



SPECIAL MEETING AGENDA

Date: 11/17/2020

Time: 5:00 p.m.

Special Meeting Location: Joinwebinar.com – ID# 267-130-171

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the City Council, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Submit a written comment online:
menlopark.org/publiccommentNovember17*
 - Record a comment or request a call-back when an agenda topic is under consideration:
Dial 650-474-5071*
 - Access the regular meeting real-time online at:
joinwebinar.com – Regular Meeting ID 267-130-171
 - Access the regular meeting real-time via telephone (listen only mode) at:
(415) 930-5321
Regular Meeting ID 319-381-731 (# – no audio pin)
*Written and recorded public comments and call-back requests are accepted up to 1-hour before the meeting start time. Written and recorded messages are provided to the City Council at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.
- Watch special meeting:
 - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:
Channel 26
 - Online:
menlopark.org/streaming

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing

the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

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.

Special Meeting ([Joinwebinar.com](https://www.joinwebinar.com) – ID# 267-130-171)

A. Call To Order

B. Roll Call

C. Regular Business

- C1. Adopt the transportation master plan ([Staff Report #20-252-CC](#)) ([Presentation](#))

[Web form public comment on Item C1.](#)

D. Report from Closed Session

E. Presentations and Proclamations

- E1. Proclamation: Native American Heritage Month ([Attachment](#))

F. Study Session

- F1. Provide direction on waste rate smoothing options for the next five years (2021-2025) ([Presentation](#))

G. Commissioner Reports

- G1. 2020-2021 Housing Commission workplan ([Staff Report #20-249-CC](#))

- G2. Environmental Quality Commission quarterly report and recommendations for implementing climate action plan strategies 2, 4, and 6 ([Presentation](#))

H. Consent Calendar

- H1. Accept the City Council meeting minutes for October 27 and November 6, 2020 ([Attachment](#))

- H2. Amend the agreement with First Response Metering for water meter reading services ([Staff Report #20-250-CC](#))

- H3. Receive and file an update on Federal Emergency Management Agency Building Resilient Infrastructure and Communities grant application and authorize the Mayor to sign a project letter of support ([Staff Report #20-251-CC](#))

- H4. Adoption of Resolution No. 6600 extending Resolution No. 6528 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 #20-253-CC](#))

I. Informational Items

- I1. City Council agenda topics: December 2020 to January 2021 ([Staff Report #20-247-CC](#))
- I2. Below market rate housing fund – notice of funding availability ([Staff Report #20-248-CC](#))

J. City Manager's Report

K. City Councilmember Reports

L. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the 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 by request by emailing the city clerk at jaherren@menlopark.org. 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: 11/12/2020)



STAFF REPORT

City Council

Meeting Date: 11/17/2020

Staff Report Number: 20-252-CC

Regular Business: Adopt the transportation master plan

Recommendation

Staff recommends that the City Council adopt the transportation master plan (TMP) (Attachment A) including the proposed changes recommended from the Oversight and Outreach Committee and Complete Streets Commission (CSC) meetings on the draft plan (Attachment B.)

Policy Issues

The development of a TMP was included as one of the top six priority projects in the City Council's adopted 2018 workplan, as one of the top five priorities in the 2019 workplan, and was recently (August 18) included as one of five top priorities for the fiscal year 2020-2021 priorities and workplan. It was also one of the highest priority implementation programs in the 2016 general plan circulation element. The TMP is also referenced in the City's recently adopted 2030 climate action plan (CAP) action item No. 4 to reduce vehicle miles traveled.

While transportation and economic conditions have changed significantly in light of the COVID-19 pandemic, the TMP was developed to be flexible and dynamic to allow changing and future needs to be evaluated on a regular basis. Having an adopted plan is critical for the City to pursue regional, state and federal funding support for any transportation projects as programs become available. Obtaining grant funds for projects is important to be able to advance construction of projects, especially in light of reductions in the City's budget due to the pandemic.

Background

The TMP and transportation impact fee (TIF) program is the highest priority program following the adoption of the general plan land use and circulation elements in November 2016. An abbreviated summary of the work to-date is provided below; more detail is available on the project website (Attachment C.)

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

The four goals of the TMP approved by the City Council March 26, 2019, are:

1. Safety: Vision Zero – Eliminate traffic fatalities and reduce the number of non-fatal collisions by 50 percent by 2040.
2. Sustainability: Enable the City to meet the goals of the CAP, including a 27 percent greenhouse gas emission reduction
3. Mobility Choice: Design transportation projects to accommodate all modes and people of all abilities. Encourage the use of lower emission modes such as walking, biking and transit.
4. Congestion Management: Manage traffic congestion to reduce travel time on City streets and minimize

cut-through traffic on neighborhood streets, including the encouragement of the use of lower emission modes such as walking, biking and transit, and prioritizing the safety of children, seniors and the public.

Since the approval of these goals, the City Council adopted the 2030 CAP July 14, which includes a goal of reaching carbon neutrality by 2030 and implementing six action items. One of the action items identifies reducing vehicle miles traveled (VMT) by 25 percent or an amount recommended by the CSC to reduce greenhouse gas (GHG) emissions by making the City easier to navigate without a car by accelerating implementation of the TMP with an emphasis on developing a clear network of protected pedestrian/bike paths throughout town.

Staff met with the Committee nine times from October 2017 to September 2020, reviewing the goals, prioritization criteria, the draft strategies and recommendations, the prioritization strategy, the community engagement, and ending with review of the draft TMP. In addition, the City Council approved an ordinance updating the TIF December 10, 2019. New TIF rates took effect February 9, and are adjusted annually July 1 according to construction escalation costs in the San Francisco Bay Area as identified in the ordinance.

Staff hosted an online open house from September 6 to October 16, 2019 to collect feedback from the community on the draft TMP projects and prioritization strategy. In addition, staff held several pop-up events including an in-person open house. Over 1,200 participants attended either one of the in-person events or online open house. A summary of the community feedback gathered throughout the process is included in the draft TMP. Many of the comments from the community mentioned the need to address traffic congestion and the need for bicycle and pedestrian safety and connections. Generally, the community feedback showed agreement with the prioritization of Tier 1 projects and provided some mixed feedback for the Tier 2 projects. Based on the comments provided, some of the feedback for Tier 2 projects seemed to be a misunderstanding of the question asked rather than a disagreement of the priority level. As a result, the draft TMP did not change the prioritization of the projects presented to the community.

Analysis

After the community engagement efforts in September and October 2019, staff worked with the consultant team to develop the draft TMP. The document includes the goals and background of developing the TMP, prioritization criteria, list of projects and an implementation plan. The document is designed to be reader-friendly, with images, graphics and summary information, and more detailed technical information in attached appendices. The appendices include the transportation toolkit, complete streets examples, and other resources used in the development of the TMP. The toolkit defines and illustrates some of the typical treatments identified as part of the TMP and provides guidelines to use as the projects are implemented. This format follows other recent master plans developed by the City, including the Parks and Recreation master plan as an example.

The draft TMP is broken into eight chapters. The following list highlights the table of contents:

- Executive summary
- Introduction
- Purpose and goals
- Existing conditions, challenges and opportunities
- Community engagement
- Identifying and prioritizing TMP projects
- Recommended TMP projects
- Implementation TMP projects and programs
- Projects not included in the TMP

The TMP considered more than 190 projects that varied in size, cost and complexity. In order to prioritize the projects, they were categorized into the following four groups:

- Local: Projects that would be led by the City and vary in size, cost, design and outreach needs.
- Straightforward: These projects are relatively easy to implement and lower in cost. The City plans to implement these through the annual capital improvement program (CIP) and by integrating into other projects.
- Regional: Projects of regional significance and involving multiple jurisdictions and/or agencies. The City would not lead the project but could partner with other agencies.
- Citywide: Projects that are policy-oriented or would be implemented programmatically on a citywide scale, such as updating traffic signal infrastructure.

Five regional projects were identified for the TMP. These include:

- Bayfront Expressway multimodal corridor project: Installation of peak-hour bus lane along shoulders on Bayfront Expressway and add transit signal priority (TSP) at signalized intersections to improve travel times.
- Dumbarton corridor project: Set of improvements to enhance traffic flow, including pricing strategies and grade separations at University Avenue, Willow Road, Chilco Street, Chrysler Drive or Marsh Road.
- Dumbarton rail: Support reactivation of Dumbarton Rail Corridor to provide passenger service between the East Bay and Peninsula.
- Dumbarton rail corridor trail: Construct Class I multiuse path from Marsh Road to University Avenue.
- Caltrain crossing improvements: Construct grade-separated crossings across the Caltrain railroad tracks by raising the tracks and lowering the roadways at Ravenswood Avenue, Oak Grove Avenue, and Glenwood Avenue or other future alternative selected by the City Council.

The above regional and straightforward projects were not prioritized. All of the regional projects would primarily be constructed within right of way outside of the City's control. Therefore, the City would not be the Lead Agency and would need to work collaboratively with other agencies to implement them. However, the City would have a role as a stakeholder and advocate for projects to advance. The TMP provides the framework to work with other agencies, like Caltrans, Caltrain/JPB, Samtrans, City/County Association of Governments of San Mateo County (C/CAG), San Mateo County Transportation Authority and Metropolitan Transportation Commission and adjacent cities, to advance these regional projects.

The straightforward projects are planned to be implemented in an annual program over a five-year time period. As a reminder, the TMP is not designed to identify specific solutions to individual neighborhood cut-through traffic concerns, specific Safe Routes to School infrastructure plans, or provide detailed engineering designs of the improvements that will be identified in the Plan. These efforts would be prioritized in the Plan for future work efforts.

The local and citywide projects are separated into two tiers and presented in Table 1. Tier 1 projects are the high priority projects that the City would plan to implement first and as funding and staffing resources are available. Tier 2 are lower priority and considered "Opportunity" projects.

Table 1: Summary of prioritization groups		
Priority	Description	Number of projects
Tier 1	Projects that fully meet one or more of the key criteria, including safety, congestion management, greenhouse gas reduction, transportation sustainability, and proximity to schools and provide a transportation network connection	53
Tier 2	Important to the transportation network, but are considered lower priority and would be implemented over time and when there are opportunities to include the projects such as when a street is being repaved or an adjacent property is being developed.	67

The list of projects in each tier will be used in the development of the City’s five-year CIP. The priority level, the project’s readiness, available staff resources and funding sources will be considered as the CIP is reviewed each year. Although the transportation and economic conditions have changed due to the current COVID-19 pandemic and shelter-in-place order, the prioritization strategy and implementation plan was developed to be flexible and dynamic as the City responds to and recovers from the pandemic. More details on how new projects would be evaluated can be found on page 62 of the TMP.

Oversight and Outreach Committee and CSC feedback

Staff presented the draft TMP to the Committee September 17 and the CSC October 14. Both the Committee and the CSC generally provided positive feedback regarding the TMP format and layout. Many of the suggestions and comments were similar at both meetings and are summarized in Table 2. Staff plans to incorporate some of the comments into the final TMP and a list of those changes are included in Attachment B. Some of the comments won’t be directly incorporated into the final TMP, but are addressed in Table 2.

Table 2: Summary of Oversight and Outreach Committee and CSC feedback	
Feedback	Staff response
Add the street classification map from the circulation element. Include the project scoring with the lists of projects.	Staff agrees with these suggestions and recommends incorporating them into the final TMP
Questions about how the TMP projects would be implemented	Staff is exploring how to implement a web-based map or table to indicate progress on TMP projects and highlight potential new projects and expects to launch this site by early 2021.
Concerns about the consistency on how the congestion management goal is presented throughout the document	Staff reviewed the document and has recommended changes as listed in Attachment B to ensure more consistent use of the terms congestion reduction versus congestion management, and application of this goal to performance metrics for walking, biking, and transit instead of vehicle delay and congestion.

<p>Questions were raised about how regional projects would be coordinated.</p>	<p>City staff and City Councilmembers currently participates in several regional committees and groups that meet regularly. A sample of the type of groups include the C/CAG Board and Technical Advisory Group, City/County Engineers Association, and the Caltrain Modernization Local Policy Group and City Staff/County Coordinating Group, along with regular meetings with staff in adjacent cities to coordinate on items of common interest. Staff uses these groups to share information and coordinate projects affecting groups multiple jurisdictions. These types of regional groups would be one of the resources staff and the City Council will use to assist with moving the TMP regional projects forward.</p>
<p>Several Committee members expressed concerns over the Dumbarton Corridor project. While prior projects proposals by other agencies had incorporated possible “flyovers,” the Committee reiterated their concern with such modifications especially with possible restriction of access to the Belle Haven neighborhood.</p>	<p>Since this project is a regional one and not prioritized, staff recommends keeping this project in the TMP. In addition, given the project’s complexity and scale, there will be opportunities to discuss various design and access options before the project advances in the future.</p>
<p>Recommend CSC work with city staff on integration of the transportation toolkit into City standards.</p>	<p>Staff recommends working with a CSC subcommittee on this process.</p>
<p>Recommend CSC work with City staff to prioritize implementation of projects with the CAP</p>	<p>Staff recommends working with a CSC subcommittee on prioritizing projects to recommend for inclusion in the FY2021-22 CIP.</p>
<p>Include VMT as a performance measure</p>	<p>VMT is recommended to be added as a performance measure, though staff is still investigating the most appropriate way to measure and report VMT on a recurring basis.</p>
<p>Respond to comments from the Parents for Safe Routes group regarding pedestrian and bicyclist safety, walk audits, and hiring of a Safe Routes to School (SRTS) coordinator</p>	<p>Staff recommends a revision of the Plan to include walk audits as a citywide project to support the SRTS policy and program in the Circulation Element and notes that the TMP includes safety as a goal, prioritization criteria and performance metric. Hiring of staff is a City Council decision that could be considered as part of the annual budget review and adoption process.</p>

After their discussion, the Committee approved a motion (6-0-3-2 with DeCardy, Riggs, Strehl absent and Mueller and Nash abstained) to recommend to the City Council to adopt the TMP with the following recommendations:

- Request prioritization of implementation to be aligned with the City’s CAP goals
- Recommend the CSC to advise City Council on recommended projects as part of the CAP implementation
- Express reservations about the Dumbarton corridor project regarding access impacts to the Belle Haven neighborhood
- Direct CSC to work with staff to integrate the transportation toolkit into the City standards

The CSC approved a motion unanimously to recommend to the City Council to approve the TMP with the following recommendations:

- Report incremental progress made on project implementation using key metrics.
- Include description of other city programs and policies for ease of reference by the public.
- Use vehicle miles traveled as reporting unit on progress made, if applicable,

- Approve the Oversight and Outreach Committee recommendations

City Council action and next steps

Staff is recommending that City Council approve the TMP with the proposed changes listed in Attachment B and described in Table 2. Following approval of the TMP, staff would begin implementing the straightforward projects, work with the CSC subcommittee to identify which Tier 1 projects are recommended to include in the 2021-22 CIP and the five-year CIP based on available resources, and look at potential grant opportunities and identify which projects would align with those opportunities.

Major project milestone accomplishments and deliverables will continue to be posted on the City project website (Attachment C.)

Impact on City Resources

The completion of the TMP is included in the 2019-20 CIP project budget. No additional resources are being requested at this time.

Environmental Review

The approval of the TMP 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. Future actions identified in the TMP will be required to comply with environmental review requirements under the CEQA prior to implementation.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. In addition, the City sent electronic notices via Nextdoor and directly through a Public Works Project List email blast.

Attachments

- A. Hyperlink - Draft TMP: menlopark.org/DocumentCenter/View/25974/Draft-Transportation-Master-Plan
- B. Proposed TMP edits
- C. Hyperlink – TMP project website: menlopark.org/TMP

Report prepared by:

Kristiann Choy, Acting Transportation Manager

Report reviewed by:

Nicole H. Nagaya, Public Works Director



November 12, 2020

Ms. Kristiann Choy
 Interim Transportation Manager
 City of Menlo Park
 701 Laurel Street
 Menlo Park, CA 94025

Recommended Edits to Public Draft of Transportation Master Plan

Dear Ms. Choy;

To address comments received from City staff, the Oversight and Outreach Committee, and the Complete Streets Commission, we recommend the following changes should be made to the public draft Transportation Master Plan document as indicated below. Items that are underlined should be inserted into the existing text and those with a strikethrough should be deleted.

Comment 1: Place greater emphasis on how TMP will support reduction of Vehicle Miles Traveled (VMT)

Recommended Edits:

1. Page 15, top of second column, modify to read: "Investing and providing opportunities for low- and non-polluting forms of transportation through infrastructure and/or services will help reduce vehicle miles traveled (VMT) and will be an important part of the City's effort to meet carbon neutrality by 2030."
2. Page 22, bottom of first column, modify to read: As transportation is the largest category of GHG emissions, enhancing alternatives to driving will be critical in reducing vehicle miles traveled and transportation strategies will be a central part of achieving the City's Climate Action Plan Goal of carbon neutrality by 2030."
3. Page 60, under "Measure of Success" for Sustainability: Add "per capita and per worker VMT reduction" as a performance metric. These metrics can be calculated as part of traffic model updates.

Comment 2: Clarify what is meant by "congestion management"

Recommended Edits:

4. Page 17, caption for Willow Road photo, modify to read: One goal of the TMP is to manage congestion on City streets like Willow Road while addressing the needs for users of other transportation modes.
5. Page 29, under "Challenge", modify to read: TNCs provide convenient and readily available transportation but can add to congestion that can negatively impact local circulation, either along curbs or on roadways as drivers search for new customers.
6. Page 30, under "Challenge", modify to read: Traffic congestion on ~~local and regional streets,~~ regional roadways and local streets... Under "Opportunity", modify to read: Deploy new technologies to more efficiently move vehicle traffic and transit, implement operational improvements ~~through new technologies,~~ and support implementation of strategies outlined in the Neighborhood Traffic Management Program.

7. Page 30, under “Opportunities”, insert at the end of this section: All congestion-related improvements will need to consider and address potential negative impacts on users of other transportation modes.
8. Page 30, near top of right column, modify to read: Not only does this result in congestion on major highways, but it can spill over onto local streets ~~and even into neighborhoods.~~
9. Page 42, change criteria from “Congestion Relief/Management” to “Congestion Management”.
10. Page 60, change “Congestion Reduction” to “Congestion Management”
11. Page 60, under “Measure of Success” for “Congestion Management”, modify to read: Reduction in ~~intersection delay, queuing and vehicle and transit~~ travel time or other measure of traffic operations (to be determined by facility). For TMP Performance Metric for Congestion Management, delete “reduced delay” as it is already included within “circulation enhancements”.

Comment 3: Incorporate school walk audits into the TMP:

12. The City has an existing Safe Routes to School program, that was identified in the Circulation Element of the City’s General Plan. Walk audits could be identified as a citywide project in the TMP but be integrated into the existing SRTS program for implementation. This would provide a link between programmatic efforts and infrastructure improvements. To include the walk audits as a Citywide project in the TMP, the following should be added to the Tier 1 project list on page 50 and to Appendix V on page 316.

Number	Location	Project	Project Details	Cost
198	Citywide	Safe Routes to School walk audits	<ul style="list-style-type: none"> • Evaluate pedestrian environment and identify potential improvements near all Menlo Park schools. 	\$100,000

13. The following changes should be made due to the addition of the Safe Routes to School audits as a Citywide project:
 - a. Page 5, change number of Tier 1 projects to 54 near bottom of first column .
 - b. Page 40, change number of Citywide projects to 25 and the total candidate projects to 158.
 - c. Page 41, change the number of prioritized projects from 120 to 121 and the number of Citywide projects from 24 to 25.
 - d. Page 43, change the number of priority projects from 53 to 54 in the title and the text. Change the number of Tier 1 Citywide projects from 14 to 15.
 - e. Page 46, change the number of Tier 1 projects from 53 to 54.
 - f. Page 54, change the number of pedestrian projects included in the TMP from 93 to 94.

Comment 4: Clarifications

14. Page 15, under the sustainability goal, modify to read: Enable the City to meet the goals of the Climate Action Plan, including ~~recent consideration to reach~~ the goal of reaching carbon neutrality by 2030.
15. Page 20, under "Safety", modify to read: This points to a need for engineering modifications, increased education and enforcement to reduce the incidence and severity of collisions.
16. Page 23, near top of right column, modify to read: Crossing multi-lane, high traffic volume streets can be ~~intimidating~~ challenging for many pedestrians.
17. Page 23, bottom of right column, modify to read: The addition of landscaping and buffers between sidewalks and roadways could increase the ~~sense of safety~~ separation between pedestrians and vehicles and make walking a more pleasant experience.
18. Page 25, bottom of "Challenge" section, modify to read: For most people who bike, high-stress streets or intersections effectively form gaps in the network, which ~~intimidate~~ discourage many bicyclists.
19. Page 43, under "Regional Projects", modify to read: Caltrain Crossing Improvements: Construct grade-separated crossings across the Caltrain railroad tracks by raising the tracks and lowering the roadways at Ravenswood Avenue, Oak grove Avenue, and Glenwood Avenue, or other future alternative selected by the City Council.

Comment 5: Clarification of Tier 1 project list:

20. Page 46, introductory text, insert the following prior to the last sentence: Projects are generally listed in geographical order from north to south, followed by Citywide programs.

Comment 6: Clerical corrections:

21. Page 21, bike collision diagram: Change "higher" to "lower".
22. Page 49. Tier 1 project description: Change project 134 to read as follows:

Number	Location	Project	Project Details	Cost
134	Avy Ave. from Santa Cruz Ave. to Monte Rosa Dr.	West Menlo Mobility Improvements	<ul style="list-style-type: none"> • Establish Class II Bike Lanes (parking removal required) • Coordinate with County on bicycle facility connectivity 	\$166,000

Comment 7: Additions to appendices:

23. Add street classification map un Complete Streets examples, and add project scoring to the project list.

Please let me know if you have any questions or need clarification on any of the above items.

Sincerely,

A handwritten signature in black ink that reads "Mark Spencer". The signature is written in a cursive style with a large initial "M".

Mark Spencer, PE
Senior Principal


MES//bb/MPA022.L1

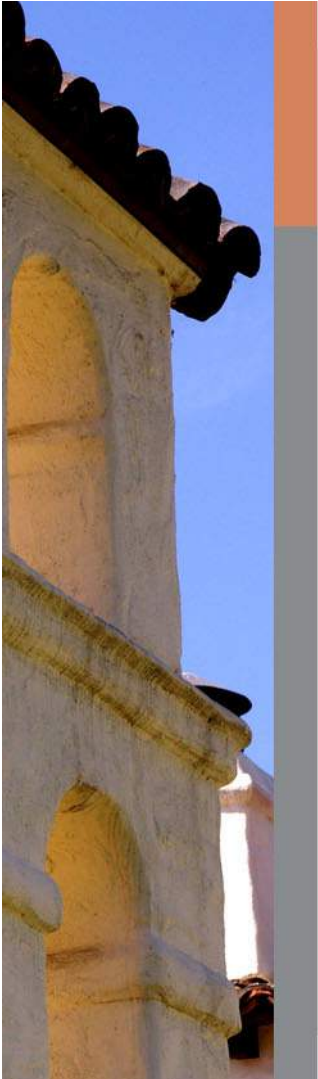


**PROVIDE DIRECTION ON WASTE RATE SMOOTHING
OPTIONS FOR THE NEXT FIVE YEARS (2021-2025)**

Rebecca Lucky, Sustainability Manager

Garth Schultz, R3 Consulting





REQUESTED DIRECTION

Select a preferred solid waste rate smoothing option effective January 1, 2021

- Option 1 – One-time subsidy of \$0.5 million for 2021
- Option 2 – 5-year subsidy totaling \$1.5 million
- Option 3 – Same as option No.2 except no subsidy provided for commercial rate increases in 2021



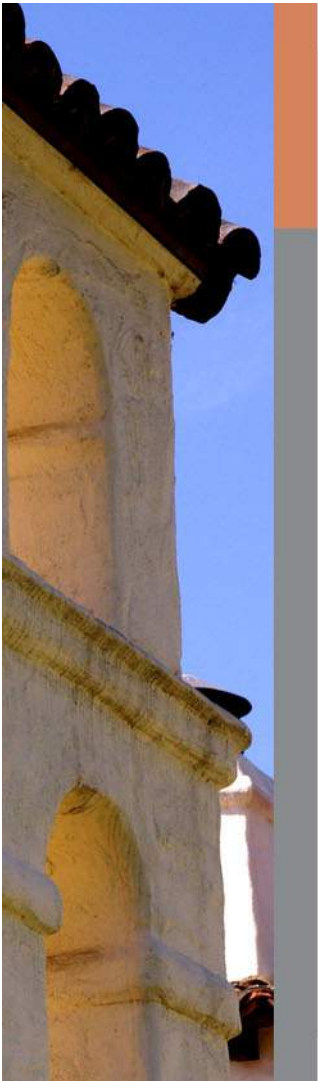


OPTION 1 – ONE-TIME \$0.50 MILLION SUBSIDY

- Maximum rates mailed in October for December 8 public hearing
- Reduces 2021 increases for all customers (including commercial increases)
- Involves no rate smoothing in 2022-2025
- Largest jump occurs in 2021 and 2022 by \$8 per month for small carts with remaining annual increases at about \$4 per month

Proposed Maximum Single Family Bundled Rates 2021–2025 (Includes Garbage, Recycling, and Organics)
\$0.5M in Subsidy in 2021 applied to all rates below cost-of-service.

Garbage container size	Current monthly rate	2021	2022	2023	2024	2025
20 gallon	\$22.81	\$31.59	\$40.14	\$44.62	\$49.16	\$53.69
32 gallon	\$31.14	\$38.53	\$45.92	\$50.05	\$54.42	\$58.94
64 gallon	\$63.73	\$63.97	\$65.23	\$67.22	\$70.15	\$73.93
96 gallon	\$91.46	\$91.46	\$91.46	\$91.46	\$91.46	\$92.21



OPTION 2 – 5 YEAR SUBSIDY TOTALING \$1.5 MILLION



- Reduces 2021 increases for all customers (including commercial rate increases)
- Supports smoothing rates for 20 and 32 gallon residential customers from 2022-2025
- Maximum \$5.50/month per year rate increase

Alternative: Single Family Bundled Rates 2021–2025 (Includes Garbage, Recycling, and Organics)
 \$1.5M in Subsidy (\$0.5M in 2021 and \$1.0M additional over 2022-2025) applied to 20- and 32-gal res only.

Garbage container size	Current monthly rate	2021	2022	2023	2024	2025
20 gallon	\$22.81	\$28.31	\$33.81	\$39.31	\$44.81	\$50.81
32 gallon	\$31.14	\$36.54	\$42.14	\$47.64	\$53.14	\$58.64
64 gallon	\$63.73	\$63.97	\$65.23	\$67.22	\$70.15	\$73.93
96 gallon	\$91.46	\$91.46	\$91.46	\$91.46	\$91.46	\$92.21



OPTION 3 – NO SUBSIDY FOR COMMERCIAL IN 2021



- Only smooths rates for 20 and 32 gallon residential customers for five years
- Maximum \$5.30/month per year rate increase
- (20 cents monthly difference from option No.2)

Alternative: Single Family Bundled Rates 2021–2025 (Includes Garbage, Recycling, and Organics)
\$1.5M in Subsidy applied to 20- and 32-gal res only.

Garbage container size	Current monthly rate	2021	2022	2023	2024	2025
20 gallon	\$ 22.81	\$ 28.11	\$33.41	\$38.71	\$ 44.01	\$ 49.31
32 gallon	\$ 31.14	\$36.44	\$41.74	\$47.04	\$ 52.34	\$ 57.64
64 gallon	\$63.73	\$63.97	\$65.23	\$67.22	\$70.15	\$73.93
96 gallon	\$91.46	\$91.46	\$91.46	\$91.46	\$91.46	\$92.21

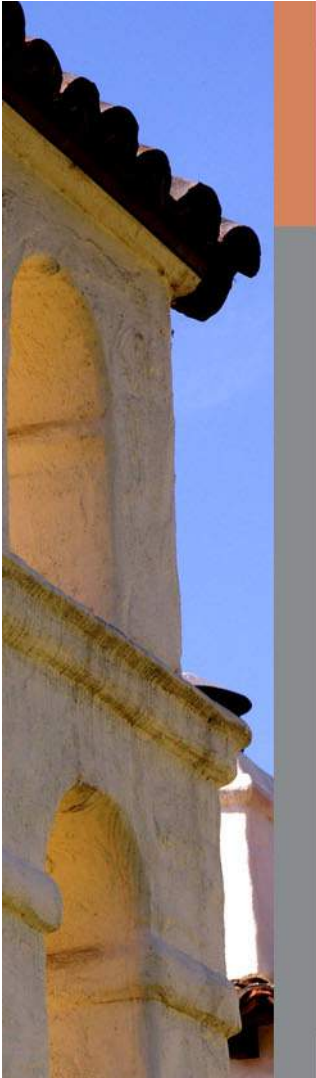


COMPARISON OF ALTERNATIVES 20 AND 32 GALLON



20-gallon	Current monthly rate	2021	2022	2023	2024	2025
Option #1	\$22.81	\$31.59	\$40.14	\$44.62	\$49.16	\$53.69
Option #2	\$22.81	\$28.31	\$33.81	\$39.31	\$44.81	\$50.81
Option #3	\$ 22.81	\$ 28.11	\$33.41	\$38.71	\$ 44.01	\$ 49.31

32-gallon	Current monthly rate	2021	2022	2023	2024	2025
Option #1	\$31.14	\$38.53	\$45.92	\$50.05	\$54.42	\$58.94
Option #2	\$31.14	\$36.54	\$42.14	\$47.64	\$53.14	\$58.64
Option #3	\$ 31.14	\$36.44	\$41.74	\$47.04	\$ 52.34	\$ 57.64



REQUESTED DIRECTION

Select a preferred solid waste rate smoothing option effective January 1, 2021

- Option 1 – One-time subsidy of \$0.5 million for 2021
 - \$8/month increases in 2021 and 2022, \$4/month remaining years

- Option 2 – 5-year subsidy totaling \$1.5 million
 - \$5.50/month increases for five years

- Option 3 – No subsidy for commercial increases in 2021
 - \$5.30/month increases for five years





THANK YOU

Agenda Item C1 Brigid Roberts, Resident

Dear Mayor Taylor, Vice Mayor Combs and Council Members Nash, Carlton and Mueller,

As you review the recent draft of the Transportation Master Plan, please consider that to reach the “Safety: Vision Zero” goal and support the Climate Action Plan, the City will be required to make the roads safe, teach people how to use them, and encourage everyone to get out and walk and bike.

To achieve these goals, we need 1) a commitment to implement safety improvements identified in school walk audits to ensure equity of improvements across all of our MP Schools and 2) a robust and well-managed Safe Routes program to educate citizens and encourage walking and biking.

With this context, I ask that you recommend the following 2 amendments to the TMP prior to its adoption:

1) Commit to implementing safety improvements from Menlo Park School Walk Audits

Walk Audits are conducted by civic planning and safety professionals. The TMP is missing key improvements at local schools because we have not yet conducted full Walk Audits. Cupertino and Palo Alto both hired Alta Planning to conduct their Walk Audits and improve their planning. Here you can see Cupertino’s Walk Audit Reports for all of their public schools. Currently, each MP school must attempt to self-advocate, self-fund, or write grant applications for pedestrian and bike safety improvements. This is especially difficult for schools bordering other jurisdictions and schools that lack volunteers to take on the task of negotiating with the city or cities for improvements. We need an equitable solution that captures the needs of all our schools. Walk Audit improvements and the necessary budget to pay for the improvements should be captured by the TMP.

2) Hire full-time Safe Routes Coordinators for Menlo Park with an appropriate budget for a robust program offering bike and pedestrian education

We need to invest more to create, develop, and support a successful Safe Routes program for Menlo Park. Safe Routes Coordinators would be able to create programming and educational opportunities for the entire community, which will be needed to support the city’s “Safety: Vision Zero” goal and Climate Action Plan.

Menlo Park currently has one person working part-time (~8 hours per week) as a contractor with Alta Planning in the role of Safe Routes Coordinator. The role serves 23 schools in Menlo Park, both public and private. In comparison, Palo Alto has 2 full-time staff serving 18 public schools, and Cupertino has 1.5 full-time staff serving 14 public schools.

Further, each school in Menlo Park runs its own Safe Routes education program, which means schools lacking parent volunteer support are often unable to offer hands-on “Bike Rodeo” and pedestrian education programs. Some data from the School Survey from last year: 6 of the 10 public schools that completed the school administration survey identified time, limited capacity, and lack of dedicated staff as the major challenges when implementing SRTS activities at their school. 4 schools have a staff person dedicated to SRTS efforts.

To ensure bike and pedestrian education equity, it’s important that all schools offer comparable bike and pedestrian education programs. Bike and pedestrian safety education should be a part of every Menlo Park student’s education and Safe Routes Coordinators and a fully-funded program can make this happen.

Thank you for your consideration.

Brigid Roberts
Chair Parents For Safe Routes Menlo Park



TRANSPORTATION MASTER PLAN

City Council

November 17, 2020

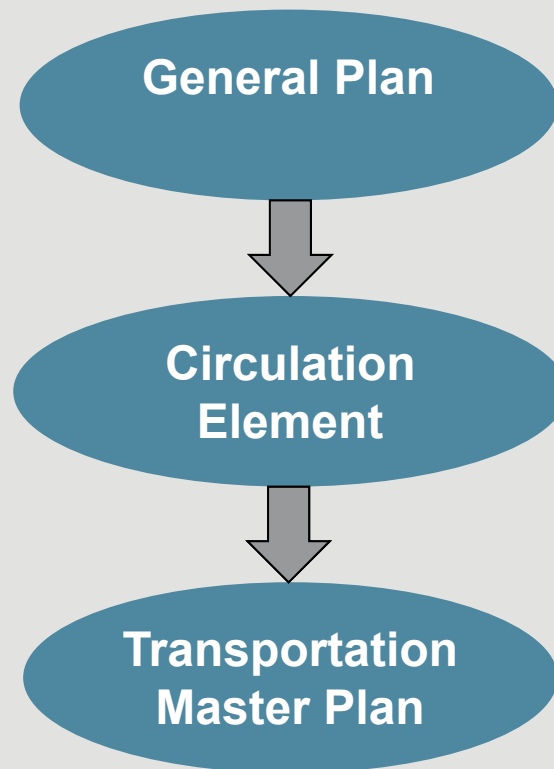


AGENDA

- Project Background and Purpose
- Draft TMP
- Recommendations



BACKGROUND





TRANSPORTATION MASTER PLAN GOALS

- Safety
- Sustainability
- Mobility Choice
- Congestion Management





PROJECT HISTORY

Date	Task
January-August 2017	<ul style="list-style-type: none">• Project Initiation• Select W-Trans consultant team• City Council appoints 11-member Outreach & Oversight Committee (OOC)
August 2017-February 2018	<ul style="list-style-type: none">• Transportation Data Summary• Community Engagement: Vision & Goals (~1,000 participants)• 1st OOC meeting• Draft Strategies & Recommendations Working Paper
February 2018-June 2019	<ul style="list-style-type: none">• Solicit feedback from OOC (7 meetings) and Complete Streets Commission (2 meetings)• City Council approves prioritization strategy
May-December 2019	<ul style="list-style-type: none">• City Council reviews TIF and adopts new TIF ordinance
September-October 2019	<ul style="list-style-type: none">• Community Engagement: Feedback on TMP projects and prioritization (~1,200 participants)
November 2019-August 2020	<ul style="list-style-type: none">• Staff and consultant team prepare draft TMP
September-October 2020	<ul style="list-style-type: none">• OOC and CSC reviews draft TMP



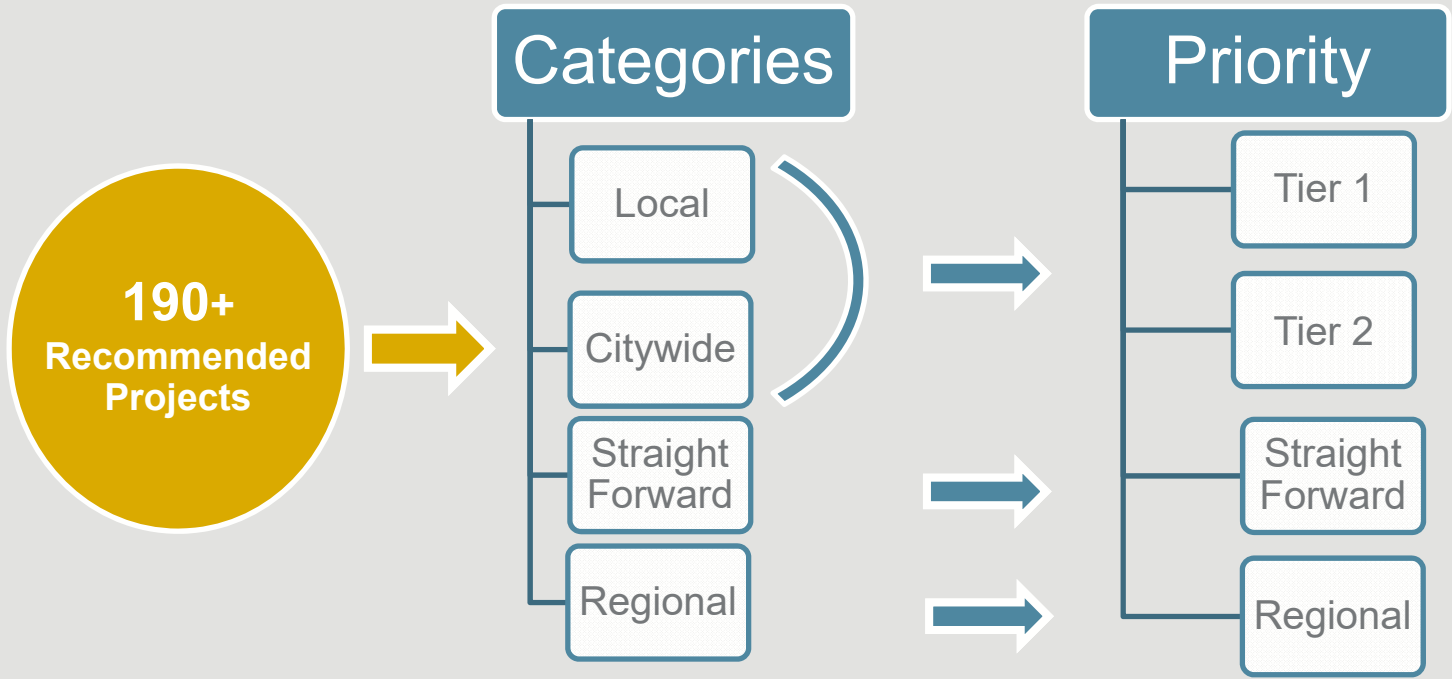
TMP OUTLINE

- Statement of goals
- Identify key issues
- Community Engagement
- Discussion of strategies
- Prioritized list of projects
- Implementation plan
- Appendices





PRIORITIZATION STRATEGY



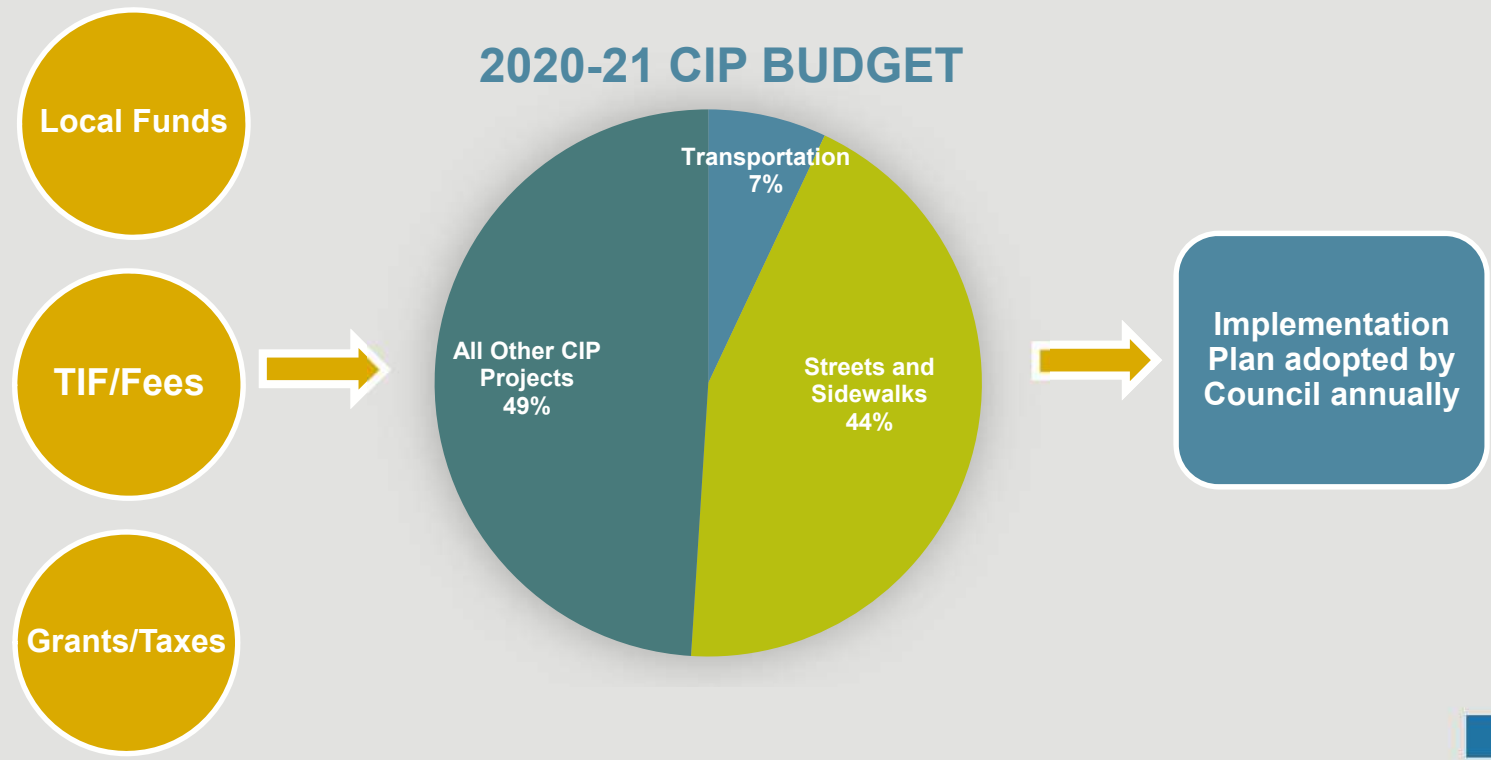


PRIORITIZATION AND IMPLEMENTATION

Implementation Group	Number of Projects	Cost
Tier 1 - High Priority	39	\$77.3 million
Tier 2 - Opportunity	57	\$47.9 million
Citywide	24	\$16.5 million
Regional	5	\$10.8 million
Straightforward	32	\$3.0 million
Total	157	\$157.6 million



HOW WILL WE FUND IT?





COMMITTEE & CSC FEEDBACK HIGHLIGHTS



Feedback	Staff Recommended Action
Transparent process for new projects	Implement a web-based map or table to indicate progress on TMP projects and identify new projects
Congestion reduction vs. congestion management	Staff modified text to be more consistent and incorporate walking, biking, and transit in the metrics
Regional project coordination	Staff and Councilmembers continue to participate in regional groups/committees advocating for regional projects
Dumbarton Corridor project reservations	Staff recommends keeping the project since there will be opportunities to discuss various design and access options before the project advances in the future
CSC to prioritize implementation with CAP	Staff recommends working with CSC subcommittee to recommend projects for FY 21-22 CIP
Including of walk audits in the TMP	Staff recommends a revision to the plan to include walk audits as a citywide project



COMMITTEE RECOMMENDATIONS

- Approve the Transportation Master Plan
- Request prioritization of implementation to be aligned with the City's Climate Action Plan (CAP) goals
- Recommend the Complete Streets Commission (CSC) to advise City Council on recommended projects as part of the CAP implementation
- Express reservations about the Dumbarton Corridor Project regarding access impacts to the Belle Haven neighborhood
- Direct CSC to work with staff to integrate the transportation toolkit into the City standards Getting the word out about the plan to the community



CSC RECOMMENDATIONS

- Approve the Transportation Master Plan
- Report incremental progress made on project implementation using key metrics
- Include description of other city programs and policies for ease of reference by the public
- Use vehicle miles traveled as reporting unit on progress made, if applicable
- Approve the Oversight & Outreach committee recommendations



AFTER ADOPTION – WHAT’S NEXT?



- Begin implementing the straightforward projects
- Identify Tier 1 projects to include in the 2021-22 CIP and the 5-year CIP
- Look for grant opportunities and identify which projects would align with those opportunities
- Process to add new projects



COUNCIL ACTION

- Adopt Transportation Master Plan with associated changes based on the Committee and Commission feedback



THANK YOU

PROCLAMATION

NATIONAL NATIVE AMERICAN HERITAGE MONTH

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today; and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November, as National American Indian Heritage Month; and

NOW THEREFORE, BE IT PROCLAIMED that I, Cecilia Taylor, Mayor of the City of Menlo Park, on behalf of the City Council, do hereby proclaim November as the National Native American Heritage Month and urge all our citizens to observe this month with appropriate programs, ceremonies and activities.

DocuSigned by:

Cecilia Taylor

4A373F6C54BE48A

Cecilia Taylor, Mayor
November 2020



STAFF REPORT

City Council

Meeting Date: 11/17/2020

Staff Report Number: 20-249-CC

Commission Report: 2020-2021 Housing Commission workplan

Recommendation

Recommend City Council review and approve the Housing Commission workplan for 2020-2021

Policy Issues

Advisory body workplans are developed for one year periods and prioritize items that are within the scope of the responsibilities of the body.

Background

The Housing Commission developed their draft workplan for 2020-2021 over the course of two regular meetings and with the assistance of an ad hoc subcommittee. At their September 2, 2020 meeting, the Housing Commission identified a comprehensive list of priorities. The ad hoc subcommittee met twice during September to work on grouping the priorities and preparing goals, objectives, resources needed, timelines and outcomes. At their October 7, 2020 meeting, the Housing Commission reviewed the workplan template and additional information prepared by the ad hoc, and unanimously approved their draft workplan to move forward to City Council for their consideration.

Analysis

The workplan is included as attachment A to this report and includes the high priority housing related items identified by the Housing Commission. In addition to City Council priorities, housing element programs and community input, the workplan development included consideration of the Y-Plan study housing recommendations. The items highlighted in green in the attached draft workplan are related to the Y-Plan.

Impact on City Resources

Some of the workplan items are intended to be implemented in conjunction with other City priorities, which minimizes cost, such as outreach and community meetings. Other workplan items may require the use of consultants; which costs have not been determined and at least one workplan item is partially funded through the SB2 grant. All of the workplan items will require staff time to implement.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as 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. Draft 2020-2021 Housing Commission workplan template

Report prepared by:

Rhonda Coffman, Deputy Community Development Director – Housing

Report reviewed by:

Justin Murphy, Deputy City Manager

HOUSING COMMISSION

City Manager’s Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620
menlopark.org/housingcommission



DRAFT WORKPLAN 2020-21

Mission Statement	
<p>We are affordable housing advocates. We make recommendations to the City Council on issues related to housing policy, implement Council policy decisions, and represent the City where needed on housing matters. We are a conduit of information out to the community about affordable housing programs and a conduit of information back from the community regarding housing matters to the City Council.</p>	
Committee Members Listing and Term Expirations	
Lauren Bigelow	April 30, 2023
Curtis Conroy	April 30, 2021
Karen Grove - Chair	April 30, 2022
Rachel Horst – Vice Chair	April 30, 2021
Wendy McPherson	April 30, 2021
Nevada Merriman	April 30, 2021
John Pimentel	April 30, 2024
Priority List	
<p>The Housing Commission has identified the following priorities to focus on during 2020-21:</p> <p>Summary of common high priority items:</p> <ul style="list-style-type: none"> • Production of accessory dwelling units (ADU’s) – near term goal • Community Land Trusts – preservation of naturally affordable housing – near term goal • Develop a mix of affordable housing at all affordability levels including extremely low income near El Camino Real – longer term goal <p>Overarching goal Need for more affordable housing in Menlo Park (west side of 101, west of Middlefield, west of El Camino Real)</p>	

Workplan Worksheet

Step 1 - Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004

Each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law. The Housing Commission is charged primarily with advising the City Council on housing matters, including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

Step 2 - Develop or review a Mission Statement that reflects that purpose (*Who we are, what we do, who we do it for, and why we do it*)

No changes were made to the Mission Statement included above.

Step 3 - Discuss any priorities already established by Council

Y-Plan study, Housing Element development

Step 4 - Brainstorm goals, projects or priorities of the Committee

Brainstorm goals, projects or priorities of the Committee	Benefit, if completed NOTE: GREEN HIGHLIGHTED TEXT ARE ITEMS RELATED TO THE Y-PLAN	Mandated? <i>by State/local law or by Council direction</i>	Policy change? <i>At Council level</i>	Resources needed for completion <i>(Staff, subcommittees, funds)</i>	Estimated Completion Time	Measurement Criteria <i>(How will we know how we are doing?)</i>
<p>Increase production of Accessory Dwelling Units (ADUs):</p> <ul style="list-style-type: none"> • Streamline and simplify by making process easier and less expensive • Provide funds to assist property owners to develop (or convert unpermitted) ADU/JADU's 	<p>Increase supply of housing</p> <ul style="list-style-type: none"> • Make ADU's accessible to wider range of people • Increase health and safety of current occupants (of unpermitted conversions) 	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> • Produce ADU development process navigation tools (resources: staff, ad-hoc, consultants) • Develop ADU/JADU funding program for lower income 	<p>2021</p>	<ul style="list-style-type: none"> • Navigation tools developed • ADU/JADU production increase (beyond baseline for past few years, tie to HE?)– can we say what is our baseline? • Funding program developed and

<p>through the BMR Housing Fund with grants and loans</p> <ul style="list-style-type: none"> • Create incentives for property owners to deed restrict affordable housing units (long term affordability) 	<ul style="list-style-type: none"> • Help existing lower income households create ADU's to supplement income, produce more housing units and create opportunities for multi-generation living 			<p>homeowners (resources: staff, ad-hoc, non-profit organizations, community land trusts)</p>		<p>implemented, funds issued.</p>
<p>Partner with and support Community Land Trusts (CLTs):</p> <ul style="list-style-type: none"> • Provide funding support to CLT's to acquire units offered for sale for conversion to deed restricted affordable (in perpetuity) • Look into community land trust in greater detail to consider additional opportunities for affordable housing preservation (develop expertise) • Develop programs or process w/CLT to produce affordable housing (e.g. ADU's, rental, ownership) 	<ul style="list-style-type: none"> • Promote community stability through affordable housing preservation activities (e.g. prevent foreclosure and displacement) • Increase housing production through ADU development • Program w/CLT will allow city to be competitive and agile in housing acquisition for preservation 	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> • Development and partnerships (staff, ad-hoc, community land trusts) 	<p>2020-2021</p>	<ul style="list-style-type: none"> • Provided access to BMR funds for acquisition of rental housing or other housing production activities (e.g. ADU/JADU loan program, home ownership program, etc.) • Gained a better understanding of the CLT models and programs • Mastery of CLT concept by staff and HC ad-hoc; scan of field for local-serving CLT organizations; evaluation and due diligence of local-serving CLT organizations; selection of a CLT to partner with; partnership agreement in place; program established and funded; preservation and/or production projects completed.
<p>Increase Density/Zoning (density and height):</p> <ul style="list-style-type: none"> • Downtown and west side of town, along ECR and Willow 	<ul style="list-style-type: none"> • Increase housing production dispersed throughout the City 	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Staff, HC ad-hoc, HC, PC, CC, consultants, City Attorney</p>	<p>2020-2021</p>	<ul style="list-style-type: none"> • Zoning amended

<p>road (already have high density east of 101)</p> <ul style="list-style-type: none"> Allocate time and resources to big picture opportunities to create affordable housing (e.g. USGS site, school site) Support housing production near transit 	<ul style="list-style-type: none"> Affordable housing production AFFH (except for last bullet). For example, prioritize production of ELI and VL income housing near ECR/transit corridor Traffic reduction Achieve climate goals 					
<p>Identify sites where affordable housing can be built on publicly owned land and high opportunity sites</p> <ul style="list-style-type: none"> Development of affordable housing on the downtown parking lots Explore partnerships with school districts and faith based organizations. Help them rezone for affordable housing Consider downtown library area as a site for affordable housing, potentially as part of a library renewal project 	<ul style="list-style-type: none"> Affordable housing production AFFH Traffic reduction Achieve climate goals 	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> Obtain site inventory of City/Publicly owned land (resources: staff, consultants) Review current use and zoning (resources: staff, ad-hoc, consultants) Make recommendations (resources: staff, HC, ad-hoc, consultants) 	<p>2020-2021</p>	<ul style="list-style-type: none"> Site inventory complete, available to public Study session or other public meeting to review current use and zoning HC votes on recommendations
<p>Administration/Strategies</p> <ul style="list-style-type: none"> Amend/updated NOFA (annual and over the counter) Update BMR Guidelines to include funding programs and administrative updates: <ul style="list-style-type: none"> ADU/JDU loan program Foreclosure prevention program First time homebuyer program 	<ul style="list-style-type: none"> Over the Counter (OTC) NOFA will allow us to fund project in a timely and opportunistic manner ADU/JDU loan program will expand ADU opportunity to lower income, lower wealth residents. (AFFH) 	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> Amend NOFA (staff, ad hoc) Update BMR Guidelines (staff, ad-hoc) 	<ul style="list-style-type: none"> Fall 2020 	<ul style="list-style-type: none"> NOFA issued BMR update recommendations passed by HC Recommendations approved by PC/CC

<ul style="list-style-type: none"> Review BMR proposals and make recommendations to PC and CC 	<ul style="list-style-type: none"> Foreclosure prevention, displacement prevention, community stability, improved health and equity 					
<p>Community Engagement</p> <ul style="list-style-type: none"> Expand engagement with monolingual Spanish speaking community members Housing Element update – host/co-host educational events/workshops on the housing element process 	<ul style="list-style-type: none"> Increase diversity of community participation and input 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Resources: staff, funding for community organization partners, interpreters, ad-hoc 	2020-2021	<ul style="list-style-type: none"> Three monolingual Spanish-inclusive community meetings by end of 2021
<p>Step 5 - Prepare final workplan for submission to the City Council for review, possible direction and approval and attach the worksheets used to determine priorities, resources and time lines.</p>						
<p>Step 6 - Once approved, use this plan as a tool to help guide you in your work as an advisory body.</p>						
<p>Step 7 - Report out on status of items completed. Provide any information needed regarding additional resources needed or/and to indicate items that will need additional time in order to complete.</p>						



ENVIRONMENTAL QUALITY COMMISSION

Quarterly Update from EQC Chair Ryann Price





AGENDA

- Review EQC Activities
- Community Concerns
- Seeking Guidance from Council





REVIEW EQC ACTIVITIES



REVIEW OF EQC ACTIVITIES

- Climate Action Goal Set
 - Net zero by 2030

- Climate Action Plan
 - City Council Approval of CAP Plan
 - Supporting actions approved in the CAP Plan
 - E.g. Specific recommendations for multi-family residential EV charging

- Heritage tree appeals



COMMUNITY CONCERNS





PUBLIC COMMENTS VOICED TO EQC

- Climate change
 - High level of urgency
 - Concerns regarding equity and affordability

- Inclusion of volunteers outside of commissioners to address climate action in Menlo Park
 - Desire for citizens to volunteer for the city.
 - This is currently outside scope of commission like the EQC.

- Concerns regarding gas powered leaf blowers

- Heritage Trees
 - Desire from the public to understand the status of the replanting of trees committed to as part of the 1000 El Camino Project
 - EQC to hear an update in January 2021
 - Ensure with the focus on climate change that the EQC is still able to invest time in urban canopy issues



SEEKING GUIDANCE



SEEKING GUIDANCE FROM COUNCIL

- Urgency of Climate Change & Community Engagement
 - Role of the EQC and commissioners to further education and CAP goals
 - Consider EQC recommendations regarding CAP items 2, 4, and 6 (next slide)

- The pesticides ban
 - Is this a council priority for the EQC?



CAP ACTIONS #2, 4 & 6

EQC recommends:

- Due to urgency of climate change and limited staff resources
- City Council is advised to empower City commissions to advance CAP actions #2, 4 & 6 until staff resources free up
- Commissions can hand off responsibility to staff for these actions as soon as staff is available
- Detailed plan proposed by EQC is designed to minimize staff involvement and avoid taxing limited City resources



BACKGROUND ON CAP ACTIONS #2, 4 & 6

- Council approved 6 actions with the CAP in July 2020
- Staff recommended working on #1, 3 & 5 this fiscal year and delaying work on #2, 4 & 6
- EQC and Complete Streets Commissions are available, capable and eager to advance CAP actions #2, 4 & 6 until staff can step in

Action	#	Description
Set citywide goal for increasing EVs and decreasing gasoline sales	2	Announce and promote goals of 1) making all new vehicles be electric by 2025 and 2) reducing gasoline sales each year by 10%, based on the total reported in 2018. Track progress on both goals publicly on an annual basis.
Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission	4	Reduce VMT, especially by gasoline vehicles, through a two- pronged approach: 1) Change zoning to encourage higher density (esp. for housing) near transit 2) Make the City easier to navigate without a car by accelerating implementation of the Transportation Master Plan with an emphasis on developing a clear network of protected pedestrian/bike paths throughout town
Develop a climate adaptation plan to protect the community from sea level rise and flooding	6	Develop a climate adaptation plan focused on protecting areas of the community vulnerable to sea level rise and flooding, as forecasted by the National Oceanic and Atmospheric Administration (NOAA) and California State agencies. Consider requiring developers to fund efforts to protect the community.



ACTION #2

“Set citywide goal for increasing EVs and decreasing gasoline sales”

EQC Proposal to Council

- Outsource legwork of this action to EQC and Commissioner London’s “Beyond Gas Initiative” (BGI)
- BGI will research, develop and maintain web metrics showing the City’s gasoline sales and EV adoption rates over time
- BGI will develop educational content for Menlo Park residents, including rebate info and helpful tips
- BGI will follow City communication guidelines to produce monthly social media posts and other educational content to be posted on the City’s various communications channels
- Menlo Park communications staff will post BGI-produced content monthly on appropriate City communication channels

Staff time required: 1 hour/month, maximum



ACTION #4

“Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission”

EQC Proposal to Council

- Outsource legwork of this action to Complete Streets Commission (CSC) with support from EQC
- Empower CSC to propose a VMT reduction target and present to Council for approval
- Request that CSC sort TMP projects by VMT-reduction potential and present highest potential projects to Council for priority implementation

Staff time required: None expected



ACTION #6

“Develop a climate adaptation plan to protect the community from sea level resources and flooding”

EQC Proposal to Council

- Request quarterly updates (at least) from staff on decisions made by the San Mateo County Sea Level Rise & Resiliency District Board
- Consider assigning a Council member to attend Board meetings and report back to Council on a regular basis
- Inquire about Menlo Park gaining a seat on the Board

Staff time required: ~ 2-3 hours/month to attend meetings and present



THANK YOU



REGULAR MEETING MINUTES – DRAFT

Date: 10/27/2020

Time: 5:00 p.m.

Regular Meeting Location: Joinwebinar.com – ID# 269-218-723

Regular Meeting (Joinwebinar.com – ID# 269-218-723)

A. Call To Order

Mayor Taylor called the meeting to order at 5:06 p.m.

B. Roll Call

Present: Carlton, Combs, Nash, Mueller, Taylor

Absent: None

Staff: City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver, City Clerk Judi A. Herren

C. Public Comment

- John Caltrain User spoke on concerns of Caltrain governance and cost controls.

D. Report from Closed Session

No reportable actions for October 5, 13, 15, 16, 20, and 21, 2020.

E. Consent Calendar

E1. Accept the City Council meeting minutes for September 8, 15, 22 and October 16, 2020 ([Attachment](#))

E2. Receive and file the investment portfolio review as of September 30, 2020 ([Staff Report #20-236-CC](#))

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

F. Public Hearing

F1. Consider the Planning Commission's recommendation to approve the initial study and mitigated negative declaration, architectural control, use permit, vesting tentative map, and abandonment of Alto Lane, and consider the Planning Commission and Housing Commission's recommendation to approve the below market rate housing agreement, for the project at 201 – 211 El Camino Real and 612 Cambridge Avenue ([Staff Report #20-240-CC](#)) ([Applicant Presentation](#)) ([Staff Presentation](#))

[Web form public comment on item F1](#) (Attachment).

Associate Planner Matt Pruter made the presentation (Attachment).

Applicants Stuart Welte and Mark Wommack from EID Architects and Matt Stone and Steve

Atkinson from Arent Fox made a presentation (Attachment).

- Perla Ni spoke on concerns regarding traffic impacts and in opposition to the removal the heritage trees.
- Peter Edmonds spoke in opposition of the heritage tree removal.
- Judy Rocchio spoke in opposition of the heritage tree removal and concerns about the heritage tree ordinance related to new construction.

The City Council received clarification on noticing and appeal process of tree removals and traffic impacts. The City Council discussed alternatives to retaining the heritage trees and the new planting requirements for the proposed removal. The City Council further discussed electric vehicle (EV) parking spaces and conduits, width of the sidewalks, and public access.

ACTION: Motion and second (Nash/ Combs), to approve the initial study and mitigated negative declaration, architectural control, use permit, vesting tentative map and abandonment of Alto Lane, and the Planning Commission and Housing Commission’s recommendation to approve the below market rate housing agreement, for the project at 201 – 211 El Camino Real and 612 Cambridge Avenue, and to install EV conduits in accordance with City policy at time of building permit issuance, passed unanimously.

The City Council took a break at 6:53 p.m.

The City Council reconvened at 7:29 p.m.

G. Regular Business

The Mayor combined items G1. and G2. per staffs request.

- G1. Authorize the city manager to enter into a memorandum of understanding and drainage easement agreement for the Bayfront Canal and Atherton Channel flood protection and ecosystem restoration project ([Staff Report #20-234-CC](#)) ([Presentation](#))
- G2. Authorize the city manager to enter into an agreement to amend and restate the terms of an existing storm drain easement with Cargill ([Staff Report #20-235-CC](#)) ([Presentation](#))

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

The City Council discussed the contributions by Menlo Park and other jurisdictions. The City Council received clarification on the project post-construction, liability of upper properties to lower properties, timeline for funding and construction, and the trash trap device of the project.

ACTION: Motion and second (Nash/ Combs), to authorize the city manager to enter into a memorandum of understanding and drainage easement agreement for the Bayfront Canal and Atherton Channel flood protection and ecosystem restoration project and authorize the city manager to enter into an agreement to amend and restate the terms of an existing storm drain easement with Cargill, and direct the city manager to meet with the Town of Atherton to discuss their contribution limit impacts to Menlo Park and legal liabilities, passed unanimously

- G3. Receive and file the preliminary year-end close for the fiscal year ended June 30, 2020, the budgetary update for the quarter ended September 30, 2020, the quarterly update of the City Council priorities and work plan, and service adaptation update for library and community services ([Staff Report #20-233-CC](#)) ([Presentation](#))

Assistant City Manager Nick Pegueros and Assistant Administrative Services Director Dan Jacobson made the presentation (Attachment).

The City Council received clarification on deferred transient occupancy tax (TOT) and library and community services participation. The City Council discussed the housing element, transportation master plan (TMP), sea level rise, emergency preparedness, reprioritizing the City Council priorities, environmental impact reports (EIRs) education series, grant applications, institutional bias training, and Middle Avenue bike crossing.

The City Council directed staff to schedule a joint study session with Menlo Park Fire Protection District (MPFPD) to discuss emergency preparedness.

No action required.

- G4. Provide direction on in-depth analysis of four policy options requiring a percentage of electric vehicle charging spaces at existing multifamily properties ([Staff Report #20-239-CC](#))

Sustainability Manager Rebecca Lucky and Sustainability Analyst Contractor Candise Almendral made the presentation (Attachment).

The City Council discussed the Governors bill banning sale of new gas cars in 2035. The City Council received clarification on the term “police powers”, current City regulations, consideration of an EV ordinance update, and grants.

The City Council directed staff to continue to analyze the four policy options presented in the staff report that would result in the development of viable policies/requirements for the City Council to consider adopting next year and replace the term “police powers” with “regulatory authority/powers”.

H. Informational Items

- H1. City Council agenda topics: November 2020 to December 2020 ([Staff Report #20-231-CC](#))

- H2. Update on draft changes to City Council procedures ([Staff Report #20-232-CC](#))

The City Council directed staff to return with enabling action to require real property disclosures of all members appointed to bodies who advise the City Council on land use issues.

- H3. Acceptance into the Federal Emergency Management Agency community rating system ([Staff Report #20-237-CC](#))

- H4. Applications for community funding grants available through November 13, 2020 ([Staff Report #20-238-CC](#))

I. City Manager's Report

City Manager Jerome-Robinson reported on San Mateo County entering into the orange level for COVID-19 and the October 29, 2020 parks/playground reopening date.

J. Councilmember Reports

City Councilmember Nash reported out on the Stanford multijurisdictional and Caltrain Local Policy Group meetings.

Mayor Taylor reported out on the Airport Community Roundtable and the Office of Emergency Services Council meetings.

K. Adjournment

Mayor Taylor adjourned the meeting at 10:58 p.m.

Judi A. Herren, City Clerk

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the City Council, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Submit a written comment online:
menlopark.org/publiccommentOctober27*
 - Record a comment or request a call-back when an agenda topic is under consideration:
Dial 650-474-5071*
 - Access the regular meeting real-time online at:
joinwebinar.com – Regular Meeting ID 269-218-723
 - Access the regular meeting real-time via telephone (listen only mode) at:
(914) 614-3221
Regular Meeting ID 601-741-509 (# – no audio pin)
*Written and recorded public comments and call-back requests are accepted up to 1-hour before the meeting start time. Written and recorded messages are provided to the City Council at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.
- Watch special meeting:
 - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:
Channel 26
 - Online:
menlopark.org/streaming

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

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.



SPECIAL MEETING MINUTES – DRAFT

Date: 11/6/2020
Time: 12:00 p.m.
Closed Session: Teleconference

Closed Session (Teleconference)

A. Call To Order

Mayor Taylor called the meeting to order at 12:06 p.m.

B. Roll Call

Present: Carlton, Combs, Mueller, Nash, Taylor
Absent: None
Staff: City Manager Starla Jerome-Robinson

C. Closed Session

C1. Public employment (Gov. Code section 54957) city attorney recruitment

ACTION: Motion and second (Mueller/Carlton) to recommend that the incoming City Council select Jorgenson, Siegel, McClure and Flegel, LLP as city attorney, passed 3-2 (Nash and Taylor dissenting).

D. Adjournment

Mayor Taylor adjourned the meeting at 12:36 p.m.

Judi A. Herren, City Clerk

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the City Council, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Submit a written comment online:
menlopark.org/publiccommentNovember6*
 - Record a comment or request a call-back when an agenda topic is under consideration:
Dial 650-474-5071*
*Written and recorded public comments and call-back requests are accepted up to 1-hour before the meeting start time. Written and recorded messages are provided to the City Council at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.

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STAFF REPORT

City Council
Meeting Date: 11/17/2020
Staff Report Number: 20-250-CC

Consent Calendar: Amend the agreement with First Response Metering for water meter reading services

Recommendation

Staff recommends that the City Council amend the agreement with First Response Metering (FRM) to extend agreement terms and add \$47,800 to continue providing water meter reading services for Menlo Park Municipal Water (MPMW) through June 30, 2021, including an option to extend the agreement for three additional one-year terms up to the budgeted amount.

Policy Issues

The City Council must authorize the city manager to enter into these agreements, since the total cost is above the city manager’s spending authority. MPMW is a city-owned water service provider for a portion of the City of Menlo Park. The City Council acts as the governing body for MPMW.

Background

MPMW is a self-supporting water fund enterprise where revenues from water sales directly finance water operations and water capital improvement projects. MPMW supplies water to approximately half of the City’s residences and businesses through approximately 4,400 service meters that are manually read and billed on a rolling monthly basis.

As summarized in Table 1 below, billing services consist of six components: meter reading, billing and collecting payments, customer service, a work order system for field activities, a collections process for overdue bills, and customer and utility portals. Most agencies perform water meter reading in-house. Because of this, there are few meter reading firms with field staff available to manually read meters in Menlo Park.

Table 1: Billing components		
Component	FRM	Minol
Meter reading	✓	
Billing and collecting payments		✓
Customer service		✓
Work order system		✓
Collections process for overdue bills		✓
Customer and utility portals		✓

Between April 2010 and June 2019, Fathom provided meter reading services with their own staff. In July 2019, Fathom's subcontractor, FRM, took over meter reading and provided that service through November 2019, when Fathom went out of business.

To ensure continuous meter reading, the City executed an agreement with FRM in December 2019 to continue meter reading through June 30, 2020. The City then executed another agreement with FRM in July 2020 for approximately \$64,000 (within the city manager's signing authority) to provide meter reading through January 31, 2021.

For the other billing components listed in Table 1, the City executed an agreement with Minol USA (Minol) in December 2019 for one year, with the option to extend the agreement for three additional one-year terms. Staff is currently working with Minol to develop customer service standards that best meet the needs of MPMW customers which includes improving customer outreach, enhancing bill statement to ease understanding for customers, adding detailed information to the customer portal, and establishing written procedures around customer call management. Staff is satisfied with Minol's ability to provide billing services and make adjustments upon request, and will continue to work closely with them to ensure quality customer service. The agreement with Minol, with the extensions, is scheduled to expire December 31, 2023

Analysis

FRM – meter reading

Since July 2019, FRM has provided accurate and timely meter read services on a regular basis. Their portal allows City staff the ability to view detailed reports about customer meters including meter location maps and photos of meter reads taken in the field. The meter read photos have been instrumental when customers call with billing questions and to verify reads. This capability was a new feature newly added in July 2019 when FRM began meter reading for the City as Fathom's subcontractor, and it is an improvement to prior practice.

To continue meter reading through June 30, 2021, staff is recommending that FRM's existing agreement be amended. Staff is also recommending an option to extend the agreement for three additional one-year terms to coincide with completing the automated water meter reading capital improvement project (CIP), also known as automated meter infrastructure (AMI), which is included in the adopted five-year CIP. This project will install a communication system to enable MPMW to read water meters automatically rather than manually. With this upgrade, the accuracy of meter reads would be improved further, resulting in the timely detection of water leaks, reduction of water loss and improved customer service. Staff anticipates this project will begin in fall 2021 and fully transition from manual meter reads to automated meter reads by fall 2023. The project will eventually eliminate the need for manual meter reading. On September 8, 2020, the City Council authorized the submission of a grant application for \$500,000 toward this project to the Bureau of Reclamation for this project. The Bureau expects to notify award recipients in spring 2021.

Impact on City Resources

The City currently pays FRM \$2.17 per meter per month for meter reading. The current FRM agreement is \$63,974 which is anticipated to provide meter reading through January 2021. It should be noted that the number of meters read each month may slightly fluctuate as new meters are added to the billing system, so FRM costs may also fluctuate. To account for this, staff has included a \$500 contingency (0.5 percent) for the remainder of fiscal year 2020-21. In order to extend meter reading through June 2021, staff estimates an additional \$47,800 must be added to the current agreement, for a total fiscal year 2020-21 cost of \$111,774. The fiscal year 2020-21 adopted budget includes \$325,000 for water billing and metering

services, funded by the water fund, and includes meter reading for the entire fiscal year. There are sufficient funds available for the additional cost.

FRM is proposing an annual 3 percent increase. The costs shown below in Table 2 represent anticipated costs if AMI is not implemented. If AMI is implemented, future year meter reading costs will decrease.

Table 2: FRM estimated costs				
Fiscal year	Cost, \$ per meter	July to January	February to June	Total fiscal year 2020-21
2020-21	\$2.17	\$63,974	\$47,800 (includes \$500 contingency)	\$111,774
2021-22 *	\$2.24		3% increase	\$115,127
2022-23 *	\$2.31		3% increase	\$118,581
2023-24 *	\$2.38		3% increase	\$122,138

* Anticipated costs if AMI is not implemented.

Environmental Review

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

Public Notice

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

Attachments

None.

Report prepared by:
 Natalie Bonham, Management Analysis II
 Pam Lowe, Senior Civil Engineer

Report reviewed by:
 Christopher Lamm, Assistant Public Works Director



STAFF REPORT

City Council Meeting Date: 11/17/2020
Staff Report Number: 20-251-CC

Consent Calendar: **Receive and file an update on Federal Emergency Management Agency Building Resilient Infrastructure and Communities grant application and authorize the Mayor to sign a project letter of support**

Recommendation

Staff recommends the City Council receive and file this update on the Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) grant application and authorize the Mayor to sign a letter in support of the project application (Attachment A.)

Policy Issues

The project is consistent with land use element goal LU-7: Promote the implementation and maintenance of sustainable development, facilities and services to meet the needs of Menlo Park's residents, businesses, workers and visitors. The SAFER Bay project is specifically identified as a program under goal LU-7. This project is also consistent with the City's recently adopted 2030 Climate Action Plan action item No. 6 to develop a climate action adaptation plan to protect the community from sea level rise and flooding.

Background

In September, Pacific Gas and Electric Company (PG&E) approached the City about partnering on the fiscal year 2020 FEMA BRIC grant opportunity to address potential flooding and sea level rise impacts to the Ravenswood Electrical Substation near the Dumbarton Bridge and committed \$10 million to the effort. The FEMA BRIC grant is a program offering up to \$50 million per project to reduce risks from disasters and natural hazards. Consistent with the SAFER Bay project (Attachment B) and the recently completed Dumbarton Bridge West Approach + Adjacent Communities Resilience Study (Attachment C), the project was broadly envisioned to construct an ecotone levee around the substation and potentially along the northern edges of SR 84. The proposed project comprised a portion of the SAFER Bay project alignment known as Reach 5, as shown in Attachment D, and aimed to achieve 100-year coastal flood protection and adaptation to 50 years of projected sea level rise for the substation. Additional project scope included restoration activities in ponds R1/R2 in the adjacent Don Edwards San Francisco Bay National Wildlife Refuge. As envisioned at that time, the total project was estimated to cost \$40 million, with the BRIC grant providing \$30 million and PG&E providing the required 25 percent local match contribution of \$10 million. PG&E and the City, in coordination with the San Francisquito Creek Joint Powers Authority (SFCJPA), collaborated on the required documentation to prepare a notice of interest for the BRIC grant opportunity. The City, acting as the formal project sponsor, was notified that a full project application could proceed and is due to the California Office of Emergency Services (Cal OES) by December 3.

Subsequent to the submission of the notice of interest, the City, PG&E, and SFCJPA continued to reach out to other stakeholders to gauge support for the project and potential interest in providing financial or in-kind

support. Some organizations that have been engaged, among others, include Caltrans, Metropolitan Transportation Commission, South Bay Salt Pond Restoration project, and U.S. Fish and Wildlife Service. To-date, support for the project has been broadly expressed with several offers of in-kind support.

The City, PG&E, and SFCJPA reached out to Facebook to provide information on the proposed project and determine if Facebook would be interested in providing additional funding. Facebook expressed particular interest in the project and inquired about the potential for the scope of work to include construction of new levees surrounding their classic campus (formerly referred to as East campus), along an alignment known as SAFER Bay Reach 4 and along Bayfront Expressway (Reaches 2 and 3.) The City, PG&E, and SFCJPA evaluated project alternatives to determine the feasibility of expanding the project scope of work to include Reach 4 around the classic campus. In order to achieve a defined public benefit of increased flood protection, as required by the FEMA grant program, it was determined that a scope of work including Reach 4 would also have to include Reach 2 and 3 out of necessity. The estimated construction costs for the expanded scope of work including Reach 2, 3, 4, and the aforementioned portion of Reach 5 is \$66 million. In order to proceed with the expanded scope of work, the grant application would need to request the full \$50 million in available federal grant funds and secure at least an additional \$6.6 million in local matching fund commitment. Facebook was notified of the complete scope of work (summary shown in Attachment E), estimated costs, and additional local matching funds required to complete a project that includes the levees around the classic campus. Recently, Facebook has offered to pay for the costs associated with construction of the levees around the classic campus, at an estimated value of at least \$7.808 million. Facebook's financial contribution provides the additional local matching fund commitment needed to proceed with a request for the maximum available federal funds, and thereby protecting more of the Menlo Park community.

If the grant application is successful, the resulting project could potentially provide 100-year coastal flood protection and sea level rise resiliency to residential neighborhoods, businesses, and critical infrastructure along the majority of the Menlo Park shoreline, extending approximately from Marsh Road to the Dumbarton Bridge. Secondary benefits could include increased recreational access to the established Menlo Park and East Palo Alto Baylands priority conservation area via designation of the levees as Bay Trail segments, as well as allow for work to commence on restoring natural tidal activity to ponds R1/R2 in the Don Edwards San Francisco Bay National Wildlife Refuge. These benefits will be refined as the application materials are finalized in the coming weeks.

Other related project efforts

Additional information on the various flood protection and sea level rise adaptation studies and projects along the shoreline can be found in the online map provided in Attachment F.

East Palo Alto partnered with the SFCJPA on a grant application for a similar project to construct flood protection levees in East Palo Alto along alignments designated as SAFER Bay Reaches 8 and 9, as well as a portion of Reach 7. The collaborative effort successfully secured \$17 million in federal funding, with East Palo Alto committing to \$5.5 million in local matching funds. The scope of work includes the development of a programmatic environmental impact report (EIR) for the entire SAFER Bay project alignment in addition to a project-level evaluation for Reaches 8 and 9. The EIR process is anticipated to begin in early 2021 with construction planned to begin in 2024.

Analysis

With the preliminary scope of work and local funding sources finalized, the City, PG&E, Facebook and SFCJPA are currently working with an engineering consultant to develop the grant application materials. Funding for preparation of the application is being provided by PG&E. The application will outline the project

scope of work, estimated budget and anticipated schedule. Additional information will be provided on the positive project benefits, including but not limited to, increased flood protection for residents and business along the Menlo Park shoreline and protection of critical infrastructure such as the PG&E substation and SR 84. Additionally, the partner agencies are requesting letters of support from various stakeholder groups and local elected officials, including the City Council. A draft letter is included as Attachment A.

As part of the application materials, the City is required to provide a letter documenting commitment to providing the local match funds, provided by PG&E and Facebook in this case. Staff is actively working with PG&E and Facebook to develop an agreement formalizing our cooperative partnership and obligating PG&E and Facebook to provide the required funding should the grant application be successful. While agreements with PG&E and Facebook are not ready at this time given the compressed timeline of the grant requirements, the agreements will be provided to City Council for review and approval at a future meeting. In the interim, PG&E has provided the City with a letter (Attachment G) affirming their commitment to providing \$10 million for the local match funds. Since Facebook only recently learned of this opportunity to participate in the project, a commitment letter was not available for inclusion with this item. Staff will work with Facebook to secure a formal commitment letter prior to submitting the complete grant application.

Impact on City Resources

There is no financial impact to the City at this time related to the filing of the FEMA BRIC grant application. Consultant contracts and costs are being funded and managed through a joint effort between PG&E and the SFCJPA. Given the compressed schedule required to meet this grant application timeframe, staff time related to the coordination, preparation and submittal of the FEMA BRIC grant application was made available by reprioritizing this effort over other existing stormwater/utility projects.

Environmental Review

As noted above, the SFCJPA already plans to develop a programmatic EIR for the entire SAFER Bay project and a project-level assessment for Reaches 8 and 9 and a portion of Reach 7 beginning in 2021. If the City is successful in securing grant funding for additional SAFER Bay reaches through this grant opportunity, it may be possible to include a detailed assessment in the SFCJPA's ongoing effort, depending on timing. Alternatively, a supplemental EIR will be prepared.

Public Notice

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

Attachments

- A. Menlo Park SAFER Bay support letter
- B. Hyperlink – SAFER Bay project: sfcjpa.org/safer-bay-project
- C. Hyperlink – Dumbarton Bridge West Approach + Adjacent Communities Resilience Study: adaptingtorisingtides.org/wp-content/uploads/2020/06/Dumbarton-Bridge-West-Approach-Adjacent-Communities-Resilience-Study-Final-Report.pdf
- D. SAFER Bay project reach map
- E. Project summary
- F. Hyperlink – Bayfront flood and sea level rise protection efforts: <https://arcg.is/qnuq0>
- G. PG&E letter of funding commitment

Staff Report #: 20-251-CC

Report prepared by:
Eric Hinkley Associate Engineer

Chris Lamm Assistant Public Works Director



November 17, 2020

Kayed Lakhia
Director, Hazard Mitigation Assistance Division, Mitigation Directorate
Federal Insurance and Mitigation Administration
Federal Emergency Management Agency
400 C Street, SW.
Washington, DC 20472

RE: Support for FEMA BRIC subapplication for Menlo Park SAFER Bay project

Dear Mr. Lakhia,

As Mayor of Menlo Park, and on behalf of my fellow city council members, I am writing in support of the Menlo Park SAFER Bay project, a Building Resilient Infrastructure and Communities (BRIC) proposal submitted by the City of Menlo Park.

The Menlo Park SAFER (Strategy to Advance Flood protection, Ecosystems, and Recreation) Bay Project is seeking funding from FEMA's BRIC grant program to build mitigation measures that provide increased protection from coastal flooding and resilience to sea level rise for the residents and businesses in Menlo Park and neighboring communities. The project would also protect critical infrastructure serving our community, including the Pacific Gas and Electric Company's Ravenswood Substation and segments of California State Route 84, which are Critical Lifelines for power service and transportation to the area. The project will also provide an opportunity for increased recreational access to the Bay shoreline; and, by leveraging nature-based design, enable habitat restoration work in sections of the Don Edwards San Francisco Bay National Wildlife Refuge.

California has demonstrated strong leadership in climate mitigation through the state's advancement of policies and technologies that reduce greenhouse gas emissions while fostering innovation and economic growth. The state's recent history also reveals its exposure to climate change hazards—such as wildfires, heat waves, and sea level rise—that are projected to increase in frequency and severity in the coming decades. The Menlo Park SAFER Bay project demonstrates how climate mitigation and adaptation can go hand in hand: nature-based solutions are being utilized to protect critical electric and transportation infrastructure from sea level rise, which in turn will support Menlo Park's and neighboring communities' efforts to meet their Climate Action Plans and efforts to attain carbon neutrality. Amid projections for increasing electric vehicle usage and building electrification, it is imperative for communities to have safe and reliable electric service as a cornerstone of climate action.

The project will also help to fill a growing resiliency gap in California by protecting and engaging with local disadvantaged communities, educating the public about climate change, and creating jobs. Climate change disproportionately impacts disadvantaged communities, and the Menlo Park SAFER Bay project will protect these communities from debilitating interruptions in critical electric service and transportation access. We very much appreciate your consideration of this timely and important proposal and encourage your full support.

Sincerely,

Cecilia Taylor
Mayor



Note: Reach 6 was removed from Reach designations and merged into Reach 5.

Figure 1. Vicinity Map

MENLO PARK SAFER BAY PROJECT

Partners



FACEBOOK

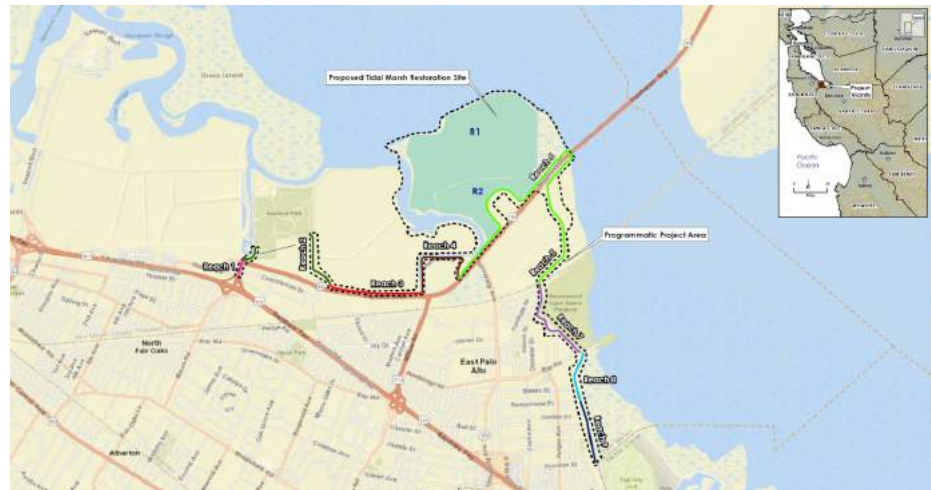


The project team includes a cross-section of local partners, including federal, state and local government agencies, non-profits and the private sector.

The team has come together to apply for a competitive, pre-disaster mitigation grant from FEMA to cover up to 75% of the project costs.

Working together to protect critical infrastructure

The Menlo Park SAFER (Strategy to Advance Flood protection, Ecosystems, and Recreation) Bay Project is applying for a FEMA grant to protect critical infrastructure amid growing threats of climate change. This project represents wide-ranging local, state, and federal interests and will benefit from letters of public support. If funded, the project will protect infrastructure and communities along more than nine miles of shoreline from projected coastal flooding and sea-level rise. Using nature-based solutions, the levee will allow for habitat restoration of over 550 acres of former salt ponds, and it will increase public recreational access. Construction of the project will also create jobs and engage local communities at every step.



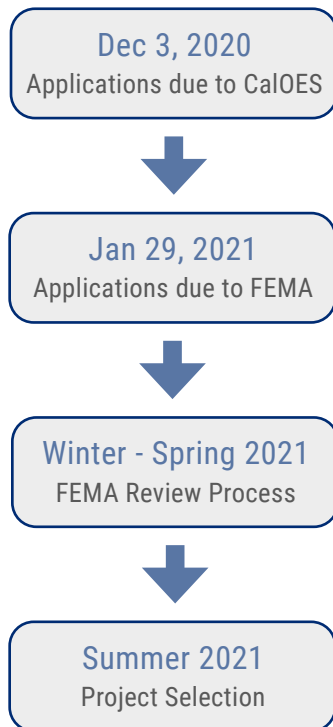
This map shows the project area of the Menlo Park SAFER Bay proposal. The project will design and construct sea level rise protection for reaches 2, 3, 4, and parts of 5.

To ensure Menlo Park's resilience against sea level rise, this project will:

- Support Menlo Park's climate action plans and local electricity grid by protecting PG&E's Ravenswood Substation.
- Seek to protect a section of the Dumbarton Bridge western approach and State Route 84, a vital local and regional transportation link for over 80,000 vehicles per day, from flooding.
- Engage local, disadvantaged communities in building climate-smart infrastructure.
- Generate local jobs and economic opportunities as the state prepares for climate adaptation.
- Create needed transition-zone habitat in the SF Estuary, and facilitate salt pond restoration goals.
- Protect local commercial infrastructure including Facebook's Classic Campus.
- Enhance public access and create recreational opportunities in East Menlo Park.

MENLO PARK SAFER BAY PROJECT

Application Timeline



Support the project

Strong outreach and partnership are key qualitative criteria used to assess applications. If you are interested in demonstrating your support for the project or have further questions, please email Eric Hinkley at EMHinkley@menlopark.org

About FEMA’s grant program

“Building Resilient Infrastructure and Communities” (BRIC) is a new pre-disaster mitigation program administered by FEMA. The BRIC program provides competitive grants to states, local communities, tribes, and territories, to undertake hazard mitigation projects that will increase resilience and disaster preparedness in the context of climate resilience and adaptation. Learn more at fema.gov/bric.

BRIC seeks to support programs that:

- are cost-effective
- increase resilience and public safety
- reduce injuries and loss of life
- reduce damage and destruction to property, critical services, facilities, and infrastructure.

Key Criteria for Successful Application

The Menlo Park SAFER Bay Project meets many of the criteria FEMA seeks, including:

Criterion	Project
Infrastructure Project	Ecotone and traditional levees
Uses nature-based solutions	Ecotone Levee mimics a natural transition zone that protects habitats and promotes restoration
Increased non-federal cost share	PG&E and Facebook providing up to 25% of costs
Mitigates risk to one or more lifelines	Protects Dumbarton Bridge (transportation) and PG&E substation (power)
Provides community-wide benefits	In addition to protecting infrastructure, provides habitat and recreational benefits
Leverages partners	Nine partners representing cross-section of local, state, and federal interests



Debbie Powell
Vice President, Asset, Risk Management
and Community Wildfire Safety Program

77 Beale Street
San Francisco, CA 94105

November 10, 2020

Dear members of Menlo Park City Council,

PG&E is proud to support the Menlo Park SAFER (Strategy to Advance Flood protection, Ecosystems, and Recreation) Bay Project, which is seeking funding from FEMA's Building Resilient Infrastructure and Communities grant program to build coastal flooding and sea level rise resilience for critical infrastructure and surrounding communities in Menlo Park. The project would protect segments of California State Route 84 and PG&E's Ravenswood Substation, which are anchors for power service and transportation to the area. The project will also increase recreational access to the Bay shoreline; and, by leveraging nature-based design, enable habitat restoration work in sections of the Don Edward San Francisco Bay National Wildlife Refuge. PG&E's support for the project includes funding work needed to complete the FEMA application, including benefit-cost analysis, and a \$10 million commitment if the project wins FEMA federal funding.

California has demonstrated strong leadership in climate mitigation through the state's advancement of policies and technologies that reduce greenhouse gas emissions while fostering innovation and economic growth. The state's recent history also reveals its exposure to climate change hazards—such as wildfires, heat waves, and sea level rise—that are projected to increase in frequency and severity in the coming decades. The Menlo Park SAFER Bay project demonstrates how climate mitigation and adaptation can go hand in hand: nature-based solutions are being utilized to protect critical electric and transportation infrastructure from sea level rise, which in turn will support Menlo Park's and neighboring communities' efforts to meet their Climate Action Plans and decarbonization efforts. Amid projections for increasing electric vehicle usage and building decarbonization, it is imperative for communities to have safe and reliable electric service as a cornerstone of climate action.

The project will also help to fill a growing resiliency gap in California by protecting and engaging with local disadvantaged communities, educating the public about climate change, and creating jobs. Climate change disproportionately impacts disadvantaged communities, and the Menlo Park SAFER Bay project will protect these communities from debilitating flooding and interruptions in critical electric service and transportation access.

PG&E is proud to be a key project funder and stakeholder and is optimistic that the application will win FEMA funding.

Sincerely,

A handwritten signature in cursive script that reads 'Debbie Powell'.

Debbie Powell
Vice President, Asset, Risk Management, and Community Wildfire Safety Program



STAFF REPORT

City Council

Meeting Date: 11/17/2020

Staff Report Number: 20-253-CC

Consent Calendar: Adoption of Resolution No. 6600 extending Resolution No. 6528 establishing a process for notifying the City Council and public of final Planning Commission actions to facilitate City Council review of large or impactful development projects

Recommendation

Staff recommends that the City Council adopt Resolution No. 6600 (Attachment A) extending Resolution No. 6528 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.

Policy Issues

The City Council adopted Resolution No. 6512 and subsequently Resolution No. 6528 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. To date the Planning Commission has not reviewed a large or impactful development project that triggered City Council notification under the established criteria. This action will extend Resolution No. 6528 until June 30, 2021, to preserve the status quo and permit the new City Council to review the efficacy of the resolution.

Background

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.

On June 11, 2019, the City Council directed staff to consider amending the zoning to ensure that approvals for large or impactful projects be made by the City Council, rather than the Planning Commission.

On July 15, 2019, the City Council discussed options for facilitating City Council review of large or impactful projects. After discussion, the City Council adopted Resolution No. 6512. The resolution directed 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 will expire November 30, 2020 unless rescinded, amended or renewed.

Subsequently, Vice Mayor Taylor submitted a request for reconsideration. The request was based on 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 September 10, 2019, the City Council voted to reconsider the matter, had further discussions on different approaches for ensuring City Council review of large and impactful projects, and requested to agendaize the item for a future meeting date. On October 15, 2019, the City Council further discussed the matter and adopted two revisions to expand the noticing provisions to ensure that the City Council had the opportunity to review any large and impactful projects that would not normally be heard by the City Council. The revisions require staff to send an email notification to the City Council when a notice of preparation (NOP) is released for any project and requires notification when there has been approval of a project requiring adoption of a Statement of Overriding Considerations. Resolution No. 6528, which supersedes Resolution No. 6512, is included as Attachment B.

Analysis

During the past year, staff has been processing a high volume of complex development projects, mostly within District 1. Ten of the projects under review require the preparation of an environmental impact report (EIR.) An updated list of development projects and their status is included as Attachment C. Attachment D contains a map of the pending Bayfront development projects. In the El Camino Real/Downtown specific plan area, two mixed-use projects were approved (706 Santa Cruz Avenue and 201 El Camino), and in both cases, the City Council was the final decision-making body. The City Council was the final decision maker on those projects because they required a vesting tentative map. Thus, there have been no projects that have triggered possible City Council review under Resolution No. 6528. The next significant projects coming to the Planning Commission for action would likely be three residential projects in the Bayfront Area in the Spring 2021, namely 111 Independence, Menlo Uptown and Menlo Portal.

Staff recommends that the resolution be extended through July 1, 2021, to permit the new City Council to review the efficacy of the resolution. After the City Council has had the opportunity to gauge its usefulness, the City Council may want to consider codifying the resolution in the zoning ordinance or other alternatives for promoting City Council review of large projects. These alternatives would likely involve a further modification to the zoning ordinance and possible amendment to the general plan and/or El Camino Real/Downtown specific plan.

Impact on City Resources

City Council notification of Planning Commission decisions and notification of NOPs result in a small amount of 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. City Council appeal hearings may also require additional City Council meeting time and possibly more 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. Resolution 6600 extending Resolution No. 6528
- B. Resolution No. 6528
- C. Development project summary chart
- D. Bayfront development project EIR map

Report prepared by:

Deanna Chow, Assistant Community Development Director
Cara E. Silver, Interim City Attorney

RESOLUTION NO. 6600**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
EXTENDING RESOLUTION 6528 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, on June 11, 2019 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;

WHEREAS, at the public meeting the City Council discussed the pace and amount of nonresidential 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, 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, on July 15, 2019 the City Council discussed options for facilitating City Council review of large or impactful projects. 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. After discussion, the City Council adopted Resolution No. 6512;

WHEREAS, on October 15, 2019, the City Council adopted Resolution No. 6528 and reconfirmed establishing a process for notifying them and the public on final Planning Commission actions to facilitate review of large or impactful development projects, and added provisions for City Council notifications for the preparation of Notice of Preparation and Statement of Overriding Considerations; and

WHEREAS, Resolution 6528 will expire November 30, 2020 unless rescinded, amended or renewed.

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. Resolution 6528 is hereby extended to June 30, 2021.
2. 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 seventeenth day of November 2020, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this seventeenth day of November 2020.

Judi A. Herren, City Clerk

RESOLUTION NO. 6528**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ESTABLISHING A PROCESS FOR NOTIFYING THE CITY COUNCIL AND
PUBLIC OF FINAL PLANNING COMMISSION ACTIONS TO FACILITATE CITY
COUNCIL REVIEW OF LARGE OR IMPACTFUL PROJECTS**

WHEREAS, at the public meeting on June 11, 2019, the City Council of the City of Menlo Park discussed a development moratorium proposed by Mayor Pro Tem Taylor and City Councilmember Nash;

WHEREAS, at the public meeting the City Council discussed the pace and amount of non-residential development, the increased jobs/housing imbalance, the particular impacts such development had in the Bayfront area and whether the City's operative policy documents reflect current community values;

WHEREAS, along with identifying two subcommittees, one for District 1 and another for Districts 2 through 5, to develop a proposed work plan relative to reviewing development potential in the city, the City Council suggested that staff consider taking steps to ensure that the City Council be given the opportunity to review large or impactful development projects;

WHEREAS, the majority of development projects that require discretionary approvals (e.g. use permits and architectural control), with the exception of projects including a rezoning, general plan amendment, major subdivision, conditional development permit, development agreement or other entitlement approved by the City Council, are finally approved by the Planning Commission;

WHEREAS, the City Council or individual city councilmember, pursuant to Menlo Park Municipal Code Section 16.86.025 may take an appeal from any final action of the Planning Commission in accordance with prescribed timelines;

WHEREAS, currently the City does not have a formal process for notifying the City Council of final actions taken by the Planning Commission and, given the City Council's meeting schedule, sometimes there is insufficient time to agendize authorizing an appeal of such action;

WHEREAS, at the public meeting on July 15, 2019, the City Council indicated its desire to review and to disseminate to the public through the established public City Council email log (commonly known as "CCIN") all final decisions made by the Planning Commission relative to large or impactful non-residential projects; and

WHEREAS, such large or impactful projects may include non-residential projects involving bonus level development, non-residential projects involving a net new increase in excess of 10,000 square feet and mixed use projects involving less than 2/3 of the total project square footage dedicated to housing and meeting either the bonus level or square footage trigger; and

WHEREAS, on October 17, 2019, the City Council reconsidered this resolution and voted to expand the noticing provision to better ensure the City Council had the opportunity to review any large or impactful projects that would not normally be heard by the City Council.

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 Notice of Preparation. The community development director or designee shall provide a copy of any "Notice of Preparation of Draft Environmental Impact Report" prepared for any development project within the City of Menlo Park to the City Council and further post a copy on Menlo Park City Council email log (ccin.menlopark.org) within 48 hours of sending such notice to the Office of Planning and Research.

2. 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.

3. 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.

D. EIRs with Statements of Overriding Consideration. Approval of a project requiring the adoption of a Statement of Overriding Considerations under Public Resources Code 21081.

4. 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.

5. 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.

6. 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.

7. Supersede. This resolution supersedes Resolution No. 6512.

8. Expiration. This resolution shall expire on November 30, 2020, unless rescinded, amended or renewed by the City Council.

9. 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 October, 2019, by the following votes:

AYES: Carlton, Mueller, Nash, Taylor

NOES: Combs

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 October, 2019.

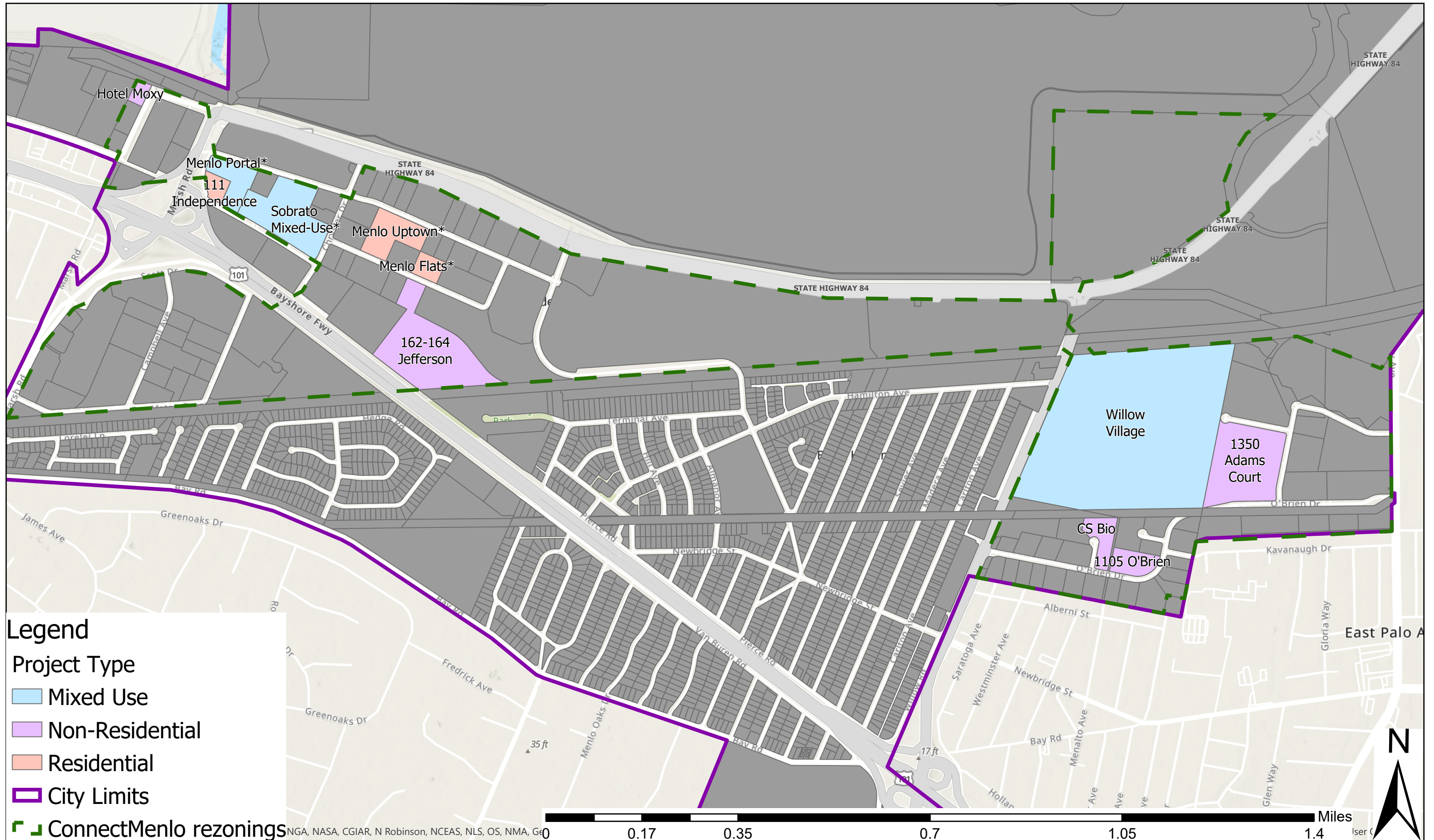


Judi A. Herren, City Clerk

Pending Projects - New Construction and/or Additions - Residential, Non-Residential and Hotels																					
Project Address (Project Name)	Description	Development Level	Entitlement Status	Proposed Residential Units	Proposed Residential SF	Proposed Office SF	Proposed Life Science SF	Proposed Commercial SF	Proposed Hotel Rooms	Proposed Hotel SF	Other SF	Net New Residential Units	Net New Office, Life Science, Commercial SF, Other (combined)	Net New Hotel Rooms	Applicant	CEQA Level	EIR Contract Approval	NOP Scoping Session	Final Decision-Making Body	Anticipated Hearing Date	Trigger CC Notification (Criteria A, B or C)
District 1																					
Willow Village	Mixed-Use - Office, Residential, Commercial and Hotel	Bonus	Under Review	1,735	1,725,693	1,600,000	0	200,000	193	172,000	0	1,735	926,789	193	Peninsula Innovation Partners, LLC/Signature Development Group	EIR	8/20/2019	10/7/2019	City Council	Fall 2021	Council final decision-making body
151 Commonwealth/164 Jefferson	Office	Bonus	Under Review	0	0	249,500	0	0	0	0	0	0	249,500	0	Peter Tsai (Sobrato Organization)	EIR	2/1/2018	6/3/2019	City Council	Summer 2021	Council final decision-making body
1350 Adams Court	Life Science	Bonus	Under Review	0	0	0	260,400	0	0	0	0	0	260,400	0	Tariton Properties, LLC	EIR	2/1/2018	1/14/2019	Planning Commission	Summer 2021	A
1105 O'Brien Drive	Life Science	Bonus	Under Review	0	0	0	131,500	1,000	0	0	0	0	93,600	0	Tariton Properties, LLC	EIR	12/1/2018	2021	Planning Commission	Fall 2021	A
1075 O'Brien Drive	Life Science	Bonus	Under Review	0	0	36,956	77,629	9,869	0	0	0	0	72,345	0	Jason Chang	EIR	TBD	Early 2021	Planning Commission	Winter 2021	A
111 Independence Drive	Residential - Rental	Bonus	Under Review	105	95,371	0	0	713	0	0	0	105	-14,287	0	SP Menlo LLC (Sateez Kadivar)	EIR	2/12/2019	6/24/2019	Planning Commission	Spring 2021	N/A; Residential exceeds 2/3 sf
180-186 Constitution/ 141 Jefferson/172 Constitution (Menlo Uptown)*	Residential - Mix Rental and For-Sale Townhomes	Bonus	Under Review	483	469,957	0	0	2,029	0	0	0	483	-108,382	0	Andrew Morcos (Greystar)	EIR	7/1/2019	12/16/2019	City Council	Spring 2021	Council final decision-making body
115 Independence, 104 & 110 Constitution (Menlo Portal)*	Mixed-Use - Office, Residential, and Commercial	Bonus	Under Review	335	326,581	33,259	0	1,609	0	0	0	335	-29,961	0	Andrew Morcos (Greystar)	EIR	8/27/2019	1/27/2020	Planning Commission	Spring 2021	N/A; Residential exceeds 2/3 sf
3723 Haven Avenue (Hotel Moxy)	Hotel	n/a	Under Review	0	0	0	0	0	163	57,953	0	0	-13,681	167	Richard Mielbye	TBD - Transportation Impact Analysis pending	n/a	n/a	Planning Commission	TBD	N/A; Net new sf is less than 10,000 sf
165 Jefferson Drive (Menlo Flats)*	Mixed-Use - Residential and Commercial	Bonus	Under Review - Release of NOP 11/16/20	158	154,729	0	0	14,400	0	0	0	158	-9,900	0	Andrew Morcos (Greystar)	EIR	6/23/2020	scheduled for 12/7/2020	City Council (per request)	TBD	Council requested to review the project
130 Constitution Dr, 119-127 Independence Dr, 1205 Chrysler Dr (Sobrato Mixed-Use)*	Mixed Use - Residential and Office	Bonus	Under Review	383	420,154	88,750	0	0	0	0	0	383	-19,711	0	Peter Tsai (Sobrato Organization)	EIR	10/16/2020	2021	City Council	TBD	N/A; Residential exceeds 2/3 sf
District 3																					
1704 El Camino Real	Hotel	Base	Under Review	0	0	0	0	0	46	27,293	0	0	0	18	Sagar Patel	EIR checklist	n/a	n/a	Planning Commission	TBD	B
1162 El Camino Real*	Residential	Base	Under Review; Tentative final action December 2020	9	12,007	0	0	0	0	0	0	9	-4,712	0	Chase Rapp	EIR checklist	n/a	n/a	Planning Commission	Winter 2020	N/A; Base level
1550 El Camino Real	Residential	Base	Under Review; Planning Commission study session next step	8	15,388	0	0	0	0	0	0	8	0	0	Dan Beltramo	EIR checklist	n/a	n/a	Planning Commission	TBD	N/A; Base level
District 5																					
2245 Avy Avenue	Private School (gymnasium and flex space)	n/a	Under Review; Planning Commission study session next step	0	0	0	0	0	0	0	14,741	0	14,741	0	Scott Erikson (Phillips Brooks School)	TBD	n/a	n/a	Planning Commission	TBD	B

* SB 330 projects

Bayfront Environmental Review Projects



Legend

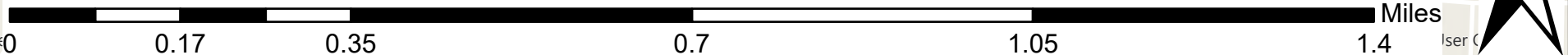
Project Type

- Mixed Use
- Non-Residential
- Residential

City Limits

ConnectMenlo rezonings

*SB 330 Project





STAFF REPORT

City Council

Meeting Date: 11/17/2020

Staff Report Number: 20-247-CC

Informational Item: City Council agenda topics: December 2020 to January 2021

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 January 31, 2021. 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: December 2020 to January 2021

Report prepared by:
Judi A. Herren, City Clerk

Tentative City Council Agenda

#	Title	Department	Item type
1	AB 1600 impact fees report	Consent	ASD
2	Approve subcommittee recommended 2020-21 community grant awards	Regular	ASD
3	Receive and file the CAFR for the fiscal year ended June 30, 2020	Regular	ASD
4	Amend fiscal year 2020-21 budget (continued from November 10, 2020)	Regular	ASD
5	Public input and outreach on labor negotiations - SEIU, AFSCME, Confidential, Unrepresented	Regular	ASD
6	Direction to labor negotiators - SEIU, AFSCME, Confidential, Unrepresented	Closed session	ASD
7	Authorize the city manager to execute an agreement for BMR administration services	Regular	CDD
8	Adopt solid waste and water rate assistance program	Regular	CMO
9	Adopt solid waste rates	Public Hearing	CMO
10	Proclamation: State Senator Jerry Hill	Proclamation	CMO
11	Certify election results	Regular	CMO
12	City Council reorganization - Swearing in and selection of Mayor and Vice Mayor	Regular	CMO
13	City Council appointments to regional boards, commissions and committees	Regular	CMO
14	Provide direction to the City's voting delegate regarding regional vacancies for the City Selection Committee's December meeting	Regular	CMO
15	Review and approve 2021 City Council meeting schedule	Regular	CMO
16	MPCC final approvals	Public Hearing	CMO
17	Authorize city manager to execute contract for Integrated Library System	Regular	LCS
18	Authorize city manager to enter into funding agreement with Bohannon for Chrysler Pump Station	Consent	PW
19	Authorize city manager to terminate the solar panel power purchase agreement at Onetta Harris Community Center	Consent	PW
20	Authorize the city manager to execute an agreement with Presidio Management (1300 ECR) for Ravenswood/Laurel improvements; adopt resolution to install no parking zones	Regular	PW
21	Emergency water supply update	Informational	PW
22	Civil grand jury report response: Ransomware: it is not enough to think you are protected	Consent	PW
23	Transportation Management Association (TMA) update	Informational	PW



STAFF REPORT

City Council

Meeting Date: 11/17/2020

Staff Report Number: 20-248-CC

Informational Item: Below market rate housing fund – notice of funding availability

Recommendation

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

Policy Issues

Issuing a regular notice of funding (NOFA) is a requirement of a 2013 Court Order (Peninsula Interfaith Action, Urban Habitat Program and Youth United for Community Action versus City of Menlo Park and Menlo Park City Council, Case No. CIV513882) related to the City’s housing element.

Background

The settlement agreement related to the court order required the City to issue a NOFA within 60 days of approval of the housing element to nonprofit developers of affordable housing to extremely low, very low and low income households provided there is an uncommitted balance of at least \$1 million on deposit in the City’s below market rate (BMR) housing fund. The goal of the NOFA is to support and incentivize the preservation and production of affordable housing within an expedited time frame.

The City continues to encourage the development of a variety of housing in the City, especially much needed affordable housing, through implementation of the City’s housing element, which was adopted in April 2014 for the 2015-2023 planning period. This is the fourth NOFA with the first NOFA published in 2013, the second in 2015 and the third in 2018. Additionally, outside of the NOFA process, the City has contributed BMR funds to the development of additional affordable housing projects in the city.

Analysis

The NOFA is designed to advertise the availability of funds and create a competitive process supporting affordable housing production activities that are most likely to be successful in addressing the City’s affordable housing needs. City BMR funding is intended to fill financing gaps between projected total development costs and other available funding sources. The 2020 NOFA is attached (Attachment A.) The proposed schedule for this NOFA is as follows:

Housing Commission review:	Wednesday, November 4, 2020
City Council informational item:	Tuesday, November 17, 2020
NOFA publication:	Wednesday, November 18, 2020
NOFA applications due:	Thursday, January 22, 2021
Housing Commission presentations:	Wednesday, February 3, 2021
Housing Commission recommendations:	Wednesday, March 3, 2021
City Council approvals:	Tuesday, March 23, 2021

There were two minor amendments included in the 2020 NOFA including clarification to eligible projects and addition of a “over the counter” application process. Eligible projects include preservation of existing affordable housing, acquisition or new construction of permanent affordable rental or ownership housing for extremely low, very low, low and moderate income households. Eligible projects can also include proposals from organizations that produce affordable housing through the administration of housing programs, although BMR housing funds will be primarily limited to direct housing production (e.g., programs administered by a community land trust or nonprofit such as a first time homebuyer program, accessory dwelling unit loan program, acquisition of existing housing, etc.) The second change to the NOFA is to allow applications for funding to be accepted over the counter, with funding priority given to applications received by the due date in the NOFA. If there are BMR funds available after the NOFA process, these funds will be available on an over the counter basis subject to a recommendation by the Housing Commission and approval of the City Council.

The Housing Commission reviewed and supported these minor changes to the 2020 NOFA at their regular meeting held November 4, 2020. The NOFA will be published on the city website and will be sent to affordable housing development organizations and circulated to affordable housing advocacy organizations to encourage a diverse range of proposals, as listed in attachment B.

Below is the BMR Housing fund balance including encumbered funds previously approved by City Council and \$10 million for this NOFA

Table 1: BMR housing fund (#832)	
Description	Amount
Fund balance as of 11/1/2020	\$22,105,532
Encumbered funds: MidPen - 1300 Willow	\$9,331,000
Encumbered funds: MidPen - 1105 and 1141 Willow	\$635,502
2020 NOFA	\$10,000,000
Projected ending balance	\$2,139,030

Impact on City Resources

The BMR fund currently has approximately \$10 million in funds available for the NOFA process, as indicated in the BMR fund balance shown in the table above.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. Individual projects that may be awarded funding may be subject to CEQA requirements.

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. 2020 NOFA
- B. NOFA distribution list

Report prepared by:

Rhonda Coffman, Deputy Community Development Director – Housing

Report reviewed by:

Justin Murphy, Deputy City Manager

NOTICE OF FUNDING AVAILABILITY (NOFA)

Community Development Department – Housing Division
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6614



Background

The City of Menlo Park announces the availability of funds for affordable housing projects in Menlo Park and seeks responsive proposals. Approximately \$10 million in Below Market Rate (BMR) housing funds are available under this NOFA to support the preservation or production of permanent affordable housing. The funding is intended to fill the financing gap between the projected total development costs and other available funding sources.

Qualified developers of affordable housing who meet the NOFA qualifications are encouraged to submit proposals. All proposals must be received no later than 5 p.m., January 22, 2021. Interested parties may submit as an individual entity and/or may collaborate with other entities, so long as the collective group meets the NOFA requirements. Funding will be awarded by the City Council on a competitive basis to those projects that are most successful in addressing the City's affordable housing needs.

The City is seeking proposals demonstrating: an understanding of the community; the unique attributes and opportunities of the neighborhood where the project will be located; successful experience in developing and managing affordable housing; and a commitment to an inclusive and informative public engagement process. Applicants must have successfully completed prior affordable housing projects. Joint venture partnerships are allowed assuming at least one member of the partnership meets the minimum experience requirement.

Eligible projects include preservation of existing affordable housing, acquisition or new construction of permanent affordable rental or ownership housing for extremely low, very low and low income households. Proposals from organizations that produce affordable housing through the administration of housing programs will also be considered, although BMR housing funds will be primarily limited to direct housing production (e.g. first time homebuyer program, accessory dwelling unit loan program, acquisition of existing housing, etc.). Development of emergency shelters for the homeless and transitional housing is not eligible because they do not result in permanent affordable housing. Mixed income projects containing both affordable and market rate rental and ownership units are eligible, with only the affordable housing portion of the project eligible for assistance under this NOFA.

The City will evaluate proposals based on City Council adopted project goals and housing priorities. All proposals will be reviewed for consistency with the Housing Element and the City's General Plan. There will not be a point system applied to these goals and priorities.

Project priorities

To be considered for funding under this NOFA, the project should attempt to meet the following project priorities:

- Housing units will remain affordable through deed restrictions for at least 55 years.
- The project is consistent with the goals and objectives of the City's Housing Element and General Plan
- The project has reasonable costs, the ability to compete well in securing competitive fund sources, and is soundly underwritten.

- The project will allow the City to spend housing funds expeditiously, projects should be “ready to go”.
- The project site allows a development to achieve maximum density and is consistent with the applicable zoning
- The project provides dual benefits by preserving/developing affordable housing and creating a substantial improvement of a blighted property and/or neighborhood.
- The building incorporates green building practices and materials.
- The project incorporates appropriate community spaces, amenities and services for the target population.
- The project site is within walking distance of transit, services and amenities and is convenient for the target population.
- The project will implement a Local Hire program for Menlo Park residents (via construction and/or operations) when applicable.
- The development team has demonstrated experience with successful affordable housing projects and the capacity to work cooperatively with communities in the design and development of projects.
- The project provides housing targeting very low and low income households.
- The project is in central or west Menlo Park.
- The project contains larger units (2+ bedroom units and larger) and generally targets families.
- The project’s management plan promotes a healthy living environment for tenants.

Review process

Application review

Staff will review all proposals to verify applicant eligibility. Proposals from developers that do not meet the City’s minimum required experience will not be considered. Incomplete proposals will not be considered.

Please note that the City aims to target BMR funds toward projects serving households at the lowest affordability levels. The City also intends to maximize the impact of its investment by awarding funds to projects requesting reasonable levels of subsidy, leveraged by other fund sources. So, in instances where there are multiple projects applying for funds, affordability targeting and subsidy level per unit will be considered.

Environmental review and assessment

Before the final funding commitment, projects must be assessed in accordance with the California Environmental Quality Act (CEQA). If Federal funding is involved, the project must also be assessed in accordance with the National Environmental Policy Act (NEPA).

Application process

Timeline

The tentative timeline for evaluating and selecting proposals is anticipated to be:

Housing Commission review:	Wednesday, November 4, 2020
City Council informational item:	Tuesday, November 17, 2020
NOFA publication:	Wednesday, November 18, 2020
NOFA applications due:	Thursday, January 22, 2021
Housing Commission presentations:	Wednesday, February 3, 2021
Housing Commission recommendations:	Wednesday, March 3, 2021
City Council approvals:	Tuesday, March 23, 2021

Application process continued

Contact information

Questions regarding this NOFA may be directed to Rhonda L. Coffman, Deputy Community Development Director, by calling 650-330-6615 or sending an email to rlcoffman@menlopark.org.

Changes to the NOFA process

The City of Menlo Park reserves the right to request additional information from applicants, reject any and all submittals, waive any irregularities in the submittal requirements or cancel, suspend or amend the provisions of this NOFA. If such an action occurs, the City will notify all interested parties in advance.

Funding priority will be given to applications received by the due date in this NOFA. If there are BMR funds available after the NOFA process, these funds will be available on an over the counter basis, subject to Housing Commission review and City Council approval.

Application submittal requirements

Applicants must submit the following:

- One (1) original complete application with all required supporting materials.
- A USB flash drive or similar with the complete application and supporting materials.
- The attached application form describing the project, the location, the proposed financing, developer qualifications, community outreach and any other information relevant for describing how the project meets the goals stated above.

Application due date

Applications must be submitted by 5 p.m., Thursday, January 22, 2021.

Please note - under the California Public Records Act, all documents submitted as part of this application are considered public records and will be made available to the public upon request.

Submit your completed application to:

City of Menlo Park
Community Development Department – Housing Division
Attn: Rhonda L. Coffman
701 Laurel St.
Menlo Park, CA 90425

2020 NOTICE OF FUNDING AVAILABILITY APPLICATION

Community Development Department
 Housing Division
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6614

Project applicant			
Organization/Agency:			
Primary contact person:			
Phone:		Email:	
Address:		City:	State: Zip:
<p>1. What is the role of the applicant in the project (check all that apply):</p> <p><input type="checkbox"/> Ownership entity</p> <p><input type="checkbox"/> Managing partner or managing member</p> <p><input type="checkbox"/> Sponsoring organization</p> <p><input type="checkbox"/> Developer</p> <p><input type="checkbox"/> Other (describe):</p> <p>2. Applicant legal status:</p> <p><input type="checkbox"/> General partnership</p> <p><input type="checkbox"/> Joint venture</p> <p><input type="checkbox"/> Limited partnership corporation</p> <p><input type="checkbox"/> Nonprofit organization</p> <p><input type="checkbox"/> Other (please specify):</p> <p>3. Organization status:</p> <p><input type="checkbox"/> Currently exists</p> <p><input type="checkbox"/> To be formed (estimated date):</p> <p>4. Name(s) of individuals who are/will be general partner(s) or principal owner(s):</p> <p>If the applicant is a joint venture, a joint venture agreement is required that clearly describes the roles and responsibilities of each partner, who is the lead partner or if the responsibilities are approximately equally split between the partners.</p>			
Project detail			
Project name:			
Project address:		City:	State: Zip:
Assessor's parcel number:			

Project type (check all that apply): <input type="checkbox"/> Families <input type="checkbox"/> Seniors <input type="checkbox"/> Special needs <input type="checkbox"/> Other (please describe):										
Project activity (check all that apply): <input type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> New construction <input type="checkbox"/> Preservation <input type="checkbox"/> Mixed-income <input type="checkbox"/> Mixed-use <input type="checkbox"/> Other (please specify):										
Land area:					Number of residential buildings:					
Number of units:					Residential total floor area:					
Number of stories:					Number of elevators:					
Number of community rooms:					Community room(s) total floor area:					
Commercial/office uses (please specify):										
Commercial total floor area:					Office total floor area:					
Other uses (please specify):										
Total parking spaces:					Parking type(s):					
Residential parking spaces:					Residential parking ratio:					
Guest parking spaces:										
Commercial parking spaces:					Commercial parking ratio:					
Office parking spaces:					Office parking ratio:					
Income categories										
City BMR funds may only fund units serving extremely low, very low or low income households at or below 80 percent of the area median income (AMI). Inclusions of units for homeless households are encouraged.										
Category	Number of units					Percentage of units				
	Studio	1 bd	2 bd	3 bd	4 bd	Studio	1 bd	2 bd	3 bd	4 bd
0 to 30 percent AMI – Extremely low										
31 to 50 percent AMI – Very low										
51 to 80 percent AMI – Low										
81 to 120 percent AMI – Moderate										
Unrestricted										
TOTAL										

Unit amenities

Provide a brief list of unit amenities (e.g. air conditioning, laundry in unit, balconies, etc.):

Project narrative (please use additional sheets of paper as needed)

1. Project description: Provide a brief narrative summary of the proposed project including location, project type (e.g. new versus rehab), target population and any unique project characteristics.
2. Project design: Provide a description of the project's architectural and site plan concepts and how these concepts address the opportunities and limitations of the site and location.
3. Green building features: Describe the green building features that will be incorporated into the project.
4. On-site amenities: Describe any on-site amenities including any project characteristics that address the special needs of the population you intend to serve.

5. Neighborhood off-site amenities: Describe the property location, neighborhood transportation options, and local services and amenities that are within 1/4 mile and 1/2 mile of the site.

6. Potential development obstacles: Are there any known issues or circumstances that may delay or create challenges for the project? If yes, list issues below including an outline of steps that will be taken and the time needed to resolve these issues.

Site information (please use additional sheets of paper as needed)

Site control is required. Evidence should also be submitted demonstrating that the entity that has site control is the same entity applying for funds. Please include the site control document with the application.

What type of site control does the applicant currently hold?

Will site acquisition be a purchase or long-term lease?

What is the purchase price of the land? For proposed leaseholds, indicate the amount of the annual lease payment and the basis for determining that amount:

What is the current County-assessed value of the site?

Who is the current property owner and what is their address and contact information?

Total square footage of site:

Existing uses on the site and the approximate square footage of all structures:

Planned use of on-site existing structures:

- Demolish
- Rehabilitate
- Other (describe):

Provide the square footage, date built and number of stories for each on-site building to be retained as part of this project:

Provide a brief description of the condition of any buildings to be rehabilitated:

Describe unique site features (heritage trees, parcel shape, etc.)

Identify problem site conditions (high noise levels, ingress/egress issues, etc.)

Floodplain

Is the site in a floodplain? Yes No

If yes, type of flood plain and number of years:

List any maps referenced:

Describe adjoining land uses

West:

East:

North:

South:

Zoning

What is the current zoning of the project site?

Is the proposed project consistent with the existing zoning of the site? Yes No

Explain:

Indicate any discretionary review permits required for the project (e.g. planned community permits, design review permits, rezoning, etc.)

If rezoning is required identify the requested zoning district for the project:

Community priorities (please use additional sheets of paper as needed)

Explain how this project meets the objectives of the project priorities identified in this NOFA and the goals and objectives of the City's Housing Element and General Plan:

Project funding (please use additional sheets of paper as needed)

City funds requested:	Funds per assisted unit:
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Total project cost:	Cost per assisted unit:
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How will the requested City funding be used?

Assess the chances of the project securing required funding and steps that will be taken to make the project competitive.

What is the self-scored 9 percent tax credit tiebreaker score for the project if applicable?

Developer experience (please use additional sheets of paper as needed)

Applicants may be nonprofit or for-profit affordable housing developers or owners who have affordable housing experience in the nine-county Bay Area (San Mateo, San Francisco, Marin, Sonoma, Napa, Solano, Contra Costa, Alameda and Santa Clara) and a successful track record of at least two years of ownership of at least two affordable, deed-restricted housing projects within the nine-county Bay Area in which 100 percent of the units, are targeted to those at or below 80 percent AMI. Joint venture partnerships are allowed assuming at least one member of the partnership meets the minimum experience requirement. Previous development/ownership experience must include projects that contain at least 10 units.

Years of experience:

Number of projects:

Number of projects in San Mateo County:

Average size of projects:

Number of units placed in service:

Please describe two projects completed in the last 10 years that are similar to the proposed project and provide photographs of each project:

Project 1 - name of project:

Location:

Number of units:

Type of development (senior, family, etc.):

Name of project manager:

Number of stories:

Unit types (studio, 1 bedroom, etc.):

Type of construction:

Project amenities:

Entitlement date:
Occupancy date:
Funding sources:
Project 2 - name of project:
Location:
Number of units:
Type of development (senior, family, etc.):
Name of project manager:
Number of stories:
Unit types (studio, 1 bedroom, etc.):
Type of construction:
Project amenities:
Entitlement date:
Occupancy date:
Funding sources:

Personnel

List the names of key members of the applicant's development team, their titles, responsibilities and years of experience in affordable housing.

Project Staff	Name	Role in proposed project	Years of housing development experience	Years with this developer
Project Manager				
Director of Real Estate Development				
Executive Director				
Chief Financial Officer				
Other				
Other				

Indicate which of the following development team members have been selected and identify them if different from applicant.	
Developer:	Architect(s):
Engineer(s):	General contractor:
Attorney(s) and/or tax professionals	
Property management agent	
Financial and other consultant(s)	
Investor(s):	
List all other participants and affiliates (people, businesses and organizations) proposing to participate in the project.	
Name	Address
Describe how the property will be managed including the number of staff, locations and management office hours.	
If the project will be managed by an agency other than the project applicant describe the project applicant's role in the ongoing management of the project and resolution of management issues.	

Applicant certification

I certify that the information submitted in this application and all supporting materials is true, accurate and complete to the best of my knowledge. I acknowledge that if facts and or information herein are found to be misrepresented it shall constitute grounds for disqualification of my proposal. I further certify that the following statements are true except if I have indicated otherwise on this certification:

- I have not sold any of the projects listed on the 10 Year Projects list
- No mortgage on a project listed by me has ever been in default
- Government, or foreclosed, nor has mortgage relief by the mortgagee been given
- I have not experienced defaults or noncompliance under any contract or regulatory agreement nor issued IRS Form 8823 on any Low Income Housing Tax Credit (LIHTC) project on the 10 Year Projects list
- To the best of my knowledge there are no unresolved findings raised as a result of Agencies' audits, management reviews or other investigations concerning me or my projects for the past 10 years
- I have not been suspended, been barred or otherwise restricted by any state agency from participating in the LIHTC program or other affordable housing programs
- I have not failed to use state funds or LIHTC allocated to me in any state

I have checked each deletion, if any, and have attached a true and accurate signed statement, if applicable; to explain the facts and circumstances that I think help to qualify me as a responsible principal for participation in this NOFA.

Applicant name(s):

Signature:

Date:

Print name and title:

This application and all supporting material are regarded as public records under the California Public Records Act.

Applicant supporting material

In addition to submitting a complete application, the following additional supporting material must be provided with the application:

1. Cover letter: Provide a brief summary of the proposed project and discuss your agency's qualifications and why your proposal should be selected for funding.
2. Community outreach plan: Include the plan for conducting community outreach to neighbors of the proposed development and interested community groups. The outreach plan should describe how the developer intends to build support for the project and address community concerns. The outreach plan should also discuss any anticipated community concerns and how they would be handled.
3. Site control documents: Site control is required. Please include the site control document as well as documentation demonstrating that the entity that has site control is the same entity applying for funds.
4. Development schedule: Include a detailed project schedule identifying all major milestones. The schedule must include major milestones for the development approval process such as purchase of the property, community outreach process, financing, applications, approvals, closings, project construction and lease up. Projects with schedules projecting completion within three years will be given priority.
5. Experience (owner/developer and property manager): Please provide resumes for the owner/developer and property manager. The resume should include a list of affordable housing projects owned/developed and managed. Please include the following: name of project, address, number of units, target population, project PIS date and years under ownership/management.
6. Experience and references (staff): Provide resumes and project experience for all key staff working on the project including but not limited to: principals, project manager, project staff and financial officer. Indicate the level of experience of the project manager with projects similar to the proposal. Provide at least three references from City or County staff involved with projects completed in the last six years.
7. Financial proforma: Please provide detailed financial information for the proposed project including permanent and construction fund sources, detailed permanent development budget, unit affordability mix/rent schedule, operating budget and 30-year cash flow. If the project will use tax credits, please provide the tax credit calculations.
8. Photos: Attach recent clearly labeled photos of the project site and surrounding area.
9. Board of directors: Provide a listing of the board of directors including the city of residence.

2020 BMR FUNDS NOFA DISTRIBUTION LIST

This is the initial distribution list which may be expanded. In addition to publishing the NOFA on the City website and circulating to affordable housing related organizations, the NOFA will be sent to the following affordable housing developers:

- Affirmed Housing
- Allied Housing
- Alta Housing (formerly Palo Alto Housing)
- Bridge Housing
- Burbank Housing
- Century Housing
- Charities Housing
- Community Housing Developers
- Core Companies
- EAH Housing
- East Bay Housing Organization (EBHO)
- Eden Housing
- First Community Housing
- Habitat for Humanity – East Bay/Silicon Valley
- Habitat for Humanity – Greater San Francisco
- HIP Housing
- Jamboree Housing
- Mental Health Association
- MidPen Housing
- PATH Ventures
- Peninsula Volunteers
- Reed Community Partners, LLC
- ROEM Development Corporation
- Sand Hill Property Company
- Satellite Affordable Housing Advocates (SAHA)
- St. Francis Center
- Sobrato Family Foundation
- The Related Companies
- The Pacific Companies
- Urban Housing Communities
- Valley Community Land Trust

AFFORDABLE HOUSING ADVOCACY ORGANIZATIONS

- California Housing Partnership
- County of San Mateo – Department of Housing
- Housing Endowment and Regional Trust of San Mateo County (HEART)
- Housing Leadership Council of San Mateo County (HLC)
- Housing Trust Silicon Valley
- Non Profit Housing (NPH)
- Silicon Valley at Home
- Silicon Valley Community Foundation