya, Interim Public Works Director

Sample trial bulbout at Chilco Street and Ivy Drive, Menlo Park



Belle Haven Neighborhood Traffic Calming Plan

Proposed Amendments, August 20, 2019



Legend					
1 Updated School Signage	4 Sharrow	7 Raised Crosswalk	10 New Sidewalk	13 Raised Intersection	
2 Marked Crosswalk	5 Edge Line Stripe	8 Speed Feedback Sign	11 Bulbout**	14 Gateway Treatment	
3 Yellow Centerline	6 Speed Hump	9 Blank Out Sign*	12 Left Turn Arrow		

*No right turn blank out sign will activate concurrent with Northbound left turn **Will require removal of localized on-street parking spaces (~ 2-4 spaces per location)



Recommended Plan amendment area (replace four mid-block bulbouts with two speed feedback signs)



Belle Haven Neighborhood Traffic Calming Plan



Right-of-Way Approval Authority

- SFPUC ROW
- Caltrans ROW
- City ROW

Trial Bulbout Count:
 Total = 50
 Not feasible/desirable = 12
 To be installed = 38

Legend					
1 Updated School Signage	4 Sharrow	7 Raised Crosswalk	10 New Sidewalk	13 Raised Intersection	
2 Marked Crosswalk	5 Edge Line Stripe	8 Speed Feedback Sign	11 Bulbout**	14 Gateway Treatment	
3 Yellow Centerline	6 Speed Hump	9 Blank Out Sign*	12 Left Turn Arrow		

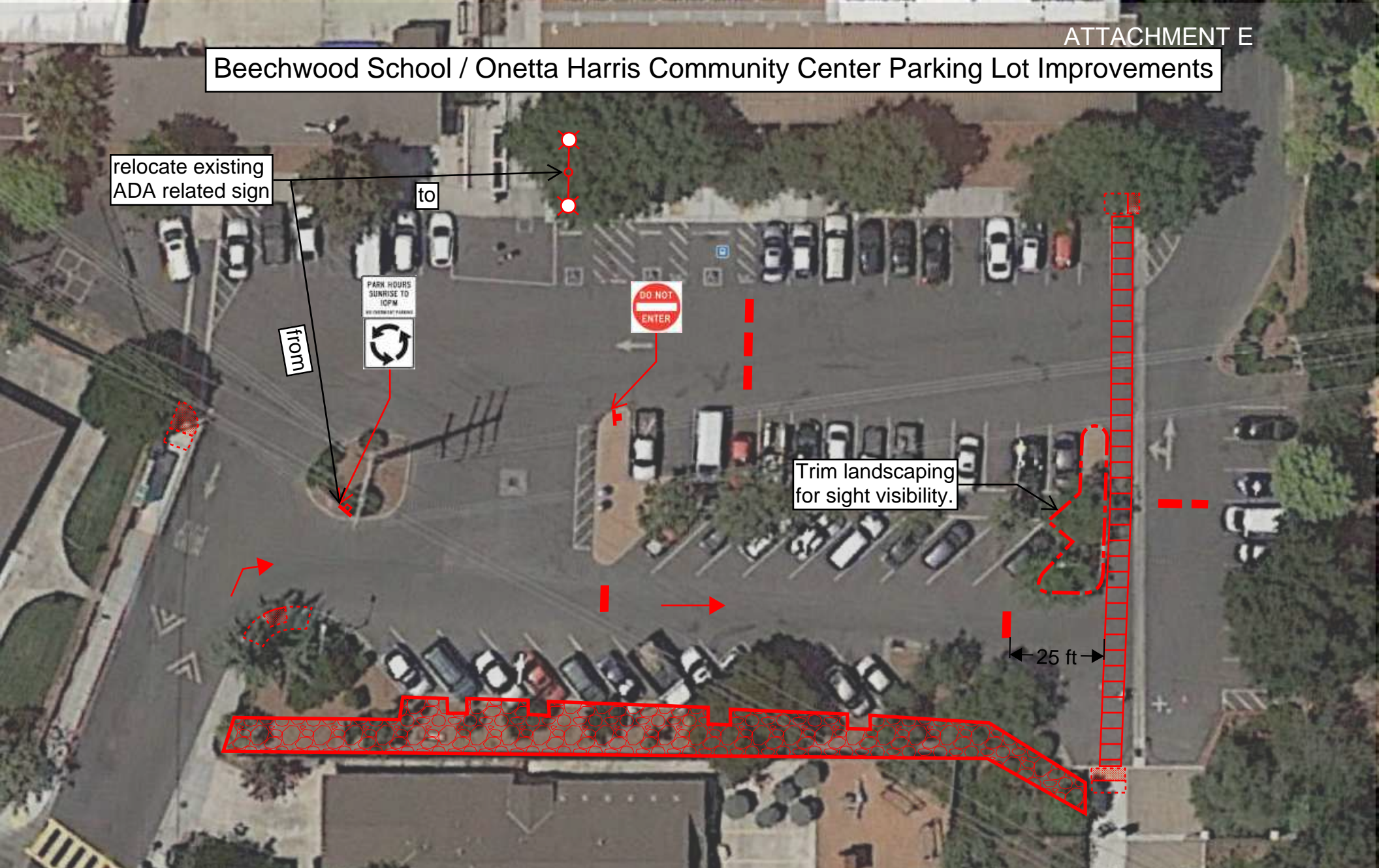
*No right turn blank out sign will activate concurrent with Northbound left turn **Will require removal of localized on-street parking spaces (~ 2-4 spaces per location)

Bulbout: ■ not feasible ■ not desirable at this time

Design Criteria: Maintain a 26' curb-to-curb width at intersections, except Ivy Drive which will have 16' curb-to-curb one-way streets



Beechwood School / Onetta Harris Community Center Parking Lot Improvements



relocate existing ADA related sign

to








from



Trim landscaping for sight visibility.

← 25 ft →

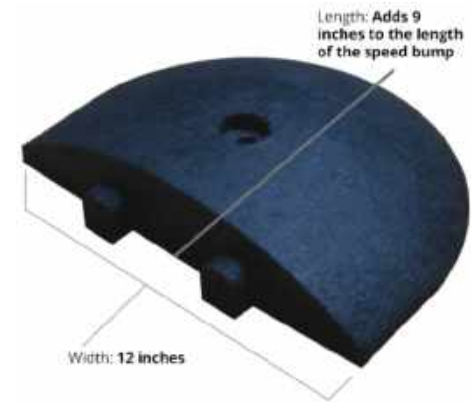
Legends:

 Rubber speed bumps + end caps (see next page for photos)	 Ex. curb ramp	 Sidewalk	 Pavement arrows
 Stripe crosswalk	 New sign on new post	 New sign on existing post	

PAGE Page 202



sample rubber speed bump



sample end cap

Proposed Additional Belle Haven Neighborhood Traffic Calming Measures

ATTACHMENT F



Existing Traffic Control

- Speed Hump
- Median
- Traffic Signal
- Traffic Circle
- Turning Restriction
- One-Way Road
- No Thru Traffic Sign

Proposed Traffic Control

- No Left Turn (3:30pm-7pm Mon-Fri)
- No Right Turn (3:30pm-7pm Mon-Fri)

Proposed Traffic Evaluation

- School Drop Off/Pick Up Evaluation
- Traffic Flow and Safety Evaluation



STAFF REPORT

City Council

Meeting Date:

8/20/2019

Staff Report Number:

19-168- CC

Regular Business:

Adopt Resolution No. 6518 to install a “no stopping” zone and bicycle lanes on Chrysler Drive between Constitution Drive and Commonwealth Drive and on Jefferson Drive between Chrysler Drive and Constitution Drive

Recommendation

Recommend City Council to approve Resolution No. 6518 (Attachment A) to install a “No Stopping” zone and bicycle lanes on Chrysler Drive between Constitution Drive and Commonwealth Drive and on Jefferson Drive between Chrysler Drive and Constitution Drive.

Policy Issues

The installation of Class II bicycle lanes on Chrysler Drive and Jefferson Drive is proposed in the draft transportation master plan. The project is also consistent with policies stated in the 2016 general plan circulation element. This policy seeks to maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe and active community and quality of life throughout Menlo Park.

Per the City’s municipal code (Section 11.24.009), City Council has the authority to establish parking and stopping restrictions or prohibitions.

Background

General plan and transportation master plan (TMP)

In 2016, the City Council approved updates to the City’s general plan land use and circulation elements. The general plan serves as the City’s comprehensive and long-range guide to land use and infrastructure development in the City and provided a vision for potential land use changes.

Transportation challenges, including multi-modal safety, traffic congestion, neighborhood quality of life and regional coordination are significant concerns to the City of Menlo Park. The circulation element includes a number of forthcoming transportation-related programs, including those to encourage multi-modal transportation, provide opportunities for active transportation to encourage health and wellness, minimize cut-through traffic on residential streets and consider changes to the transportation impact metrics the City uses to evaluate development proposals. Highest priority transportation-related programs are the development of a TMP and updates to the transportation impact fee (TIF.) Chrysler Drive and Jefferson Drive are listed in the TMP as roadways where the installation of Class II bicycle lanes would enhance the bicycle network in the area. Both streets have speed limits of 25 miles per hour.

TIDE Academy

The TIDE Academy, located at 150 Jefferson Drive as shown in Attachment B, is under construction and expected to be open in August 2019. It is a small high school with capacity for 400 students and 35 faculty and staff. Due to the school’s location near Facebook and other technology company campuses, the school’s curriculum will include career technical education (CTE) classes. The new school will be open to all Sequoia Union High School District (SUHSD) students; however, the SUHSD anticipates the school will primarily serve students from Redwood City, Menlo Park and East Palo Alto. Much of this area is within a five-mile bicycle commute distance. The initial enrollment in the 2019-2020 school year is anticipated to be approximately 100 students in its freshman class, with the school reaching full capacity by the 2022-2023 school year.

Bayfront Area projects overview

The general plan affirmed an amount of remaining development potential throughout the city and added new development potential in the Bayfront area (former M-2 zone.) With the adoption of the general plan in 2016, the City expanded development potential in the Bayfront area and created three new zoning districts - office (O), life science (LS) and residential mixed use (R- MU.) The Bayfront area zoning map illustrating these new districts is included as Attachment C.

Since the adoption of the general plan, multiple projects have been proposed in the Bayfront area and are either completed, in construction or in the review pipeline. Recent City Council discussions have identified consideration of possible changes in the zoning or proposed development in the future, therefore this staff report focuses on summarizing the current proposals and potential projects that may impact travel patterns and modes on Chrysler and Jefferson Drives.

Completed and currently in construction projects in the Bayfront area are shown in Attachment D. Attachment E shows locations of the currently proposed projects in the Bayfront area near Chrysler and Jefferson drives. The table below summarizes these projects.

Table 1A: Completed projects						
#	Address/Project	Project description	Status	Office SF	Residential units	Hotel rooms
1	3639 Haven Ave.	Residential	Complete		394	
2	3645 Haven Ave.	Residential	Complete		146	
3	Menlo Gateway Phase I (Independence Dr.)	Office/Hotel	Complete	241,251		250
4	162-164 Jefferson Dr.	Office	Complete	259,920		
5	777 Hamilton Ave.	Residential	Complete		195	
6	1200 Willow Rd.	Residential	Complete		90	

Table 1B: Proposed nearby projects							
#	address/project	project description	status	office sf	commercial sf	residential units	hotel rooms
1	3723 Haven Ave.	Hotel	PC study session				167
2	Menlo Gateway Phase II (Constitution Dr.)	Office	Under construction	495,052			
3	111 Independence Dr.	Residential	Design review			106	
4	104-110 Constitution 115 Independence Dr.	Office residential commercial	Design review	34,700	1,600	330	
5	141 Jefferson Dr. 180-186 Constitution Dr.	Residential commercial	PC study session		2,000	483	
6	162-164 Jefferson Dr.	Office	Design review	249,500			

There are additional proposed projects on the Facebook campus that are not immediately adjacent to the TIDE Academy. These are summarized in the table below. Additional exhibits of proposed projects in the Bayfront area can be found on the City’s website linked as Attachment F.

Table 1C: Recently completed and proposed projects - Facebook buildings 20-23							
#	Address/Project	Project description	Status	Office SF	Commercial SF	Residential units	Hotel rooms
4A	Facebook	Hotel	PC study session				240
4B	Facebook (building 23)	Office	Completed	180,108			
4C	Facebook (buildings 21 and 22)	Office	Under construction	1,137,200			
4D	Facebook (building 20)	Office hotel	Completed	433,555	1,600		

Facebook transit hub

On November 13, 2018, approved plans submitted by Facebook for a Chilco Campus bus stop/transit hub. The transit hub would be located in the parking lot of 180, 190 and 200 Jefferson Drive. This hub along with the bus stop located in the parking lot of 105-155 Constitution Drive would serve as the main stops for the Facebook buses. Jefferson Drive, Chrysler Drive, Constitution Drive and Chilco Street are proposed to be used as the primary bus routes for this area. Currently there are approximately 290 buses a day using Chrysler Drive and Jefferson Drive to transport Facebook employees to the campus. The currently proposed transit hub location and bus routes are shown in Attachment G.

Facebook employee bicycle routes and bicycle corrals

Attachment H shows the current primary bicycle routes and existing and proposed bicycle corrals that were approved in the Chilco Campus bus stop/transit hub submittal. Currently Facebook campuses in the area have the capacity for over 1000 bicycles. Menlo Gateway Phase II (Constitution Drive) is scheduled to be completed in late August 2019. Once the buildings have been approved for occupancy, Facebook will begin tenant improvements for the campus, which will house buildings 62 and 63. This campus is scheduled to be completed by April 2020 and are to have two additional bicycle corrals. Although the primary routes shown

in Attachment H do not include Jefferson Drive, it is expected that expanded locations of Facebook occupied buildings and bicycle corrals will increase the overall bicycle usage in the Bayfront area. For example, the bicyclists traveling between future Facebook buildings 62 and 63 and the proposed transit hub could likely utilize a Constitution Drive - Chrysler Drive - Jefferson Drive route. This exhibit illustrates the various possible origins and destinations of bicycles throughout the day.

Analysis

The TMP provides a bridge between the policy framework adopted within the circulation element and project-level efforts to modify the transportation network within Menlo Park. Broadly, it provides the ability to identify appropriate projects to enhance the transportation network, conduct community engagement to ensure such projects meet the communities’ goals and values and prioritize projects based on need for funding and implementation.

Chrysler Drive and Jefferson Drive are listed in the TMP as roadways where the installation of Class II bicycle lanes would enhance the bicycle network in the area (Attachment I.) The planned opening of TIDE Academy in August 2019 will generate additional bicycling traffic, especially between local neighborhoods and the school. The current uses in the Bayfront area generate bicycle traffic throughout the day and proposed future uses are expected to increase those volumes. This increase in expected use, along with a number of factors described below, is the reason staff recommends considering installation of bicycle facilities at this time. Providing bicycle facilities could also improve connections to Bedwell-Bayfront Park from the Bayfront area.

Collision history

Over the period of January 2016 through December 2018, a total of 40 collisions were reported on the City streets in the Bayfront area, three involving bicycles, nine involving a collision with a fixed object or parked vehicle and no fatalities. A total of 19 of these collisions occurred on Chrysler Drive, six on Jefferson Drive and one at the intersection of Chrysler and Jefferson drives. The table below lists the collisions with locations and collision type. Bayfront Expressway is a Caltrans-owned facility serving high regional traffic volume and higher speeds and is therefore not included in this evaluation.

Table 2: Collision type history (January 2016-December 2018)				
Location	Bicycle	Moving vehicle	Fixed object or parked vehicle	Total
Jefferson Drive	1	3	3	7
Chrysler Drive	2	15	2	19
Commonwealth Drive*	0	0	0	0
Constitution Drive	0	6	3	9
Independence Drive	0	4	1	5
Total	3	28	9	40

*=One collision reported under Chrysler Drive was located at the intersection at Commonwealth Drive

Many of these collisions were reported with the primary collision factors of speeding or unsafe lane change. These could be related to limited sight distance due to vehicles parked on both sides of the streets.

With the introduction of additional bicycles on these streets, the addition of bicycle facilities would clarify

right of way for the various transportation modes, thereby increasing safety of all roadway users.

On-street parking

There is existing on-street parking on both sides of Chrysler and Jefferson drives. The spaces are not marked, but based on City standard stall dimensions, Chrysler Drive has approximately 37 parking spaces and Jefferson Drive has approximately 128.

The existing width of both streets cannot accommodate bicycle lanes and maintain the existing on-street parking. To install bicycle lanes along Chrysler Drive and Jefferson Drive, on-street parking would need to be removed on both sides of the road. Staff conducted site studies on three separate occasions and observed the number of vehicles parked for each roadway. The parking observations are shown in the table below.

Roadway section	11 a.m. Thursday, June 20, 2019	2:45 p.m. Tuesday, June 25, 2019	1 p.m. Thursday, June 27, 2019	Total number of spaces
Jefferson Drive	125 (98%)	73 (57%)	112 (88%)	128
Chrysler Drive	35 (95%)	19 (51%)	26 (70%)	37

From the field observations, mornings and midday were observed to have the highest utilization of on-street parking; however, after 2:30 p.m., the demand drops considerably. Presently there are multiple projects under construction in the nearby vicinity, most notably TIDE Academy, as described above. It has been observed that many of the vehicles parking on the street are construction employees who will no longer be parking here after the high school construction is complete.

In order to outreach to the on-street parking users and determine if parking removal could have impacts after completion of construction, on three of the site visits, staff placed postcards on parked vehicles notifying the recipients of the project and the requirement for parking removal. The postcard also notified the recipients that the project would be brought before the Complete Streets Commission July 10, and the City Council August 20, and invited attendance and public comment. At the time of this report, staff has received no comments.

Complete Streets Commission

On July 10, staff brought this item before the Complete Streets Commission. Although staff sent out postcards to the businesses in the area two weeks prior to the meeting as well as distributed approximately 300 postcards on vehicles parked along both streets June 25, June 27 and July 19, one employee/commuter attended the meeting.

The Commission discussed the routes that students attending TIDE Academy could use as well as possible parking issues once the school is at full capacity in the 2022-2023 school year. The Commission asked staff to reach out to Facebook to inquire if students could use their campus to bypass Constitution Drive and parts of Jefferson Drive. Staff initiated this request in mid-July but has not yet confirmed if an alternative route is feasible. The Commission also asked if staff could reach out to businesses in the area to discuss possible shared student parking in the future.

One employee from the business at the corner of Chrysler Drive and Jefferson Drive attended the Complete Streets Commission meeting. He had to leave before the item came up on the agenda, but expressed to staff before the meeting his concern of parking removal on Chrysler Drive and Jefferson Drive.

The Commission voted in support of staff's recommendation, 4-1-0-3 (Commissioner Meyer opposed, Commissioners Cebrian, Kirsch and Weiner absent,) to install a "no stopping" zone on both sides of Chrysler Drive between Constitution Drive and Commonwealth Drive and on both sides of Jefferson Drive between Chrysler Drive and Constitution Drive and to install class II bicycle lanes.

Staff recommendation

With the various new land uses, additional origins and destinations for bicyclists and the existing high demand for bicycling facilities in this area, it is anticipated that bicycle volumes will continue to increase. The policies set in the City's circulation element and the draft TMP seek to accommodate these additional future demands with an expanded bicycle network. Therefore, staff is recommending the installation of a No Stopping zone on both sides of Chrysler Drive between Constitution Drive and Commonwealth Drive and on both sides of Jefferson Drive between Chrysler Drive and Constitution Drive and to install class II bicycle lanes in these same areas, based upon the following:

- TIDE Academy is anticipated to generate student bicycling volumes from East Palo Alto, Menlo Park and Redwood City;
- Completed and proposed projects have increased bicycle usage between offices, commercial buildings, hotels and residential buildings;
- Facebook employees are currently commuting between campus buildings via bicycle; and
- Current and future volumes of buses transporting TIDE Academy students and Facebook employees to the area create narrow travel lanes and reduced sight distance if on-street parking remains

Impact on City Resources

Measure A funds to complete signing and striping modifications to Chrysler Drive and Jefferson Drive project are available in the adopted fiscal year 2019-20 operating budget.

Environmental Review

This project is categorically except from the California Environmental Quality Act (CEQA) per guideline 15301(c) as it is a minor modification to an existing facility and will not result in any significant impact to the existing street, sidewalk or gutters.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Staff also sent out postcards to the businesses in the area two weeks prior to the Complete Streets Commission meeting as well as placing postcards on vehicles parked along both streets June 25 and June 27. Approximately 300 postcards were distributed. The postcard noticed both the July 10 Complete Streets Commission and August 20 City Council meeting dates.

Attachments

- A. Resolution
- B. Location map of TIDE Academy
- C. Bayfront area zoning map
- D. Bayfront area completed and in construction projects exhibit
- E. Bayfront area proposed projects exhibits

- F. Hyperlink - Bayfront Area projects overview:
menlopark.org/1396/Bayfront-Area-projects-overviewme
- G. Proposed Facebook transit hub
- H. Proposed Facebook employee bicycle routes
- I. TMP, Citywide bicycle facilities map and project area

Report prepared by:
Richard F. Angulo, Assistant Engineer

Reviewed by:
Nicole H. Nagaya, Interim Public Works Director

RESOLUTION NO. 6518

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING THE INSTALLATION OF “NO STOPPING” ZONES ALONG
CHRYSLER DRIVE FROM BAYFRONT EXPRESSWAY TO COMMONWEALTH
DRIVE AND ON JEFFERSON DRIVE FROM CHRYSLER DRIVE TO
CONSTITUTION DRIVE**

WHEREAS, the City’s proposed transportation master plan lists Chrysler Drive and Jefferson Drive as roadways where the installation of Class II bicycle lanes would enhance the bicycle network in the area; and

WHEREAS, the students attending the soon-to-be completed TIDE Academy school would benefit from the installation of bicycle lanes; and

WHEREAS, the volume of bus and bicycle traffic generated by Facebook employees and potential new development in the area warrants installation of bicycle lanes; and

WHEREAS, at the July 10, 2019 Complete Streets Commission meeting, Commission voted 4-1-0-3 in support of staff’s recommendation to remove parking and install bicycle lanes; 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, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore do hereby authorize the installation of no stopping zones along Chrysler Drive from Bayfront Expressway to Commonwealth Drive and on Jefferson Drive from Chrysler Drive to Constitution Drive.

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 _____ day of _____, 2019, by the following votes:

AYES:

NOES:

ABSENT:

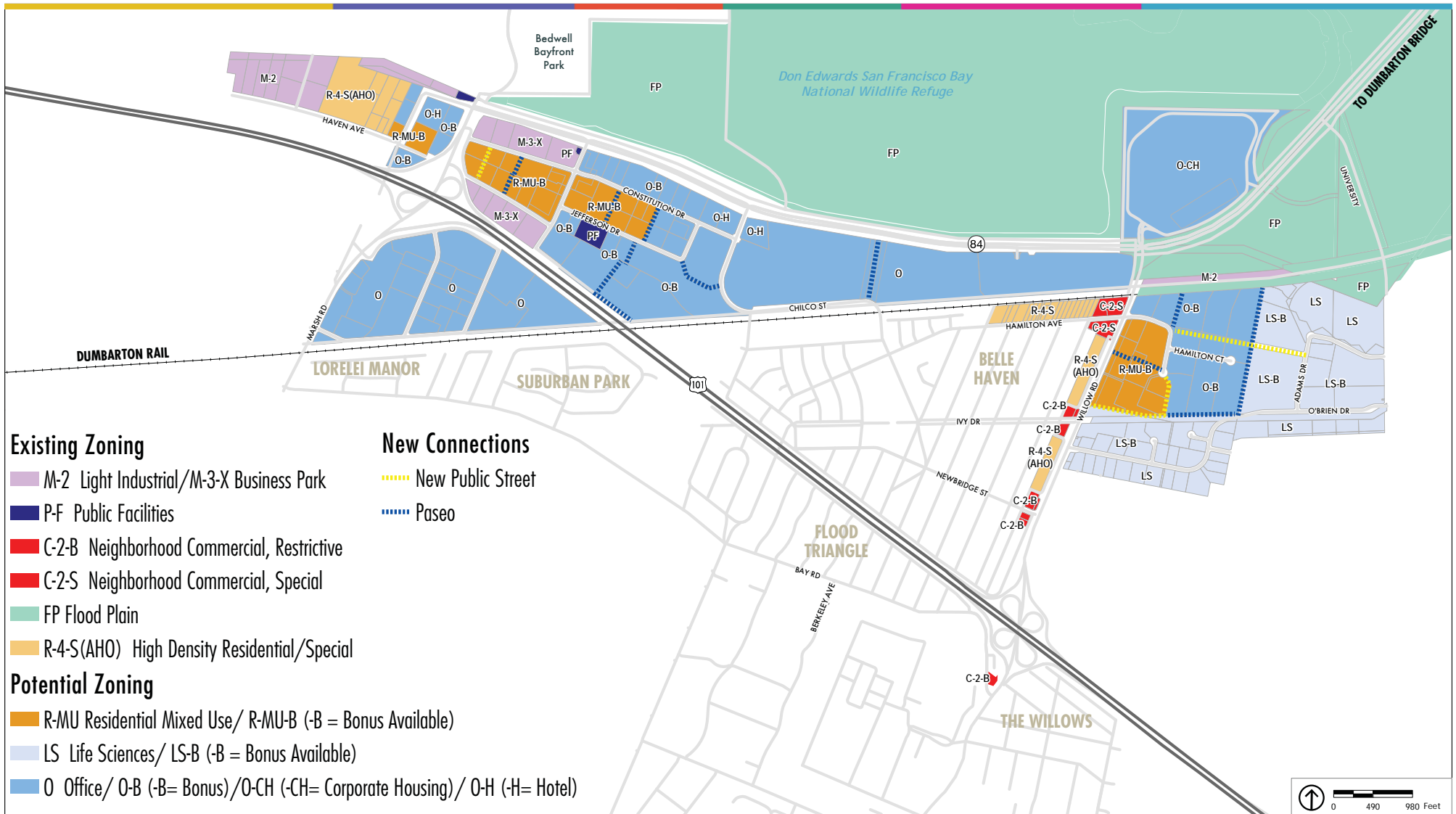
ABSTAIN:

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

Judi A. Herren, City Clerk



Location of Tide Academy



M-2 AREA ZONING
Adopted: December 6, 2016

Completed and in Construction Projects

BAYFRONT AREA DEVELOPMENT PROJECTS



3 MENLO GATEWAY
Bohannon Development Company
241,251 SF Office / 250 Room Hotel N/A
Status: Independence Site Complete



5 777 HAMILTON AVENUE
Greenheart Land Company
195 Apartments
Status: Complete



1 3639 HAVEN AVENUE
St. Anton Partners
394 Apartments
Status: Complete



2 3645 HAVEN AVENUE
Greystar
146 Apartments
Status: Complete



4 162-164 JEFFERSON DRIVE
The Sobrato Organization
259,920 SF Office
Status: Complete



6 1200 WILLOW ROAD
MidPen Housing
90 Units Senior Housing
Status: Complete

FACEBOOK PROJECTS
See other boards for more detail

Proposed Projects

BAYFRONT AREA DEVELOPMENT PROJECTS



1 HOTEL MOXY
 3723 Haven Avenue
 167 Hotel Rooms
 Status: Pending Study Session Review



2 MENLO GATEWAY
 105-155 Constitution Drive
 495,052 SF Office
 Status: Under Construction



3 111 INDEPENDENCE DRIVE
 SP Menlo LLC
 106 Multi-Family Dwelling Units
 Status: Pending Design Review



FACEBOOK PROJECTS
 See other boards for more detail



4 MENLO PORTAL
 104-110 Constitution Dr, 115 Independence Dr
 320 Dwelling Units / 34,700 SF Office /
 1,600 SF Commercial
 Status: Pending Study Session Review



5 MENLO UPTOWN
 141 Jefferson Drive, 180-186 Constitution Drive
 483 Dwelling Units / 2,000 SF Commercial
 Status: Pending Study Session Review



6 162-164 JEFFERSON DRIVE
 The Sobrato Organization
 249,500 SF Office
 Status: Pending Design Review

TRANSIT HUB PATHS OF TRAVEL - SITE CONTEXT



TRANSIT HUB PATHS OF TRAVEL - SITE CONTEXT



- Diagram Outline (pg 9)
- Primary Bike Route (Existing)
- Primary Bike Route (Proposed)
- Secondary Bike Route
- Bike Corral (Existing)
- Bike Corral (Proposed)



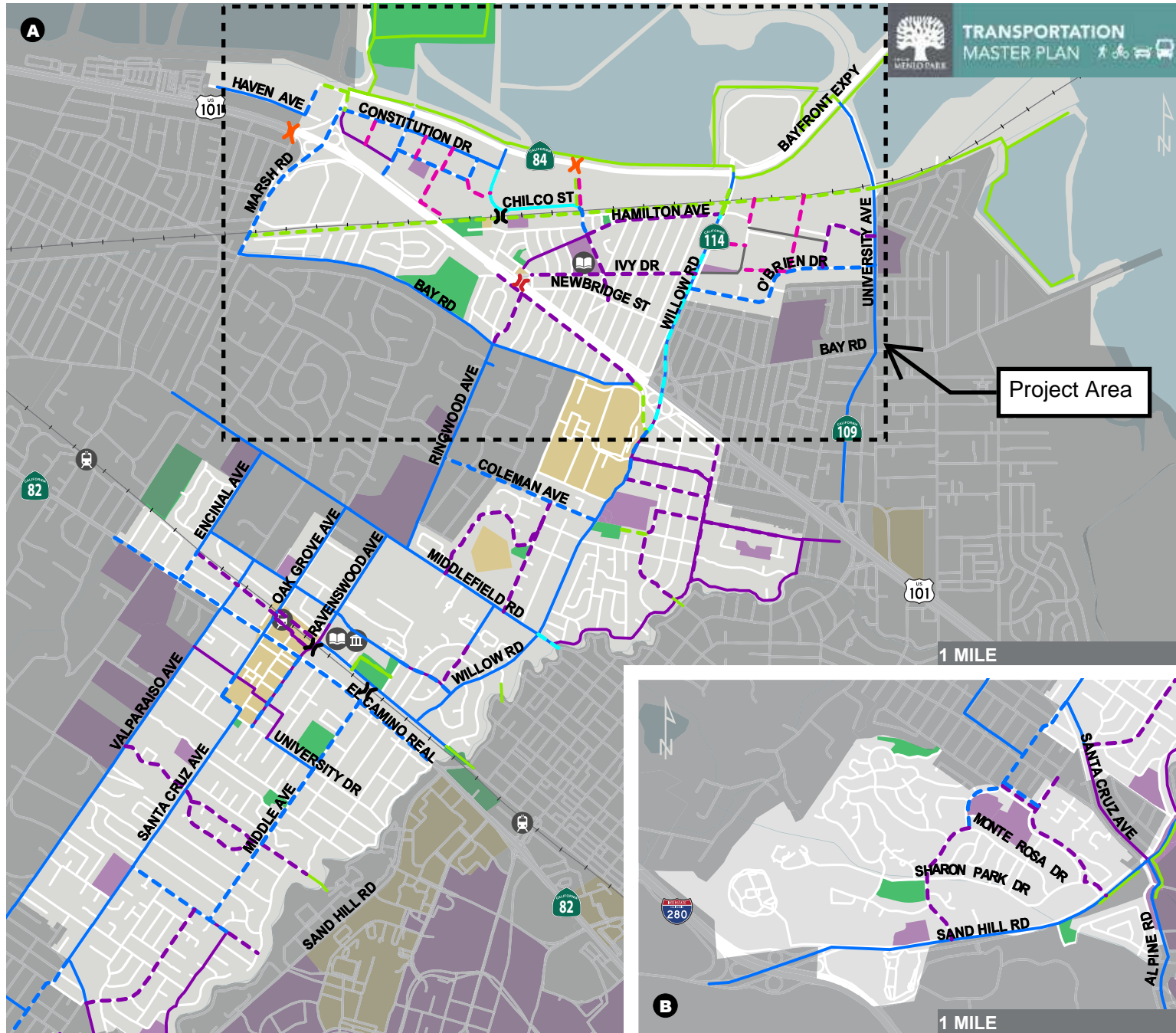
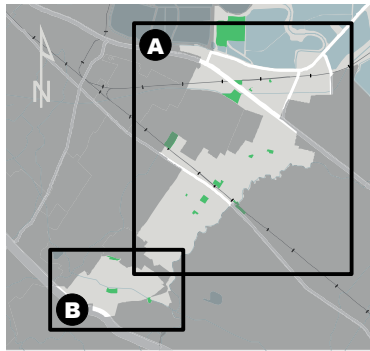
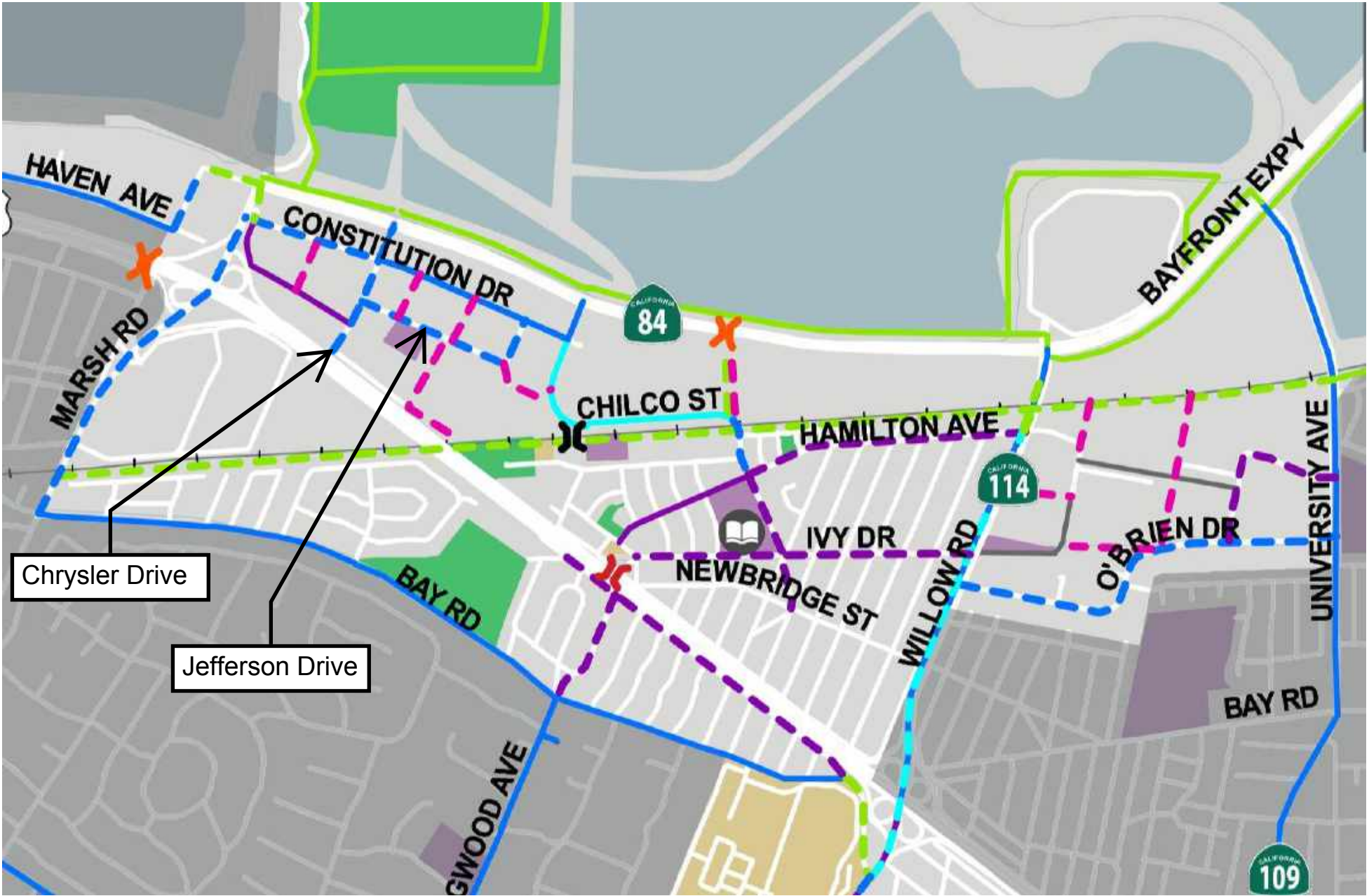


Figure 23 - Citywide Bicycle Facilities Map



Project Area Excerpt of Citywide Bicycle Facilities Map

**STAFF REPORT****City Council****Meeting Date:****8/20/2019****Staff Report Number:****19-162-CC****Regular Business:**

Reconsideration of Resolution No. 6512 establishing a process for notifying the City Council and public of final Planning Commission actions to facilitate City Council review of large or impactful development projects

Recommendation

Staff recommends that the City Council consider Mayor Pro Tem's request to reconsider Resolution No. 6512 establishing a process for notifying the City Council and public of final Planning Commission actions to facilitate City Council review of large or impactful development projects. (A copy of the reconsideration request is included as Attachment A. The resolution adopted July 15 is included as Attachment B and the link to the July 15 staff report is included as Attachment C.) If the City Council votes to reconsider the matter, the item can be heard this evening or can be heard at a future meeting.

Policy Issues

The City's long-range planning vision is set forth in its general plan and in the El Camino Real/ Downtown specific plan. With the recent update to the general plan, the City adopted three new zoning districts -- office (O), life sciences (LS) and residential mixed-use (R-MU.) However, based upon the City Council's recent conversation regarding development impacts and the creation of subcommittees, it is anticipated that the City Council may reopen some of these land use policies to reflect issues and concerns relative to long term development impacts and to identify further housing opportunities citywide. To ensure that ongoing discretionary projects are consistent with the City Council's current development vision, July 15, the City Council adopted a resolution directing staff to notify the City Council of large and impactful projects acted on by the Planning Commission to facilitate City Council appeal of such actions within the time prescribed by the Municipal Code.

Background

On June 11, following a lengthy special meeting on citywide development issues and how to address the City's jobs/housing imbalance, the City Council elected to form two City Council subcommittees to further make recommendations to the full City Council on a series of issues. In addition, the City Council directed staff to amend the zoning code (and other related documents, if applicable) to ensure that in the meantime approvals for large or impactful projects be made by the City Council rather than the Planning Commission.

On July 15, the City Council discussed different options for facilitating City Council review. Ultimately, the City Council adopted a resolution directing staff to notify the City Council of large or impactful projects acted on by the Planning Commission in order to facilitate City Council appeal of such actions within the time prescribed by the Municipal Code. The City Council directed staff to use the existing City Council email log (CCIN) in order to provide notice to both the City Council and public of Planning Commission

actions. In addition, the City Council also directed that staff report back in six months of the efficacy of the resolution.

On July 11, Mayor Pro Tem Taylor submitted a request for reconsideration of Resolution No. 6512. (Attachment A.) The request is based on her belief that the final decision for approval on major development projects lies with the elected City Councilmembers rather than the appointed Planning Commission.

Analysis

The City Council's procedures manual allows a councilmember of the prevailing majority to make a motion for reconsideration as follows:

Reconsideration of an item shall be allowed in accordance with the following City Council guideline: A councilmember of the prevailing majority when the previous vote was taken must make a motion for reconsideration. The City Council has determined that any motion for reconsideration should be made at the meeting immediately following that at which the action was taken. No motion for reconsideration will be entertained after this time unless the City Council determines significant new information has arisen which warrants such action.

The vote to adopt Resolution 6512 was unanimous. Since Mayor Pro Tem Taylor was on the prevailing side of the resolution, she is able to make a motion for reconsideration. However, since the City Council adopted the resolution July 15 and the next City Council meeting was July 16, technically the July 11 reconsideration request is not timely. While technically the request for reconsideration is not timely, since the subject matter of the reconsideration request is a City Council policy matter, the City Council can waive the timeliness issue and consider and act on the request for reconsideration – nobody is prejudiced by the lack of timeliness.

The City Council has several options, including:

1. Deny the request for reconsideration.
2. Approve the request for reconsideration and modify the resolution in any way the City Council chooses.
3. Approve the request and request one of the City Council subcommittees to provide direction to the full City Council on how to ensure that large or impactful projects are meaningfully considered by the City Council.
4. Provide direction to staff to return with options for consideration on how to modify the zoning ordinance to give the City Council final decision making authority for certain large or impactful projects as defined by the City Council.

If the City Council votes to reconsider Resolution No. 6512, this discussion can be heard this evening or can be heard at a future meeting.

Impact on City Resources

City Council review of Planning Commission decisions will result in additional workload for community development, public works and city attorney personnel. Adding this additional layer of review would increase planning division staff's workload in reviewing any changes made or additional input received between the Planning Commission decision and City Council appeal hearing, as well as drafting additional staff reports, conditions, resolutions or other related items. At present there are not enough consultants, staff or contract staff to manage the additional workload anticipated with the approval of the attached resolution authorizing appeals as a matter of course. To manage the work, the City may need to hire additional consultants and/or staff to assist with this planning effort or to backfill current senior staff to work

on preparing City Council appeals. This reallocation of staff resources could also impact staff review of other City Council priority projects such as amendments to the El Camino Real/Downtown specific plan and reviews of land use policies and regulations in the Bayfront area. Finally, this decision will require additional City Council meeting time and possibly more meetings.

Public Engagement

There was no public engagement process conducted in the preparation of this report. Development issues have been a topic of many recent City Council meetings.

Environmental Review

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

Public Notice

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

Attachments

- A. Mayor Pro Tem Taylor's request to reconsider Resolution No. 6512
- B. Resolution No. 6512
- C. Hyperlink: July 15 City Council staff report 19-147 –menlopark.org/DocumentCenter/View/22123/E3-20190715-Council-Call-Up-Policy-CC

Report prepared by:

Deanna Chow, Assistant Community Development Director

William M. McClure, City Attorney

Cara E. Silver, Assistant City Attorney

From: Taylor, Cecilia <CTTaylor@menlopark.org>
Sent: Thursday, July 18, 2019 12:22 PM
To: Mueller, Ray <RDMueller@menlopark.org>; Carlton, M.Catherine <CCarlton@menlopark.org>;
Combs, Drew <DCombs@menlopark.org>; Nash, Betsy <BNash@menlopark.org>
Cc: Jerome-Robinson, Starla L <SLRobinson@menlopark.org>; William L. McClure <wlm@jsmf.com>;
Taylor, Cecilia <CTTaylor@menlopark.org>
Subject: Reconsideration

To my Council Colleagues,

I am requesting a reconsideration of my vote on agenda item E3 on July 15, 2019. After more thought, I believe that the final decision for approval on major development projects lies with the elected City Council Members rather than the appointed Planning Commission.

The five of us were chosen by residents/voters who have put their trust in our commitment to protect their interests. The growth our city has experienced put residents on alert and concerned about the quality of their lives. I do not believe the authority to appeal a project is the same as the full Council being involved in the details of the project application.

I appreciate the opportunity to bring the discussion back to the Council for a reconsideration of this issue.

Thank you,

Cecilia Taylor, Mayor Pro Tem
City Council
701 Laurel Street
Menlo Park, CA 94025

RESOLUTION NO. 6512**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ESTABLISHING A PROCESS FOR NOTIFYING THE CITY COUNCIL AND
PUBLIC OF FINAL PLANNING COMMISSION ACTIONS TO FACILITATE CITY
COUNCIL REVIEW OF LARGE OR IMPACTFUL PROJECTS**

WHEREAS, at the public meeting on June 11, 2019, the City Council of the City of Menlo Park discussed a development moratorium proposed by Mayor Pro Tem Taylor and City Councilmember Nash;

WHEREAS, at the public meeting the City Council discussed the pace and amount of non-residential development, the increased jobs/housing imbalance, the particular impacts such development had in the Bayfront area and whether the City's operative policy documents reflect current community values;

WHEREAS, along with identifying two subcommittees, one for District 1 and another for Districts 2 through 5, to develop a proposed work plan relative to reviewing development potential in the city, the City Council suggested that staff consider taking steps to ensure that the City Council be given the opportunity to review large or impactful development projects;

WHEREAS, the majority of development projects that require discretionary approvals (e.g. use permits and architectural control), with the exception of projects including a rezoning, general plan amendment, major subdivision, conditional development permit, development agreement or other entitlement approved by the City Council, are finally approved by the Planning Commission;

WHEREAS, the City Council or individual city councilmember, pursuant to Menlo Park Municipal Code Section 16.86.025 may take an appeal from any final action of the Planning Commission in accordance with prescribed timelines;

WHEREAS, currently the City does not have a formal process for notifying the City Council of final actions taken by the Planning Commission and, given the City Council's meeting schedule, sometimes there is insufficient time to agendize authorizing an appeal of such action;

WHEREAS, at the public meeting on July 15, 2019, the City Council indicated its desire to review and to disseminate to the public through the established public City Council email log (commonly known as "CCIN") all final decisions made by the Planning Commission relative to large or impactful non-residential projects; and

WHEREAS, such large or impactful projects may include non-residential projects involving bonus level development, non-residential projects involving a net new increase in excess of 10,000 square feet and mixed use projects involving less than 2/3 of the total project square footage dedicated to housing and meeting either the bonus level or square footage trigger.

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore does hereby resolve:

1. Email notification of Planning Commission decision. The community development director or designee shall provide an electronic notice to the City Council and post a public notice on the Menlo Park City Council email log (ccin.menlopark.org) within 48 hours of any final action by the Planning Commission on a development project meeting the criteria set forth in Paragraph 2 below.

2. Criteria for notification. The following final actions by the Planning Commission taken after July 16, 2019 shall trigger notice under this resolution:

A. Bonus level development trigger. In the El Camino Real/Downtown specific plan area and the Bayfront area, where zoning provides development standards for base and bonus level development, any non-residential project exercising bonus level development.

B. Square footage trigger. Any non-residential project exceeding 10,000 net new square feet.

C. Residential mixed-use projects. Mixed-use projects meeting one of the above two triggers where less than 2/3 of the total project square footage is dedicated to residential use.

3. Contents of notice. The notice required by this resolution shall contain (a) a brief description of the project, (b) summary of action taken by the Planning Commission, (c) a link to the Planning Commission staff report for the project, (d) the date of the final Planning Commission decision, and (e) notice to the City Council and public that an appeal must be filed within 15 days of such date.

4. Waiver of appeal fee. The appeal fee shall be waived for any individual City Councilmember who elects to file an appeal within 15 days of the Planning Commission's decision on any development project covered by this resolution.

5. Other appeals. This resolution shall not affect the City Council or any individual city councilmember from otherwise appealing any other final action under Section 16.86.025 or 16.82.040.

6. Review of process. On or before January 15, 2020, the City Council shall review the effectiveness of this notification process.

7. Expiration. This resolution shall expire on November 30, 2020, unless rescinded, amended or renewed by the City Council.

8. CEQA. This resolution is exempt from the California Environmental Quality Act (CEQA) Guidelines Sections 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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 fifteenth day of July, 2019, by the following votes:

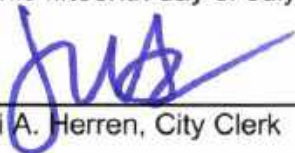
AYES: Carlton, Combs, Mueller, Nash, Taylor

NOES: None

ABSENT: None

ABSTAIN: None

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



Judi A. Herren, City Clerk

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STAFF REPORT

City Council

Meeting Date: 8/20/2019

Staff Report Number: 19-159-CC

Informational Item: City Council agenda topics: August to October 2019

Recommendation

The purpose of this informational item is to provide the City Council and members of the public access to the anticipated agenda items that will be presented to the City Council. The mayor and city manager set the City Council agenda so there is no action required of the City Council as a result of this informational item.

Policy Issues

In accordance with the City Council procedures manual, the mayor and city manager set the agenda for City Council meetings.

Analysis

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through October 29. The topics are arranged by department to help identify the work group most impacted by the agenda item.

Specific dates are not provided in the attachment due to a number of factors that influence the City Council agenda preparation process. In their agenda management, the mayor and city manager strive to compile an agenda that is most responsive to the City Council's adopted priorities and work plan while also balancing the business needs of the organization. Certain agenda items, such as appeals or State mandated reporting, must be scheduled by a certain date to ensure compliance. In addition, the meeting agendas are managed to allow the greatest opportunity for public input while also allowing the meeting to conclude around 11 p.m. Every effort is made to avoid scheduling two matters that may be contentious to allow the City Council sufficient time to fully discuss the matter before the City Council.

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 agenda topics: August to October 2019

Report prepared by:
Judi A. Herren, City Clerk

Tentative City Council Agenda

Approval of bond refunding	ASD
Q4 preliminary close and investments	ASD
Amend the 2019-20 adopted budget	ASD
Receive and file the Q1 investments and operations reports	ASD
Second reading and adoption of cannabis ordinance	CD
Housing Commission report (last report April and work plan amendment in August)	CD
Climate Corps Fellow Presentation on 5-year City fleet Electrical Vehicle Plan	CMO
Certificate of recognition: Steven Foley	CMO
Report from City Council subcommittees on planning and zoning	CMO
First reading of the reach code amendments to the 2019 California Building Standards Code	CMO
Records destruction	CMO
Introduce local minimum wage ordinance	CMO
Amend the adopted 2019-20 City Council priorities and work plan	CMO
City Council review of Planning Commission decision	CMO
Regional projects and their traffic impact + the ability of the Town of Atherton to have input into the approval process	CMO
Public safety - collaboration on policing	CMO
Regional preparedness efforts (fires, earthquakes, etc.)	CMO
Rail collaboration (Menlo Park/Atherton)	CMO
Second reading and adoption of local minimum wage ordinance	CMO
Adopt City Council Procedure No. XXX: City Council Powers and Responsibilities; Interactions with City Staff	CMO
Sister City Committee update	CMO
Receive and file quarterly update on the 2019-20 City Council work plan	CMO
Add public EV charging fee and zero waste program fee to master fee schedule	CMO
City Council review of Planning Commission decision	CMO
2020 redistricting (advisory or independent)	CMO

Update on climate action plan and zero waste plan progress	Through October 2019	CMO
BAWSCA report to Council form KKeith		CMO
Environmental Quality Commission update (last update April)		CMO
Adopt City Council Procedure Nos. XXX and XXX: City Council Communications; Meetings		CMO
City Council agenda topics: November 2019 to January 2020		CMO
Adopt Updates to the Heritage Tree Ordinance		CMO
Food service contract for CDC		CSD
18/19 contract amendment to the CDC grant		CSD
Parks and Recreation Commission update		CSD
Receive Park and Recreation commission recommendations on facility master plan		CSD
Receive, file and provide direction on Park Recreation facility master plan		CSD
Library Commission update		Lib
Belle Haven branch library project		Lib
Receive and file one-year post adoption review and report of Safe City Ordinance No. 1036 for the period ending June 30, 2018		PD
Award a construction contract to _____, for the 2019 tennis court resurfacing project		PW
Adopt updated City rail policy and position statement		PW
Select a preferred alternative for the Middle Avenue pedestrian and bicycle rail crossing project		PW
Ester Bugna Memorial presentation		PW
Authorize the city manager to enter into an agreement with _____ for park ranger services		PW
Review draft transportation impact fee		PW
Complete Streets Commission update (last update May)		PW
First reading of transportation impact fee ordinance		PW
Second reading and adoption of transportation impact fee ordinance		PW
Receive and file the 2018-19 community development department and public works department organizational reviews prepared by Matrix Consulting		PW, CMO, CD

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JUN 12 2019

City of Menlo Park
City Manager's Office

Council Action Advised by August 30, 2019
--

June 10, 2019

TO: Mayors, City Managers and City Clerks**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – October 16 - 18, Long Beach**

The League's 2019 Annual Conference is scheduled for October 16 – 18 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, October 18, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, October 4. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, October 16, 8:00 a.m. – 6:00 p.m.; Thursday, October 17, 7:00 a.m. – 4:00 p.m.; and Friday, October 18, 7:30 a.m.–11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Friday, October 4. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2019 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, October 4, 2019. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____

Email _____

Mayor or City Clerk _____
(circle one) (signature)

Date _____ Phone _____

Please complete and return by Friday, October 4, 2019

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