



SPECIAL AND REGULAR MEETING AGENDA – AMENDED

Date: 10/15/2019
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

This amended agenda includes item K1.

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.

6:30 p.m. Study Session

SS1. Report from City Council subcommittees on planning and zoning ([Staff Report #19-212-CC](#))

7:00 p.m. Regular Meeting

- A. Call To Order**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. 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.

E. Presentations and Proclamations

- E1. Proclamation: Anti-Bully month of October
- E2. Police traffic strategic plan

F. Commissioner Reports

F1. Consider applicants and make appointments to fill unexpected vacancies on the various city commissions ([Staff Report #19-183-CC](#))

G. Consent Calendar

G1. Accept the City Council meeting minutes for September 3 and 10, 2019 ([Attachment](#))

G2. Waive the second reading and adopt Ordinance No. 1059 repealing Chapter 2.58 (Safe City) of Title 2 (Administration and Personnel) ([Staff Report #19-213-CC](#))

H. Regular Business

H1. Accept the parks and recreation facilities master plan and provide direction on implementation ([Staff Report #19-215-CC](#))

H2. 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 #19-214-CC](#))

H3. Authorize the City Council subcommittee on the 2018 Stanford University general use permit application to submit a letter to the County of Santa Clara Board of Supervisors ([Staff Report #19-211-CC](#))

I. Informational Items

I1. City Council agenda topics: October to December 2019 ([Staff Report #19-204-CC](#))

J. City Manager's Report

K. City Councilmember Reports

K1. **Public art installation proposal**

L. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the 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: 10/10/2019)



STAFF REPORT

City Council

Meeting Date: 10/15/2019

Staff Report Number: 19-212-CC

Study Session: Report from City Council subcommittees on planning and zoning

Recommendation

1. Receive input from the two City Council subcommittees; and
2. City Council to provide general direction to staff on next steps.

Background

The City Council formed two separate City Council subcommittees June 11 to prepare recommendations regarding zoning and planning changes for District 1 and Districts 2-5. Both subcommittees have met several times. The purpose of this study session is to provide an opportunity for the City Council to discuss the status of the two subcommittees and their direction on the development of next steps. A number of legislative actions have recently occurred which may impact any zoning or planning actions.

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. District 1 subcommittee member Mayor Pro Tem Taylor's recommendations
- B. District 2-5 subcommittee recommendations

Report prepared by:

Starla Jerome-Robinson, City Manager

City of Menlo Park

Recommendations from Mayor Pro Tem Taylor, member of City Council subcommittee on planning and zoning in District 1

October 9, 2019

1. Identify immediate infrastructure improvements to alleviate traffic. The subcommittee recommends that the City Council complete its work on the transportation master plan (TMP), the transportation impact fee (TIF), and the Belle Haven neighborhood traffic management plan (BHNTMP). The subcommittee further recommends that the City's subcommittee on Facebook's Willow Village project incorporate traffic mitigations in their discussions with Facebook.

City Council action requested – Reaffirm prioritization of the TMP, TIF, and BHNTMP; appoint Facebook Willow Village subcommittee.

2. **THERE NEEDS TO BE A MORE IMMEDIATE ACTION TAKEN. A MORE MODERATE BALANCE TO THE HOUSING DENSITY STANDARDS BETWEEN BELLE HAVEN AND THE REST OF THE CITY. THIS DOES NOT REQUIRE AN UPDATE TO THE GENERAL PLAN THIS NEEDS TO BE ADDRESSED BEFORE ANY MORE APPLICATONS FOR RESIDENTIAL PROJECTS ARE ACCEPTED OR APPROVED.**

Initiate update to the General Plan's housing, land use, and environmental justice elements and update the zoning code. The subcommittee recommends that the City Council prioritize an update to several key elements of the General Plan to incorporate changes in state law since the last General Plan update (SB1000, AB617, and SB330). The update is expected to begin in early 2020 and continue through mid-2022 to allow for extensive community engagement, the necessary studies, and analysis to update the General Plan and zoning codes, and multiple public hearings at both the planning commission and City Council.

City Council action requested – The City Council may consider providing the following direction to staff to ensure that this recommendation is properly resourced:

- i. Direct staff to return with a proposed budget to complete the recommended work. The City's most recent General Plan update and Housing Element update cost approximately \$2.53 million. With a broader scope and inflation, the cost for the General Plan update will likely exceed \$2-3 million over twenty-four months.
 - ii. Direct staff to prepare a public engagement plan for the General Plan update.
3. ConnectMenlo community amenities list. The subcommittee recommends that the City Council update the community amenities list. The community amenities list was adopted as part of Connect Menlo General Plan update and is intended to offset the impact of bonus level development in the Bayfront neighborhood.
- City Council action requested** – The City Council may consider two options to advance this recommendation from the subcommittee:
- i. Direct staff to return with a public engagement plan sufficient to solicit feedback from affected stakeholders, including residents, businesses, and property owners. This option provides stakeholders the opportunity to collaborate in the revised community amenity list but will take resources away from other projects.
 - ii. Accept Mayor Pro Tem Taylor's recommended revisions, Attachment B, to the community amenities list and direct staff to return with the enabling City Council action. This option requires the least resources.



STAFF REPORT

City Council
Meeting Date: 10/15/2019
Staff Report Number: 19-183-CC

Commission Reports **Consider applicants and make appointments to fill unexpected vacancies on the various city commissions**

Recommendation

Staff recommends making appointments to the Park and Recreation and Planning commissions.

Policy Issues

City Council Policy CC-01-004 establishes the policies, procedures, roles and responsibilities for the City's appointed commissions and committees, including the manner in which commissioners are selected.

Background

The Park and Recreation has a current vacancy resulting from the resignation of Rob Bentley and the Planning Commission has a current vacancy resulting from the resignation of Katherine Strehl. The recruitment process involved advertisements and announcements per City Council policy.

Following City Council's appointment, the city clerk's office provides onboarding and orientation for the new commission/ committee members. This includes the oath of office, commissioner handbook, introduction of commission/ committee liaison staff, Form 700 Statement of Economic Interests filing (if applicable) and Brown Act training.

The city clerk's office regularly reviews all agendas and minutes, tracks attendance and serves as the principal staff liaison contact for all commissions/committees.

Analysis

Pursuant to City Council Policy CC-19-004, commission members must be residents of the City of Menlo Park and serve for designated terms for filling a vacancy. Residency for all applicants has been verified by the city clerk's office. In addition, the City Council's policy states that the selection/appointment process shall be conducted before the public at a regularly scheduled meeting of the City Council. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Councilmembers present shall be appointed.

The City received the following applicants, listed in alphabetical order by last name.

Park and Recreation, one vacancy with a term expiring April 30, 2023:

- Peter Diepenbrock
- Joyce Friedrichs
- Sukanya Guha
- Justin Young

Planning Commission, one vacancy with a term expiring April 30, 2021:

- Larry Kahle
- Jeff Kleck

Recommended voting process

The city clerk will call for City Council nominations on applicants for each commissions one at a time. Similar to a traditional election process, each City Councilmember has as many votes as seats are available on the subject commission/committee and may only vote once for an applicant. If, after all City Councilmembers cast their vote, no candidate receives a majority of the votes cast, the applicants with fewer than two votes will be removed from consideration. The City Council will then hold runoff votes until a single applicant receives a majority of votes cast.

Impact on City Resources

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

Public Notice

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Attachments

A. Applications

Report prepared by:
Judi A. Herren, City Clerk

COMMISSION AND COMMITTEE APPLICATION

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



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

Date: August 28, 2019

Commission or committee of interest: PARKS AND REC COMMISSION

Name: PETER DIEPENBROCK

Education: BACHELOR OF SCIENCE - KINESIOLOGY

Civic affiliations and community activities, including service on other commissions or committees:
Youth Coach - AYSO, ALPINE LITTLE LEAGUE, REDWOOD NJB

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

A PARKS AND REC COMMISSIONER OVERSEES THE PARKS AND RECREATIONAL OPPORTUNITIES FOR MENLO PARK RESIDENTS. I HAVE LIVED IN MENLO PARK FOR 15 YEARS AND BEEN AN AVID VISITOR TO OUR PARKS AND HAVE PARTICIPATED IN ADULT LEAGUES. I HAVE BEEN A PE. TEACHER FOR 25 YEARS.

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

I WOULD LIKE TO BE ON THIS COMMISSION BECAUSE I WOULD LIKE TO IMPROVE THE RECREATIONAL OPPORTUNITIES FOR MENLO PARK RESIDENTS. SPECIFICALLY I'D. LIKE TO BRING FRISBEE GOLF AND PICKLEBALL TO MENLO PARK

[Redacted Signature]

8-29-19
Date

Signature

OFFICE USE ONLY:

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

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

Personal information:			
Name: <u>PETER DIEPENBROCK</u>	Number of years as a Menlo Park resident: <u>15</u>		
Resident address: [REDACTED]	City: <u>MENLO PARK</u>	State: <u>CA.</u>	Zip: <u>94025</u>
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: [REDACTED]	City: <u>TPAI</u>	State: <u>CA</u>	Zip: <u>94301</u>
Business phone: [REDACTED]			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input checked="" type="checkbox"/> Other <u>Friend</u>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

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

Date: August 14, 2019

Commission or committee of interest: Park & Recreation

Name: Joyce Friedrichs

Education: BS Education

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

I have not served on any city committees or commissions, but I have been very active in the Environmental Volunteers, an educational non-profit, for the past 37 years. I have served on the board for a total of 15 years and have been board chair or co-chair for six years. I also serve on three different committees with Environmental Volunteers. I am a docent at Jasper Ridge Biological Preserve (Stanford) and I also am a mentor for the non-profit Peninsula Bridge. I was a classroom volunteer in my children's schools in Menlo Park, was on site councils and was on the Jeanie Ritchie Grant Committee in the Menlo Park School District. I was very involved in the parent community when my children were at Menlo-Atherton High School.

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

The Park & Recreation Committee strives to respect and affirm diversity in the community by providing high quality, inclusive programs and services that meet the needs of all community members. The committee needs to focus on financial responsibility, programmatic excellence, preservation of open spaces and parklands, positive community relations with the City Council and local schools, solid partnerships, and serving a diverse community.

I am an "outdoors" person who loves and appreciates all recreational spaces. I have frequented our local parks in the 40 years I have lived in Menlo Park. I so value the programs we provide for the community. I am keenly aware that we need to afford services for all members of our ever-changing community. My background in various aspects of education provides a healthy perspective on what's possible for children and adults.

In my career I worked on teams and held leadership roles. These experiences have given me a healthy perspective on what it means to be a team player and to lead. As an Environmental Volunteers board member and board chair I have been involved with the financial health of the organization, with the program offerings, I've worked with diverse communities and have been instrumental in the overall health of the organization.

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

I love living in Menlo Park. I think it's a wonderful community. Parts of what makes us such a strong community are the services we provide, the open space, and the recreational opportunities available to us. I feel deeply that because our community is diverse we need to be especially diligent about making sure we are serving all of our constituents. It's important to me that I contribute to our community and being on the Park and Recreation Committee is one way to do this. Personally, I want to find productive, interesting and useful ways to spend my time, and I would like to get to know other people who share my values. I am keenly aware that spending time outdoors (the parks part) and participating in a variety of activities (the recreation part) are essential to healthy people and a healthy community.

Regarding what I hope to accomplish, I would like to be a part of making sure we serve our community well. I feel that with my professional and volunteer experience I can contribute to a strong park and recreation committee. I am a team player, I listen well and I care.

Joyce Friedrichs

Digitally signed by Joyce Friedrichs
 Date: 2019.08.14 12:17:03 -07'00'

Signature

August 14, 2019

Date

OFFICE USE ONLY:

Application received: _____

Considered by City Council: _____

Considered by City Council: _____

Considered by City Council: _____

If appointed, term ends: _____

Address verified in City Limits (if necessary): By: _____

Appointed: Yes No (Initials)

Appointed: Yes No

Appointed: Yes No

Personal information:			
Name: Joyce Friedrichs		Number of years as a Menlo Park resident: 41	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity: <input checked="" type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="radio"/> Yes	<input type="radio"/> No
	Business phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Home phone:	<input type="radio"/> Yes	<input type="radio"/> No
	Email:	<input checked="" type="radio"/> Yes	<input type="radio"/> No

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

Date: 04/12/2018

Commission or committee of interest: LIBRARY COMMISSION

Name: SUKANYA GUHA

Education: BSc. VISUAL COMMUNICATIONS; MULTIPLE SUBJECTS TEACHING CREDENTIAL (K-8)

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

- USED TO VOLUNTEER FOR LITERACY IN THE CLASSROOM & GARDEN (CASTRO ELEMENTARY SCHOOL IN MOUNTAIN VIEW)
- ADVISORY BOARD MEMBER (NEW BEGINNINGS PRESCHOOL IN MENLO PARK)

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

I UNDERSTAND THAT THE COMMISSION WILL BE RESPONSIBLE TO IMPROVE AND PROTECT THE LIBRARY SERVICE; ACQUIRE NEW MATERIALS; OFFER LITERACY & ENGLISH AS SECOND LANGUAGE PROGRAMS FOR PEOPLE WHO NEED THEM. AS A TEACHER I HAVE WORKED WITH ESL STUDENTS AND

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

LIBRARIES HELP BRING THE COMMUNITY TOGETHER. BOOKS HELP US THINK AND COMMUNICATE OUR IDEAS OR A MESSAGE TO OTHERS. I BELIEVE VOLUNTEERS HELP MAKE OUR COMMUNITY STRONGER AND OUR CITY BETTER. AS A TEACHER MY LOVE FOR READING IS VAST AND I WOULD LOVE AN OPPORTUNITY TO PASS IT DOWN TO OTHERS AS WELL.

BE OF HELP

[Redacted Signature]

Signature

04/12/2018
Date

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

20171101 JVH

Personal information:			
Name: SUKANYA GUHA	Number of years as a Menlo Park resident:		
Resident address: [REDACTED]	City: MENLO PARK	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: ([REDACTED])	Email: [REDACTED]		
Business address:	City: 00	State: 0	Zip:
Business phone:			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

COMMISSION AND COMMITTEE APPLICATION

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

Date: August 27, 2019

Commission or committee of interest: Parks and Recreation

Name: Justin Young

Education: B.S. Electrical Engineering and Computer Sciences, UC Berkeley; M.D., UC Davis

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

Volunteer Coach, Menlo-Atherton Little League
 Board Member, Menlo-Atheron Little League
 School Site Council, Encinal Elementary School

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
 Serve as a liason between community and City Council, with attention to recreational space and opportunities in the city. I am a 13-year resident of Menlo Park, with a small business downtown, and have 3 children in our public schools. I can understand and represent varied perspectives of city residents and their needs. I spend a lot of time at city parks, and at Burgess -on the baseball fields, in the pool- but also with my kids at their various activities. We regularly walk to and hang out in downtown. I am a physician specializing in mental health. Engagement with recreation and the outdoors is important to individual and community health, and it is always on my mind.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
 I will promote healthy community engagement with parks, open space, and community activities. I will advocate to prioritize the valuing and enjoyment of recreational and open space. I will work to protect and enhance existing parks and recreation programs. I would like to see increased community appreciation and caring for our natural environment and our broader world. Also, I personally wish to contribute more to our lovely city by serving on this commission.

Signature _____

Date 8/27/19

OFFICE USE ONLY:

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

Personal information:			
Name: Justin Young		Number of years as a Menlo Park resident: 13	
Resident address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone: [REDACTED]	Email: [REDACTED]		
Business address: [REDACTED]	City: Menlo Park	State: CA	Zip: 94025
Business phone: [REDACTED]			
How did you hear about this opportunity:			
<input type="checkbox"/> Local newspaper <input checked="" type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone:	<input type="radio"/> Yes <input checked="" type="radio"/> No
		Business phone:	<input type="radio"/> Yes <input checked="" type="radio"/> No
		Home phone:	<input type="radio"/> Yes <input checked="" type="radio"/> No
		Email:	<input checked="" type="radio"/> Yes <input type="radio"/> No

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

Date: April 5, 2018

Commission or committee of interest: Planning Commission

Name: Larry Kahle

Education: California Polytechnic State University, San Luis Obispo- Bachelor of Architecture

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

Menlo Park Planning Commissioner- 3 years

Suburban Park Neighborhood Association President and CERT Coordinator

Rebuilding Together- charity playhouses

AYSO soccer coach- 10 years

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

My understanding is that the Planning Commission reviews Use Permit applications as well as directs policy for land use elements within the city. As an architect, I can provide input from a design and client perspectives.

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

I would like to continue to raise the design standards of the built environment in Menlo Park, plus guide the implementation of the Downtown/ El Camino Specific Plan and the Connect Menlo General Plan.



Signature

April 5, 2018

Date

OFFICE USE ONLY:

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

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

Personal information:			
Name: Larry Kahle		Number of years as a Menlo Park resident: 13	
Resident address: [REDACTED]		City: Menlo Park	State: CA Zip: 94025
Mailing address (if different):		City:	State: Zip:
Phone: [REDACTED]		Email: [REDACTED]	
Business address: [REDACTED]		City: Mountain View	State: CA Zip: 94043
Business phone: [REDACTED]			
Registered voter: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Business phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Home phone:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Email:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

Date: 29 August 2019

Commission or committee of interest: Planning

Name: Jeff Kleck

Education: BS & MS Texas A&M (Engineering); MS Stanford (Engineering); PhD UCLA (Physics)

Civic affiliations and community activities, including service on other commissions or committees:
Active in the California State Guard (volunteer) in Disaster Relief & Emergency Management; Adjunct Professor (volunteer) at Stanford University School of Medicine

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:
I am familiar with the Planning Commission through direct interaction with City residents; City staff; planning commission members, and council persons. As an Adjunct Professor at Stanford University I was asked to assist the University with planning issues associated with faculty housing. On my own volition I completed formal real estate education and passed the California real estate exam, as a means to maximize my ability to contribute to planning issues.

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:
I believe the Planning Commission is vital to the future success of our City.


Signature

29 August 2019
Date

OFFICE USE ONLY:

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

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

Personal information:			
Name: Jeff Kleck		Number of years as a Menlo Park resident: 28	
Resident address: [REDACTED]		City: MP	State: CA Zip: 94025
Mailing address (if different):		City:	State: Zip:
Phone: [REDACTED]		Email: [REDACTED]	
Business address: [REDACTED]		City: MV	State: CA Zip: 94043
Business phone: [REDACTED]			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input checked="" type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Cellphone: Business phone: Home phone: Email:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No



SPECIAL MEETING MINUTES – DRAFT

Date: 9/3/2019
Time: 5:30 p.m.
City Hall/Administration Building
701 Laurel St., Menlo Park, CA 94025

Closed Session (City Hall - “Downtown” Conference Room, 1st Floor)

A. Call to Order

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

B. Roll Call

Present: Combs, Nash, Taylor, Mueller

Absent: Carlton

Staff: City Manager Starla Jerome-Robinson, Assistant City Manager Nick Pegueros, City Attorney Bill McClure, Public Engagement Manager Clay J. Curtin, Deputy City Clerk Neetu Salwan (excused at 5:34 p.m.)

CL1. Closed session conference with legal counsel on anticipated litigation pursuant to Government Code §54956.9(d)(2) – one case

C. Adjournment

Mayor Mueller adjourned the meeting at 6:35 p.m.

Neetu Salwan, Deputy City Clerk



REGULAR MEETING MINUTES – DRAFT

Date: 9/10/2019
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 7:05 p.m.

B. Roll Call

Present: Carlton, Combs, Nash, Taylor, Mueller
Absent: None
Staff: City Attorney Bill McClure, Assistant City Manager Nick Pegueros, City Clerk Judi A. Herren

C. Pledge of Allegiance

Mayor Mueller led the Pledge of Allegiance.

D. Presentations and Proclamations**D1. Ester Bugna memorial presentation**

Mayor Mueller made a presentation and presented the plaque and little free library in memory of Ester Bugna.

E. Public Comment

- Stephanie Miller spoke on incidents of harassment near Burgess Park, CVS, and in downtown Menlo Park.
- Aldora Lee spoke on the increasing dangers on Menlo Avenue.

F. Consent Calendar

Items F1, F2, F3, and F5 were pulled.

F1. Adopt Resolution No. 6519 authorizing the annual destruction of obsolete records ([Staff Report #19-171-CC](#))

The City Council received clarification on the records retention for proposed records destruction and directed staff to ensure a copy of the El Camino Real/Downtown environmental impact report is retained.

ACTION: Motion and second (Mueller/ Carlton) to adopt Resolution No. 6519 authorizing the annual

destruction of obsolete records, passed 4-1 (Taylor dissenting).

F2. Approve the 2019-20 Finance and Audit Committee work plan ([Staff Report #19-188-CC](#))

The City Council received confirmation that the Committee approved the recommended workplan and received clarification on the amount of staff hours and calculations.

ACTION: Motion and second (Carlton/ Combs) to approve the 2019-20 Finance and Audit Committee work plan, passed unanimously.

F3. Adopt Resolution No. 6522 authorizing the installation of turn restrictions in and around the Belle Haven neighborhood ([Staff Report #19-189-CC](#))

The City Council discussed with staff current traffic data, enforcement, and detour signs.

ACTION: Motion and second (Taylor/ Nash) adopt Resolution No. 6522 authorizing the installation of turn restrictions in and around the Belle Haven neighborhood, passed unanimously.

F4. Reject all bids for the reconstruction of Nealon Park tennis courts project ([Staff Report #19-184-CC](#))

F5. First reading of the reach code amendments to the 2019 California Building Standards Code ([Staff Report #19-187-CC](#))

- James Tuleya spoke in support of reach codes.
- Steve Van Pelt provided modifications to the proposed reach codes.
- Nicole Kemeny spoke in support of the reach codes.
- Cherie Zaslawsky spoke in support of gas stoves and having a choice of gas or electric.
- Leadwyn D'Souza, from the Sierra Club, spoke in support of reach codes.
- Ryann Price spoke in support of reach codes and the Environmental Quality Commission process of creating them.
- Doug Silverstein spoke in support of reach codes.
- Zoe Wong-VanHaren, Palo Alto high-school senior, spoke in support of reach codes.
- Karen Grove spoke in support of the reach codes.
- James Payne spoke in support of reach codes.
- Tom Kabat spoke in support of reach codes.
- Josh Becker, Menlo Spark member, spoke in support of reach codes.
- Diane Bailey, Menlo Spark member, spoke in support of reach codes.
- Deb Martin spoke in support of reach codes.

Sustainability Manager Rebecca Lucky, Sustainability Specialist Joanna Chen, and Building Official Chuck Andrews made a presentation ([Attachment](#)).

The City Council discussed the impacts to life sciences and restaurants. They also received clarification on the appeals process and this returning to City Council in two years for review.

The City Council took a recess at 8:28 p.m.

The City Council reconvened at 8:35 p.m.

ACTION: Motion and second (Taylor/ Carlton) to approve the first reading of the reach code amendments to the 2019 California Building Standards Code, passed unanimously.

G. Regular Business

- G1. 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](#))

The City Council discussed the reconsideration of the item and to agendaize for a future date.

ACTION: Motion and second (Taylor/ Carlton) 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 and return to the City Council, passed 4-1 (Carlton dissenting).

- G2. Introduction of Ordinance No. 1058 adopting a local minimum wage ordinance effective January 1, 2020 ([Staff Report #19-186-CC](#))

Assistant City Manager Nick Pegueros made the presentation ([Attachment](#)).

- Rayna Lehman, Labor Council, spoke in support of the local minimum wage ordinance.
- Anna Chow, Cheeky Monkey owner, spoke in opposition of the local wage ordinance but in favor of a phasing in a higher minimum wage.
- Josh Becker spoke in support of the local minimum wage ordinance.
- Karen Grove spoke in support of the local minimum wage ordinance.
- Fran Dehn, chamber of commerce, spoke in support of a local minimum wage ordinance, however, suggested modifications.
- Jen Wolosin spoke in support of the local minimum wage ordinance.
- Diane Bailey, Menlo Spark member, spoke in support of the ordinance.

The City Council discussed updating the definition of an employee from ten hours of work to two hours of work per week, the option of phasing in the \$15, and the impacts on small businesses.

ACTION: Motion and second (Combs/ Nash) to introduction of Ordinance No. 1058 adopting a local minimum wage ordinance effective January 1, 2020 updating the definition of an employee as an individual working two or more hours per week, passed 4-1 (Carlton dissenting).

H. Informational Items

- H1. City Council agenda topics: September to November 2019 ([Staff Report #19-182-CC](#))

No action or discussion.

- H2. Update on the emergency water storage/ supply project ([Staff Report #19-190-CC](#))

The City Council commented on the importance of wells.

I. City Manager's Report

Assistant City Manager Nick Pegueros advised the City Council that he, Administrative Services Director Lenka Diaz, Public Engagement Manager Clay Curtin, and Mayor Pro Tem Taylor will be attending the Government Alliance on Race and Equity (GARE) convening in Oakland on September 12-13.

J. City Councilmember Reports

City Councilmember Carlton reported on attending the California League of Cities conference.

K. Adjournment

Mayor Mueller adjourned the meeting at 10:21 p.m.

Judi A. Herren, City Clerk

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STAFF REPORT

City Council Meeting Date: 10/15/2019
Staff Report Number: 19-213-CC

Consent Calendar: Waive the second reading and adopt Ordinance No. 1059 repealing Chapter 2.58 (Safe City) of Title 2 (Administration and Personnel)

Recommendation

Staff recommends that the City Council waive the second reading and adopt Ordinance No. 1059 repealing Chapter 2.58 (Safe City) of Title 2 (Administration and Personnel) of the Menlo Park Municipal Code, as directed by City Council August 27.

Policy Issues

State law requires two City Council actions, a first reading and second reading, to amend or add to a city's municipal code.

Background

On June 20, 2017, the City Council approved and adopted the Ordinance 1036 (Safe City.) At that time, the City's ordinance exceeded the requirements set by the general laws of the State of California. On January 4, 2018, Senate Bill 54 (SB54/TRUST and VALUE Act) went into effect and modified the existing TRUTH Act that was effective January 1, 2017. On August 27, City Council directed staff to introduce an ordinance to repeal Ordinance 1036 on the grounds that it had largely been superseded by State law.

Ordinance No. 1059, Attachment A, was first heard by City Council September 24 and approved as written.

Analysis

On August 27, City Council was presented with a side-by-side analysis of the new and modified state laws listed above, and Chapter 2.58 (Safe City) of the Municipal Code. This analysis can be found in Attachment B.

The above listed state laws now largely if not entirely negate the need for and preempt the City's safe city ordinance.

Impact on City Resources

There is no impact on City resources.

Environmental Review

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

Public Notice

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

Attachments

- A. Ordinance No. 1059 repealing Chapter 2.58 [Safe City] of Title 2 [Administration and Personnel]
- B. Hyperlink – Staff Report No. 19-172-CC, August 27: menlopark.org/DocumentCenter/View/22605/H1---20190827-Safe-City-Report-CC

Report prepared by:
Dave Bertini, Chief of Police

ORDINANCE NO. 1059

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
REPEALING CHAPTER 2.58 [SAFE CITY] OF TITLE 2 [ADMINISTRATION AND
PERSONNEL]**

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

SECTION 1. FINDINGS AND DETERMINATIONS.

A. On June 20, 2017, the City Council approved and adopted Ordinance No. 1036, the safe city ordinance.

B. At that time, the City's ordinance exceeded the requirements set by the general laws of the State.

C. On January 4, 2018, Senate Bill 54 (SB54/TRUST and VALUE Act) went into effect modifying the existing TRUTH Act, which was effective January 1, 2017.

Together, these new laws largely if not entirely negate the need for and preempt the City's safe city ordinance.

D. Therefore to provide consistency with State law and to promote uniformity and consistent implementation, on August 27, 2019, the City Council directed staff to repeal Ordinance No.1036.

SECTION 2. REPEAL OF CODE. Chapter 2.58 [Safe City] of Title 2 [Administration and Personnel] is hereby repealed as follows. Underlined text indicates an addition and ~~strikethrough~~ text indicates a deletion.

**Chapter 2.58
SAFE CITY**

Sections:

~~2.58.010 Safe city.~~

~~2.58.020 Federal criminal warrants and civil immigration detainer requests.~~

~~2.58.030 Use of city funds prohibited.~~

~~2.58.040 Compliance No private right of action.~~

~~2.58.050 Reporting.~~

2.58.010 Safe City.

~~(a) The city of Menlo Park is an ethnically, racially and religiously diverse city. The city has long derived its strength and prosperity from its diverse community. Cooperation with all members of the city's diverse community is essential to advancing the city's mission, vision and guiding principles, including community safety, support for youth and education, economic development and financial stability.~~

~~(b) The city of Menlo Park is a safe city for all, regardless of immigration status, religion, race, nationality, ethnicity, sexual orientation, gender or gender identity.~~

~~(c) City of Menlo Park officials, including its law enforcement officers, shall not administer federal immigration law, which is the exclusive authority of the federal government, and shall~~

~~not take any direct action against an individual because of their immigration status, unless legally required to do so pursuant to a valid federal criminal warrant.~~

~~(d) With respect to law enforcement activities, no employee of the city of Menlo Park shall inquire about the immigration status of an individual, including but not limited to a crime victim, witness or person who calls or approaches law enforcement personnel seeking assistance, unless necessary to investigate criminal activity by that individual or it is an element of the crime being reported. (Ord. 1036 §2 (part), 2017).~~

~~**2.58.020 Federal criminal warrants and civil immigration detainer requests.**~~

~~(a) The city of Menlo Park is legally required to cooperate with federal criminal warrants. Federal criminal warrants are distinct from civil immigration detainer requests. Unlike a warrant, a civil detainer request is not issued by a judge and is not based on a finding of probable cause.~~

~~(b) The city of Menlo Park shall not cooperate with Immigration and Customs Enforcement (ICE) detainer requests of an individual unless one (1) or more of the circumstances identified in California Government Code Sections 7282.5(a)(1) through (4) and (6) apply.~~

~~(c) Except as otherwise required in this chapter or unless city officials have a legitimate law enforcement purpose that is not related to the enforcement of civil immigration laws, the city shall not give ICE agents access to individuals. (Ord. 1036 §2 (part), 2017).~~

~~**2.58.030 Use of city funds prohibited.**~~

~~(a) No city agency, department, officer or employee shall use city funds, resources, facilities, property, equipment or personnel to:~~

- ~~(1) Identify, investigate, arrest, detain or continue to detain a person in the absence of a valid criminal warrant on the belief that the person is not present legally in the United States or that the person has committed a violation of immigration law.~~
- ~~(2) Assist or participate in any immigration enforcement operation or joint operation or patrol that is focused on the enforcement of federal immigration laws.~~
- ~~(3) Arrest, detain or continue to detain a person in the absence of a valid criminal warrant based on any civil immigration detainer request.~~
- ~~(4) Notify federal authorities about the release or pending release of any person for immigration purposes.~~
- ~~(5) Provide federal authorities with nonpublic information about any person for immigration purposes.~~

~~(b) No city agency, department, officer or employee shall use city funds, resources, facilities, property, equipment or personnel unless such assistance is required by a valid and enforceable federal or state law or is contractually obligated. Nothing shall prevent the city, including any agency, department, officer or employee, from lawfully discharging his/her duties in compliance with a lawfully issued judicial warrant, subpoena or court decision. (Ord. 1036 §2 (part), 2017).~~

~~2.58.040 Compliance—No private right of action.~~

~~(a) The clerk of the city of Menlo Park shall send copies of this chapter, including any future amendments, to every department of the city of Menlo Park. Any employee who willfully and intentionally violates the prohibitions in this chapter may face department discipline up to and including termination.~~

~~(b) In undertaking the adoption and enforcement of this chapter, the city is assuming an undertaking only to promote the general welfare. This chapter does not create or form the basis of liability on the part of the city, its agents, departments, officers or employees. It is not intended to create any new rights for breach of which the city or any of its employees are liable for money or any other damages to any person who claims that such breach proximately caused injury. (Ord. 1036 §2 (part), 2017).~~

~~2.58.050 Reporting.~~

~~One year from adoption of the ordinance codified in this chapter, the city council will review the ordinance and receive a report regarding any incidents relevant to the ordinance. (Ord. 1036 §2 (part), 2017).~~

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

SECTION 4. CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION. The City Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act ("CEQA") under Sections 15378 and 15061(b)(3) of the of the CEQA Guidelines. The ordinance is a clean up ordinance and has no potential for resulting in physical change to the environment either directly or indirectly.

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

INTRODUCED on this twenty-fourth day of September, 2019.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on this fifteenth day of October, 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: 10/15/2019

Staff Report Number: 19-215-CC

Regular Business:

Accept the parks and recreation facilities master plan and provide direction on implementation

Recommendation

Staff recommends the City Council accept the parks and recreation facilities master plan and direct staff to return with the following implementation steps:

1. Identify recommendations categorized as programmatic or straightforward projects for inclusion in the city manager's fiscal year 2020-21 recommended operating budget.
2. Retain a cost estimator to determine the costs of design and construction for projects listed as priority recommendations and provide implementation proposal for each project.
3. Provide proposal for issuance of third phase of Measure T bonds as a possible funding strategy for priority recommendations.

Policy Issues

The parks and recreation facilities master plan (Plan) is a part of the City Council adopted 2018-19 workplan and is consistent with City Council's commitment to developing comprehensive master plans for significant capital improvements and to community engagement.

Background

On September 24, staff transmitted an informational item to the City Council, which contains the full background on this study and is included as (Attachment A.)

Analysis

Recommended projects and programs

The Plan provides a total of 123 recommendations covering all parks and recreation facilities throughout the City which can be found in Chapter 5 of the Plan. Since the Plan is intended to be a living document to inform future park and recreation facility improvements, other recommendations may be identified later over the time horizon of this Plan. The recommendations were formulated after an in-depth review of all parks and recreation facilities in Menlo Park, as well as through community engagement meetings and a study of best practices. The community was asked to weigh in on whether or not they agreed with these recommendations through a second community survey in English and Spanish and of those responding approximately 88 percent of respondents indicated that the recommendations address the City's parks and recreation needs. The survey results and comments received can be found in Appendix C of the Plan document on community engagement. The recommendations and survey results were presented to the Parks and Recreation user focus group and the Parks and Recreation Commission for their feedback as well. They are listed by location and range from landscaping and lighting improvements to the creation of

entirely new buildings, as well as assessing new use for spaces based on community need.

Project prioritization

Prioritization helps the City to organize the long list of projects. By categorizing and ranking the projects, the City can focus efforts and resources on projects that best meet the goals of the Plan. Following the survey and input from the parks and recreation user focus group, City staff categorized the 123 recommendations into either programmatic, straightforward or a complex/capital improvement project (CIP) projects. Recommendations that were identified as programmatic or straightforward were not prioritized and can be budgeted and programmed as part of department operations or addressed through the City's routine maintenance program given the project's minor nature and lower cost as directed by the City Council through the annual budgeting process. There are 44 recommendations identified as complex/CIP projects which were rated and prioritized based on a set criteria to determine which projects would have the greatest impact on achieving the Plan goals as well as having the greatest benefit to parks and recreation users. The prioritization framework is explained in Chapter 6 of the Plan and in the City Council staff report September 24 (Attachment A.)

These 44 projects were ranked and grouped based on their total score and placed in three tier buckets with Tier 1 projects receiving the highest score and meeting most of the criteria. Those in lower tiers achieved Plan goals but did not fulfill as many of the criteria as Tier 1 projects. Placement in a particular tier may not necessarily determine when the project might be completed because there a number of considerations for how a project moves forward. Projects in the lower tier may be considered "opportunity" projects in that they may be completed as part of a larger renovation. For instance, if the Burgess Park sports field was renovated the City may want to explore installing an underground water storage tank. Also, projects that are in Tier 1 are a high priority and much desired but may be complex and costly which may involve a complex design process, require significant community engagement or funding.

The Parks and Recreation Commission reviewed and affirmed the prioritization criteria and tiered recommendations at their meeting July 24. At their meeting August 28, the Commission recommended the Burgess Park snack shack renovation project be given a higher priority if outside funding can be secured for the project and given the Commission previously took action to support the project.

The 44 complex/CIP projects in the Plan are unfunded priorities. Projects that have been previously identified as City Council priorities and may have partial funding identified include Bedwell Bayfront Park master plan improvements, Willow Oaks Park dog park and restroom projects and the Burgess Park playground. Similar to the earlier 1999 parks and recreation facilities master plan, it may be desirable to complete all the recommended projects but it is neither practical nor feasible for the City to do so over the life of the plan. The 14 complex/CIP projects in Table 1 were identified as Tier 1 priorities in the Plan and by feedback received by the Commission. Staff recommends the 14 projects be included in the City's five year CIP budget and the remaining projects addressed when resources or opportunities become available. The complete project prioritization and tiers can be found in Appendix A of the Plan document.

Table 1: Priority recommendations			
Number	Facility/Park	Recommendation	Est. timeframe
1	Belle Haven multigenerational community campus	Complete detailed feasibility study	2020-21 CIP
2	Bedwell Bayfront Park	Follow recommendations of adopted Bedwell Bayfront Park master plan	2020-21 to 2024-25 CIP
3	Burgess Park	Reconfigure baseball diamond for more flexible and efficient multisport overlays	2023-24 CIP
4	Burgess Pool	Evaluate installing permanent retractable dome	2020-21 CIP
5	Burgess Park	Consider artificial turf to increase all season/weather play	2023-24 CIP
6	Willow Oaks Park	Complete improvements to dog park and complete restroom	Currently funded
7	Sharon Park	Upgrade park infrastructure, pathways, landscaping, lighting	2022-23 CIP
8	Kelly Park	When multiuse trail is installed along Dumbarton Corridor, ensure safe and direct access	2020-21 to 2024-25 CIP
9	Menlo Children's Center	Evaluate ability to renovate existing building, removing wall, create kitchen, storage, reception space	2022-23 CIP
10	Burgess Park	Renovate existing playground	2020-21 CIP
11	Nealon Park	Consider relocating dog park from sports field to another site in park	2023-24 CIP
12	Hamilton Park	Add barbecue and shade structure	2021-22 CIP
13	Karl E. Clark Park	Consider picnic area or community garden	2023-24 CIP
14	Burgess Park	Consider expansion of Snack Shack and add shade and seating	2021-22 CIP

Implementation

If the City Council desires, staff will return with an implementation proposal for the above list of priority recommendations. City Council may modify the above list and direct staff to incorporate those changes in any implementation proposal that is brought for their consideration. Once City Council provides direction on their priorities, staff recommends that the City engage a professional cost estimator to determine the costs of design and construction for each of the proposed projects. This was not included in the scope of work for the Plan consultant Gates+Associates but is a necessary first step in the Plan's implementation.

Included in any implementation proposal to City Council is one or more funding strategies. This would include funding strategies for both ongoing maintenance and operations (M&O) and capital funding for enhancing existing parks and facilities and for any new project design and construction. Current M&O funding is supporting a high level of service and quality management of facilities. It is critical to continue to foster and support this funding to ensure buildings and facilities have a long life. Funding capital projects

tend to be easier to fund as they attract traditional sources of funding and large donations. Some of the funding strategies outlined in Chapter 6 of the Plan document include adopt-a-park and memorial programs, public/public and public/private partnerships, revenue generation through fees, grants, major sponsorships and donations, development fees and general obligation bonds like Measure T, which was placed on the ballot by the City in 2001 and passed by the voters by 70.55 percent.

Impact on City Resources

Most of the recommendations in this Plan are unfunded and require the City to allocate its limited resources over a broad range of City priorities including parks and recreation improvements. As mentioned earlier, recommendations that were identified as programmatic or straightforward will be evaluated and compete for funding as part of the City's annual budget process. These projects are considered minor in nature with a lower cost than the complex/CIP projects that were prioritized in tiers. However, any new improvements and service enhancements resulting from the Plan's recommendations will have an impact on department operational budgets as well as the City's routine maintenance program budget unless reductions are identified in other areas.

The 14 priority recommendations enumerated in this report and the balance of the 44 complex/CIP projects do not have funding sources identified. To determine the fiscal impacts, staff recommends the City retain a cost estimator to define the scope and cost for each of the 14 priority projects to be included in an implementation proposal as directed by the City Council. As additional funds are identified, staff recommend a similar approach for the remaining projects.

One available funding source is a third phase of Measure T bonds. Measure T was approved by the voters in 2001 and was designed to raise \$38 million for parks and recreation facility improvements through a phased issuance of bonds. Two phases of the bonds have been issued to date, funding over \$25 million in capital projects. Projects completed (in whole or in part) using Measure T funds, included facilities, parks and improvements such as the Arrillaga Family Gymnasium, Burgess Pool and locker rooms, Burgess and Nealon Parks, Kelly Park field and La Entrada School fields, to name just a few. The third phase of Measure T bonds is estimated to generate between \$13 to \$14 million for parks and recreation facility improvements.

Environmental Review

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

Public Notice

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

Attachments

- A. Hyperlink – update on the Plan process staff report 19-194:
menlopark.org/DocumentCenter/View/22928/L2---20190924-Parks-and-Recreation-Facilities-Master-Plan-Update-CC
- B. Hyperlink – draft Plan update – August 28:
menlopark.org/DocumentCenter/View/22664/August-28-2019-Park--Recreation-Facilities-Master-Plan-Update-Draft

Report prepared by:
Derek Schweigart, Community Services Director

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**STAFF REPORT****City Council****Meeting Date: 10/15/2019****Staff Report Number: 19-214-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

Executive Summary:

At the direction of the City Council September 10, the City Council seeks 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. Upon completion of their discussion, staff recommends that the City Council direct staff to prepare the necessary documentation, if any, to implement the City Council's direction. Options identified by staff include:

1. Rely on existing Municipal Code appeal provision (which could include rescinding the resolution.)
2. Reaffirm the resolution as adequate to ensure timely appeal of large or impactful projects.
3. Modify the resolution to pre-authorize the appeal of large or impactful projects.
4. Direct staff to prepare amendments to the Municipal Code that identify the City Council as the final decision maker (no need for an appeal) for large or impactful projects.

Policy Issues

Menlo Park Municipal Code Chapter 2.12 establishes a Planning Commission and delegates "powers and duties provided for by the Conservation and Planning Act and amendments thereto or by other statutes of the state, or laws of this city." Further, Municipal Code Section 16.86.025 provides that "the City Council may take an appeal from any final action of the planning commission...." The primary policy consideration is whether the City Council is comfortable delegating final decision-making authority to the Planning Commission as is currently provided for in the Municipal Code, with the City Council as an appeal body.

Background

On June 11, the City Council directed staff to consider amending the Zoning Code (and other related documents, if applicable) to ensure that approvals for large or impactful projects be made by the City Council rather than the Planning Commission.

On July 15, the City Council discussed options for facilitating City Council review of large or impactful projects, a link to the staff report is included as Attachment A. After discussion, the City Council adopted Resolution No. 6512, a copy of which is included as Attachment B. The resolution directs staff to notify the

City Council of large or impactful projects acted on by the Planning Commission within 48 hours of the action in order to facilitate City Council appeal of such actions within the time prescribed by the Municipal Code. Large or impactful projects are defined in the resolution as: (1) any non-residential bonus level development in the Bayfront Area or in the El Camino Real/Downtown specific plan area; (2) any non-residential project exceeding 10,000 net new square feet; or (3) any mixed-use project meeting one of the above two criteria where less than 2/3 of the total project square footage is dedicated to residential use. 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 the public of Planning Commission actions. The resolution indicates that a review of the effectiveness of the notification process will be conducted on or before January 15, 2020 and the resolution will expire November 30, 2020 unless rescinded, amended or renewed.

Subsequently, Mayor Pro Tem Taylor submitted a request for reconsideration, a copy of which is included as Attachment C. The request states that it is her belief that the final decision on major development projects lies with the elected City Council rather than the appointed Planning Commission and that the authority to appeal a project is not the same as the full City Council being involved in the details of the project application. On August 20, the City Council voted to reconsider the matter and have further discussions around the best course of action.

The City Council may at any time exercise its legislative authority through resolution. The City Council may adopt, amend or rescind a resolution. Pursuant to Government Code Section 36936, approval of a resolution requires a majority vote of the total membership of the City Council. A resolution is effective immediately.

Analysis

As presented previously, there are several options for ensuring that the City Council is the final decision maker for large and impactful projects. These options are as follows:

1. Rely on existing Municipal Code appeal provision (which could include rescinding the resolution.)

Any person, including the applicant, may appeal to the City Council a decision of the Planning Commission within 15 days of the Planning Commission's decision. Municipal Code Section 16.86.025 specifically authorizes the City Council or any individual city councilmember to appeal a final decision made by the Planning Commission. On appeal the City Council would be the final decision maker. However, for projects that are not appealed, the Planning Commission would continue to be the final decision maker. If the City Council chooses to rely on existing Municipal Code appeal provisions, and the City Council or an individual city councilmember appeals large or impactful projects, no resolution is necessary to make the City Council the final decision maker upon appeal.

2. Reaffirm the resolution as adequate to ensure timely appeal of large or impactful projects.

Because the Municipal Code requires either the full City Council or an individual city councilmember to file an appeal within 15-days of the Planning Commission's final decision, the critical issue is timing. To ensure that large or impactful projects may be timely appealed, the City Council adopted Resolution No. 6512. The resolution requires email notification to the City Council and notice to the public on the CCIN within 48 hours of any final action by the Planning Commission on large and impactful projects. As noted above, large or impactful projects are defined in the resolution as: (1) any non-residential bonus level development in the Bayfront Area or in the El Camino Real/Downtown specific plan area; (2) any non-residential project exceeding 10,000 net new square feet; or (3) any mixed-use project meeting one of the

above two criteria where less than 2/3 of the total project square footage is dedicated to residential use. In addition, the resolution removes any financial barrier by waiving the appeal fee for any city councilmember who elects to file an appeal. If the City Council decides that this notification process and fee waiver would adequately remove barriers for the timely appeal of those projects on which the City Council desires to be the final decision maker, no change is necessary, and the City Council can reaffirm the resolution.

3. Modify the resolution to pre-authorize the appeal of large or impactful projects.

In the July 15 staff report, staff initially recommended a resolution pre-authorizing of the appeal of projects meeting the definition of large or impactful. To ensure that all large or impactful projects are appealed, the resolution could be modified to require not only notification, but also appeal to the City Council. One additional idea, not previously presented that may address some of the concerns expressed by the City Council, is a modification to the resolution to provide the option, before the appeal hearing, for the City Council or any city councilmember to agendaize the item if there is potentially interest in not hearing the appeal. In other words, the default position would be that the City Council would hear all large and impactful projects by way of appeal, unless the City Council elected not to hear the appeal. This automatic appeal process would allow the City Council to become the final decision-making body and exercise its policymaking influence on the direction proposed development takes in the City, unless it chooses not to. This approach could serve as a “backstop” for cases where a community member desired to appeal the project but missed the deadline or was deterred for some other reason. The benefit of this option is that the burden does not fall on a single city councilmember to appeal the decision, and it sends a message to the development community that the entire City Council must be satisfied with the project to avoid an appeal.

4. Direct staff to draft amendments to the Municipal Code that identify the City Council as the final decision maker (no need for an appeal.)

If instead the City Council would like to identify in the Municipal Code that it is the final decision maker for large or impactful projects, without the need for an appeal, the City Council could direct staff to amend the Municipal Code. Staff would need to explore options for amending the Zoning Code (for example, requiring a conditional development permit rather than a use permit for certain types of development.) This type of policy change may also require a general plan amendment or an amendment to the El Camino Real/ Downtown specific plan. If the City Council directs this action, staff will bring back recommended ordinances to achieve the desired policy direction at a later date. The City Council should also give direction to staff on what type of projects it would like to hear beyond large or impactful projects, if any. For example, another category of projects that the City Council may want to be the final decisionmaker on is all projects where the environmental impact report (EIR) requires a statement of overriding considerations.

To facilitate discussion on these identified options, an updated list of development projects and their status is included as Attachment D. It should be noted that this list changes frequently. Staff has made best efforts to update the information, which can change as the project evolves.

Impact on City Resources

City Council notification of Planning Commission decisions would result in a small amount additional work for staff to prepare and send the notification within 48-hours. If, after notification, the project is not appealed, no further staff resources are required. If the project is appealed, city staff would prepare the necessary materials for the City Council appeal hearing. If the resolution is modified to pre-authorize the appeal of all large or impactful projects, staff will be required to prepare for a City Council appeal hearing,

regardless of whether the City Council is in agreement with the Planning Commission's final action (unless an opt out provision is included.) Automatically requiring City Council review of Planning Commission decisions would result in additional workload for Community development, public works and city attorney personnel; the City may need to hire additional consultants and/or staff to adequately handle the workload. In addition, this reallocation of staff resources could 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 may 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, including the City Council's review of large and impactful projects, has 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. Hyperlink – July 15 City Council staff report 19-147: menlopark.org/DocumentCenter/View/22123/E3-20190715-Council-Call-Up-Policy-CC
- B. Resolution No. 6512
- C. Mayor Pro Tem Taylor's request to reconsider Resolution No. 6512
- D. Development project summary chart

Report prepared by:

Leigh F. Prince, Assistant City Attorney

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 agendaize 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:

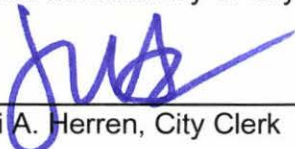
AYES: Carlton, Combs, Mueller, Nash, Taylor

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

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

Pending Projects - New Construction and/or Additions - Residential, Non-Residential and Hotels																		
Project Address (Project Name)	Description	Development Level	Entitlement Status	Building Permit Status	Proposed Residential Units	Proposed Residential SF	Proposed Non-Residential SF	Proposed Hotel Rooms	Proposed Hotel SF	Net New Residential Units	Net New Non-Residential SF	Net New Hotel Rooms	Applicant	CEQA Level	EIR Contract Approval	NOP Scoping Session	Final Decision-Making Body	Trigger CC Notification (Criteria A, B or C)
District 1																		
1 Facebook Way (Citizen M)	Hotel	n/a	Under Review - Study Session conducted on 7/22/2019	n/a	0	0	0	240*	81,968	0	0	240*	Ernest Lee	EIR Addendum	n/a	n/a	City Council	n/a
Willow Village	Mixed Use - Office, Residential, Commercial and Hotel	Bonus	Under Review	n/a	1,735	1,462,713	1,925,000	250	175,000	1,735	926,789	250	Peninsula Innovation Partners, LLC/Signature Development Group	EIR	8/20/2019	10/7/2019	City Council	n/a
151 Commonwealth/164 Jefferson	Office	Bonus	Under Review - EIR Scoping Session conducted on 6/3/2019	n/a	0	0	249,500	0	0	0	249,500	0	Rich Truempler (Sobrato Organization)	EIR	2/1/2018	6/3/2019	City Council	n/a
1350 Adams Court	Life Science	Bonus	Under Review	n/a	0	0	260,400	0	0	0	260,400	0	Tarlton Properties, LLC	EIR	2/1/2018	1/14/2019	Planning Commission	A
1105 O'Brien Drive	Life Science	Bonus	Under Review	n/a	0	0	132,500	0	0	0	66,404	0	Tarlton Properties, LLC	EIR	12/1/2018	2020	Planning Commission	A
1075 O'Brien Drive	Life Science	Bonus	Under Review	n/a	0	0	100,000	0	0	0	46,994	0	Jason Chang	EIR	TBD	2020	Planning Commission	A
111 Independence Drive	Residential - Rental	Bonus	Pending - EIR Scoping Session conducted on 6/24/2019	n/a	105	95,056	n/a	0	0	105	-14,400	0	SP Menlo LLC (Sateez Kadivar)	EIR	2/12/2019	6/24/2019	Planning Commission	n/a
180-186 Constitution/141 Jefferson/172 Constitution (Menlo Uptown)	Residential - Mix Rental and For-Sale Townhomes	Bonus	Under Review	n/a	483	470,918	2,000	0	0	483	-108,411	0	Andrew Morcos (Greystar)	EIR	7/1/2019	Tentatively scheduled for 12/16/2019	City Council	n/a
115 Independence, 104 & 110 Constitution (Menlo Portal)	Mixed Use - Office, Residential, and Commercial	Bonus	Planning Commission study session conducted on 7/22/2019	n/a	320	311,341	34,708	0	0	320	-30,123	0	Andrew Morcos (Greystar)	EIR	8/27/2019	2020	Planning Commission	n/a
3723 Haven Avenue (Hotel Moxy)	Hotel	n/a	Under Review - Planning Commission conducted study session on 8/26/2019	n/a	0	0	57,953	167	57,953	0	-13,700	167	Richard Mielbye	TBD - Transportation Impact Analysis pending	n/a	n/a	Planning Commission	n/a: not triggered because net new sf is less than 10,000 sf
District 3																		
1704 El Camino Real (Hampton Inn)	Hotel	Public Benefit Bonus	Under Review	n/a	0	0	40,004	70	40,004	0	29,228	42	Sagar Patel	EIR checklist	n/a	n/a	Planning Commission	A
706-716 Santa Cruz Avenue	Mixed-use - retail, office, and residential development	Base	Under Review	n/a	4	11,499	35,409	0	0	4	22,731	0	Vasile Oros	EIR checklist	n/a	n/a	City Council	n/a
1162 El Camino Real	Residential	Base	Planning Commission Study Session scheduled for 10/7/2019	n/a	9	11,062	0	0	0	9	removal of retail and office uses	0	Chase Rapp	EIR checklist	n/a	n/a	Planning Commission	n/a
1550 El Camino Real	Residential	Base	Under Review	n/a	8	15,612	0	0	0	8	0	0	Dan Beltramo	EIR checklist	n/a	n/a	Planning Commission	n/a
555 Willow Road	New Boardinghouse	n/a	Under Review - Planning Commission conducted study session on 5/20/19	n/a	16 bedrooms	6,264	n/a	0	0	16 bedrooms	-1,400	0	David Claydon	TBD	n/a	n/a	Planning Commission	n/a
District 4																		
201 El Camino Real	Residential/medical office mixed-use building	Public Benefit Bonus	Planning Commission study session on public benefit conducted on 7/22/19	n/a	12	18,256	7,295	0	0	12	1,322	0	Yihan Hu (HuHan Two LLC)	TBD	n/a	n/a	City Council	A

* The approved conditional development permit and development agreement for the Facebook Campus Expansion project is permitted to have 200 hotel rooms. The applicant is requesting to increase the number of hotel rooms to 240.

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SPECIAL AND REGULAR MEETING AGENDA

Date: 10/15/2019
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

STAFF REPORT RELEASE NOTICE

The Staff Report No. 19-211 for authorize Stanford GUP subcommittee to submit a letter outlining Menlo Park concerns to the Santa Clara County Board of Supervisors will be available by 5 p.m. on October 10, 2019.

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 the City Clerk's Office at 650-330-6620. (Posted 10/3/2019.)

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STAFF REPORT

City Council

Meeting Date: 10/15/2019

Staff Report Number: 19-204-CC

Informational Item: City Council agenda topics: October to December 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 December 17. 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: October to December 2019

Report prepared by:
Judi A. Herren, City Clerk

Tentative City Council Agenda

#	Title	Department	Item type
1	Finance and Audit Committee update	ASD	Committee Report
2	Receive and file the Q1 investments and operations reports	ASD	Consent
3	Management benefits summary update	ASD	Regular
4	Amend the 2019-20 adopted budget	ASD	Regular
5	Receive the comprehensive annual financial report for the fiscal year ended June 30, 2019	ASD	Regular
6	Adopt a resolution approving the City Council Subcommittee recommendations regarding the 2019-20 community funding allocation	ASD	Regular
7	CitizenM Hotel - CDP Amendment	CDD	Regular
8	Housing Commission report	CDD	Committee Report
9	Short Term Rental Regulation - Community Outreach Plan and Update	CDD	Consent
10	Below Market Rate Fund - MidPen Housing Loan Recommendation	CDD	Consent
11	SB2 Planning Grant Authorization	CDD	Consent
12	2019 building code cycle code adoption	CDD	Regular
13	Minutes: 9/24 and 10/01	CMO	Consent
14	Approve response to Civil Grand Jury report: "Electric Vehicle Adoption in the Cities and County of San Mateo"	CMO	Consent
15	Minutes: 10/15	CMO	Consent
16	Minutes: 10/29	CMO	Consent
17	Second Reading of Updates to the Heritage Tree Ord	CMO	Consent
18	Minutes: 11/5	CMO	Consent
19	Receive and file quarterly update on the 2019-20 City Council work plan	CMO	Consent
20	Minutes: 11/19	CMO	Consent
21	City Council agenda topics: November 2019 to January 2020	CMO	Informational
22	City Council agenda topics: November 2019 to January 2020	CMO	Informational
23	City Council agenda topics: December 2019 – February 2020	CMO	Informational
24	City Council agenda topics: December 2019 – February 2020	CMO	Informational
25	City Council agenda topics: January 2020 – March 2020	CMO	Informational
26	BAWSCA report to City Council from Kirsten Keith	CMO	Presentation
27	Mayor's state of the city reception	CMO	Presentation

Tentative City Council Agenda

#	Title	Department	Item type
28	Amend master fee schedule: Public Electric Vehicle Charging Station Fee	CMO	Public Hearing
29	Amend master fee schedule: Zero Waste Implementation Development Fee	CMO	Public Hearing
30	Update on zero waste plan progress	CMO	Regular
31	Adopt City Council Procedure Nos. XXX and XXX: City Council Communications; Meetings	CMO	Regular
32	Adopt Updates to the Heritage Tree Ordinance	CMO	Regular
33	Update City Council policy #19-004, updating BHNLC	CMO	Regular
34	City Council review of Planning Commission decisions	CMO	Regular
35	Report from City Council subcommittees on planning and zoning	CMO	Regular
36	Adopt City Council Procedure Nos. XXX and XXX: Resources and Finances; Conflicts and Liability	CMO	Regular
37	Climate Action Plan Progress	CMO	Regular
38	Recognition of the outgoing Mayor	CMO	Regular
39	Selection of the 2020 Mayor and Mayor Pro Tem	CMO	Regular
40	City Council appointments to regional boards, commissions and committees	CMO	Regular
41	Provide direction to the City's voting delegate regarding regional vacancies for the City Selection Committee's December meeting	CMO	Regular
42	City Council direction on news rack ordinance	CMO	Study Session
43	Study session on housing element, state housing laws, and the 2022 housing element update	CMO, CDD	Study Session
44	Library Commission update	LIB	Committee Report
45	Belle Haven branch library project - site analysis	LIB	Study Session
46	Study Session on City Drone Program	PD	Study Session
47	Second reading and adoption of transportation impact fee ordinance	PW	Consent
48	Authorize the City Manager to Enter into an Agreement with Roberts & Brune Company to Provide Water Parts and Supplies up to the Budgeted Amount Each Year and Authorize the Option to Renew the Contract Annually for up to Three Years	PW	Consent
49	First reading of transportation impact fee ordinance	PW	Regular
50	Annexation procedure/policies/applications/West Menlo Triangle/Menlo Oaks annexation	PW, CMO	Study Session

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