



SPECIAL MEETING MINUTES

Date: 3/1/2022
Time: 5:30 p.m.
Location: Zoom

Regular Session

A. Call To Order

Mayor Nash called the meeting to order at 5:33 p.m.

B. Roll Call

Present: Combs, Mueller, Nash, Taylor, Wolosin
Absent: None
Staff: Interim City Manager Justin Murphy, City Attorney Nira Doherty, City Clerk Judi A. Herren

C. Agenda Review

None.

D. Closed Session

D1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
Paragraph (1) of subdivision (d) of Section 54956.9
Name of case: David Fogel et al. v. City of Menlo Park, Case No. 21-CIV-06674

Adjournment

Mayor Nash adjourned to the regular session at 6:52 p.m.

E. Report from Closed Session

No reportable actions.

F. Consent Calendar

- F1. Accept the City Council meeting minutes for January 11, 25, and 28, 2022 (Attachment)
- F2. Adopt a resolution (1) amending City Council Policy CC-21-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities to disband the City's Housing Element Community Engagement and Outreach Committee (CEOC) and (2) amending Resolution No. 6622 to remove the CEOC from the City's real property reporting requirements (Staff Report #22-037-CC)
- F3. Authorize the city manager to extend the Joint-Use Library Initiative Memorandum of Understanding with Ravenswood City School District for Belle Haven branch library operations at Belle Haven School (Staff Report #22-035-CC)
- F4. Adopt a resolution accepting and appropriating a California State Library grant in the amount of \$20,000 to develop and circulate Read Together Diversity Kits through the Belle Haven branch

library (Staff Report #22-036-CC)

F5. Adopt a resolution to update the following of the Below Market Rate Housing Program Guidelines: 1) purchase and rental interest list eligibility criteria and 2) general programming-related descriptions (Staff Report #22-043-CC)

- Pam Jones spoke in support of including a mandatory reporting requirement.

The City Council received clarification on reporting requirements by developers to the City.

F6. Adopt a resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings (Staff Report# 22-038-CC)

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

G. Public Hearing

G1. Declare a water shortage emergency pursuant to Water Code section 350, adopt Stage 1 Drought Measures pursuant to City's 2020 Water Shortage Contingency Plan, and adopt a Water Conservation Plan implementing State Water Resources Control Board emergency regulations (Staff Report #22-042-CC)

Senior Civil Engineer Pam Lowe made the presentation (Attachment).

Mayor Nash opened the public hearing.

- Pam Jones spoke in support of a stable and permanent plan and requested clarification on limit establishment and encouraging people to have drought resistant yards.
- Victor spoke in support of water conservation and requested clarification on household limit establishment.

Mayor Nash closed the public hearing.

The City Council received clarification on household limits, budgets, and tiers.

ACTION: Motion and second (Wolosin/ Combs), to declare the existence of a water shortage emergency condition, adopt and implement the City's stage 1 Water Shortage Contingency Plan, and adopt a Water Conservation Plan by resolution pursuant to Menlo Park Municipal Code Chapter 7.35 to enforce the State Water Resources Control Board's emergency regulations prohibiting wasteful water use practices, passed unanimously.

G2. Introduce an ordinance to amend Municipal Code Chapter 7.35 on Water Conservation which provides for enforcement of conservation measures in the Water Shortage Contingency Plan (Staff Report #22-033-CC)

Senior Civil Engineer Pam Lowe made the presentation (Attachment).

Mayor Nash opened the public hearing.

Mayor Nash closed the public hearing.

ACTION: Motion and second (Wolosin/ Combs), to introduce and waive the first reading of the ordinance, by title only, to amend Municipal Code Chapter 7.35 on Water Conservation which provides for enforcement of conservation measures in the Water Shortage Contingency Plan, passed unanimously.

H. Regular Business

H1. Adopt a resolution determining the Utility Users Tax is necessary to the financial health of the City pursuant to Section 3.14.310 of the Municipal Code (Staff Report #22-044-CC)

Interim Finance Director Marvin Davis introduce item.

- Adina Levin spoke in support of the utility users tax (UUT) if it is necessary to the financial health of the City.
- James Pistorino spoke on concerns on the resolution language related to years 2020 and 2021 necessity finding.
- Victor spoke on concerns to the resolution language and in opposition to the cost of UUT to residents.
- Kaitlin Hartwell spoke in opposition of an UUT increase.

The City Council discussed the 2020-21 budgeting session related to UUT findings.

The City Council received clarification on the proposed resolution.

The City Council directed staff to pause work on researching the increase of the UUT.

ACTION: Motion and second (Combs/ Wolosin), to adopt a resolution determining that the Utility Users Tax is necessary for the financial health of the City for fiscal years 2020-21 and 2021-22, passed unanimously.

The City Council took a recess at 7:55 p.m.

The City Council reconvened at 8:06 p.m.

H2. Adopt a resolution to install no parking restrictions on a portion of El Camino Real and timed parking restrictions on a portion of College Avenue (Staff Report #22-039-CC)

Senior Transportation Engineer Kristiann Choy made the presentation (Attachment).

- Adina Levin commented on the Complete Streets Commission discussions and in support the parking restrictions.
- Frank Schumann spoke in opposition of the parking restrictions.
- Misha Silin spoke in support of the parking restrictions.
- Alexis spoke in opposition to the parking restrictions.
- Cherith Spicer spoke in opposition of the parking restrictions.
- Michael Simon spoke in opposition of the parking restrictions

The City Council discussed shifting the median to allow for parking to remain, mitigating drop-in customers impacts on El Camino Real, potential for separated bike lanes, and impacts to increase the width of the pedestrian refuge.

The City Council received clarification on Middle Plaza specs related to the parking (e.g., free, paid, validated, etc.), Stanford Middle Plaza public parking requirements, El Camino Real lane impacts, size of buffer for bike lanes, impacts to sidewalk widths and other projects.

ACTION: Motion and second (Nash/ Wolosin), to adopt a resolution to (1) install no parking restrictions on the west side of El Camino Real from Middle Avenue to College Avenue and on the east side of El Camino Real from the southerly driveway of 700 El Camino Real to the Menlo Park/Palo Alto city limit and (2) to implement one-hour time limited parking on College Avenue from El Camino Real to approximately 160 feet westerly, failed 2-3 (Combs, Mueller, and Taylor dissenting).

The City Council directed staff to return with implications from postponing this item.

H3. Consider an appeal of the Complete Streets Commission's approval of two on-street parking removal requests on University Drive (Staff Report #22-040-CC)

Senior Transportation Engineer Kevin Chen made the presentation (Attachment).

- Appellant John Borcich spoke in opposition of the on-street parking removal.
- Steve Russell spoke in support of the on-street parking removal.
- Derek Pecson spoke in support of the on-street parking removal.
- Stephane Mouradian, Ph.D. spoke in support of the on-street parking removal.

The City Council discussed the hazards at the two intersections

ACTION: Motion and second (Wolosin/ Nash), to take the following actions regarding an appeal of the Complete Streets Commission's approval to remove parallel on-street parking spaces on the west side of University Drive (north-south), immediately adjacent to two local streets, Millie and Rose Avenues that form T intersections:

1. Deny the appeal, as these modifications are important for addressing resident concerns by achieving the required minimal sight distance for drivers turning onto University Drive; and,
2. Adopt a resolution to remove two spaces to the north and two spaces to the south at Millie Avenue; and,
3. Adopt a resolution to remove one space to the north and one space to the south at Rose Avenue, passed unanimously.

I. Informational Items

I1. City Council agenda topics: March 8 – March 22, 2022 (Staff Report #22-041-CC)

J. City Manager's Report

Interim City Manager Justin Murphy reported out on the upcoming a hybrid community meeting related to Middle Avenue complete streets, foundation pour at the Menlo Park Community Campus, employee recognition event, and the Independent Redistricting Commission virtual public hearing.

K. City Councilmember Reports

City Councilmember Combs reported on standing with the people of Ukraine.

Mayor Nash reported out on the February 25, 2022 Council of Cities meeting.

L. Adjournment

Mayor Nash adjourned the meeting at 10:16 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of March 22, 2022



PUBLIC HEARING
WATER SHORTAGE EMERGENCY
March 1, 2022 – Pam Lowe





RECOMMENDATION



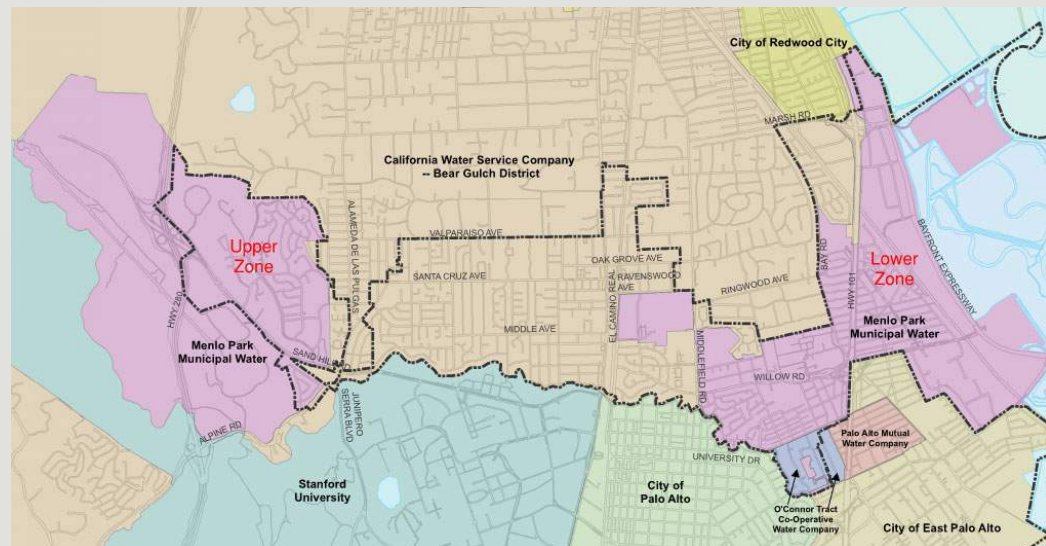
1. Declare a water shortage emergency
2. Implement drought stage 1 measures per the adopted 2020 Water Shortage Contingency Plan
3. Adopt a Water Conservation Plan



MENLO PARK MUNICIPAL WATER



- 100% supply purchased from San Francisco Public Utilities Commission (SFPUC)
- Approx. 4,300 service connections
- Water service for half of the City
- Bay Area Water Supply and Conservation Agency (BAWSCA), represents 26 water entities, that purchase wholesale water from SFPUC





SFPUC DROUGHT ACTIVITIES



Nov 23, 2021	SFPUC declares a water shortage emergency and adopts a voluntary 10% reduction system-wide (14% for Wholesale Customers)
Jan 13, 2022	SFPUC finalizes monthly water budgets for Wholesale Customers

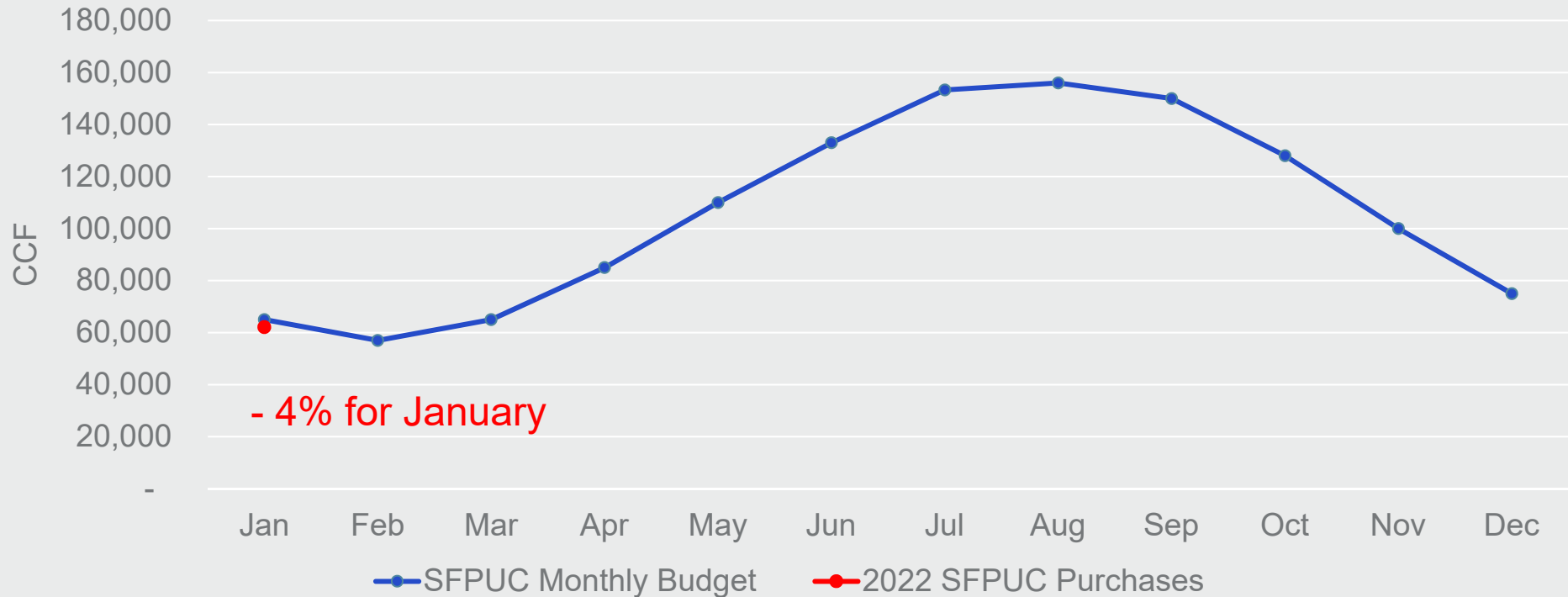
- Based on SFPUC's Water Supply Agreement, Water Shortage Allocation Plan
 - Tier 1 Plan allocates available supplies between SF Retail / Wholesale Customers
 - Tier 2 Plan allocates water among the Wholesale Customers
- SFPUC will compare wholesale purchases to water budgets for 12 months
- For now, no excess use charges for voluntary reductions, however, that will change if there are mandatory reductions in the future



SFPUC MONTHLY WATER BUDGETS FOR MPMW



Actual Water Purchases vs. SFPUC Monthly Budgets





WATER SHORTAGE CONTINGENCY PLAN (WSCP)



- Adopted in May 2021
- A plan to reduce demand and augment available supply for single and multiple dry years
- Outlines proposed actions for six drought stages ranging from “up to 10%” to “greater than 50%” water use reductions
- Considers water regulations adopted by the State Water Board or SFPUC, our water wholesaler
- Allows flexibility for the City Council to incorporate additional conservation measures
- Follow Water Code section 350 to declare a water emergency (hold a public hearing and provide appropriate notice of the meeting to the public)



STATE WATER BOARD DROUGHT ACTIVITIES



July 8, 2021	Governor Newsom expands drought emergency to San Mateo County and requests all users voluntarily reduce water use by 15%
Oct 19, 2021	Drought emergency expanded statewide, and Governor Newsom encourages the State Water Board to prohibit wasteful water uses
Jan 18, 2022	State Water Board's emergency regulations become law



STATE WATER BOARD EMERGENCY REGULATIONS



Seven (7) prohibited actions became law on January 18:

- Applying water to outdoor landscapes that cause more than incidental runoff.
- Washing vehicles without an automatic shutoff nozzle.
- Washing impervious areas unless it addresses an immediate health and safety need.
- Irrigating turf and ornamental landscapes within 48 hours of measurable rainfall (1/4" of rainfall) - *does not apply to trees.*
- Using/filling/topping off decorative fountains, lakes, or ponds with potable water unless pumps recirculate water.
- Irrigating turf on public medians.
- Using potable water for street cleaning or construction site preparation purposes unless no other method is available (e.g., mixing concrete) or as needed to protect the health and safety of the public.



STATE WATER BOARD EMERGENCY REGULATIONS



- Remain in place for 1 year unless they are ended, modified, or readopted
- Water agencies may enforce them through infractions of up to \$500 per event
- Exceptions allowed for water use for health and safety needs
- To meet state law, must either:
 - Implement drought surcharges
 - Enforce an ordinance with fines up to \$500 for water used above a permitted amount (water budgets for individual customers)

- Per Menlo Park Municipal Code, Chapter 7.35 (Water Conservation), the City must adopt a Water Conservation Plan in order to implement regulations imposed by the State and/or SFPUC.



WATER SHORTAGE CONTINGENCY PLAN DROUGHT STAGES



Drought Stage	Shortage Level	Drought Surcharge FY2022-23	Shortage Response Actions
No Drought	N/A	N/A	Water waste prohibitions effective at all times
1	Up to 10%	\$0.63 per CCF	<u>City Council declares the drought stage</u> <ol style="list-style-type: none"> 1. Emergency conservation regulations adopted by the State Water Board 2. Other drought regulations that may be imposed by SFPUC, the water wholesaler 3. Other drought measures adopted by the City Council
2	Up to 20%	\$1.40 per CCF	
3	Up to 30%	\$2.39 per CCF	
4	Up to 40%	\$3.67 per CCF	
5	Up to 50%	\$5.43 per CCF	
6	Greater than 50% (shown for 60%)	\$7.98 per CCF	



WATER SHORTAGE CONTINGENCY PLAN DROUGHT STAGES



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ADDITIONAL DROUGHT MEASURES



Additional drought measures (included in the WSCP stages 1 and 2)

- Hotels and motels shall provide guests an option whether to launder towels and linens daily.
- Restaurants and other food service operations shall serve water to customers only upon request.
- Broken or defective plumbing and irrigation systems must be repaired or replaced within a reasonable period, not exceeding seven days.
- Recreational water features shall be covered when not in use.
- Newly constructed homes and buildings must irrigate with drip or microspray only.



RECOMMENDATION



1. Declare a water shortage emergency
2. Implement drought stage 1 measures per the adopted 2020 Water Shortage Contingency Plan
3. Adopt a Water Conservation Plan
 - State Water Board regulations
 - Additional conservation measures
 - Education and enforcement
 - Drought surcharge for stage 1 – start July 1 on water bills



THANK YOU



PUBLIC HEARING
AMEND MUNICIPAL CODE ON WATER CONSERVATION
March 1, 2022 – Pam Lowe

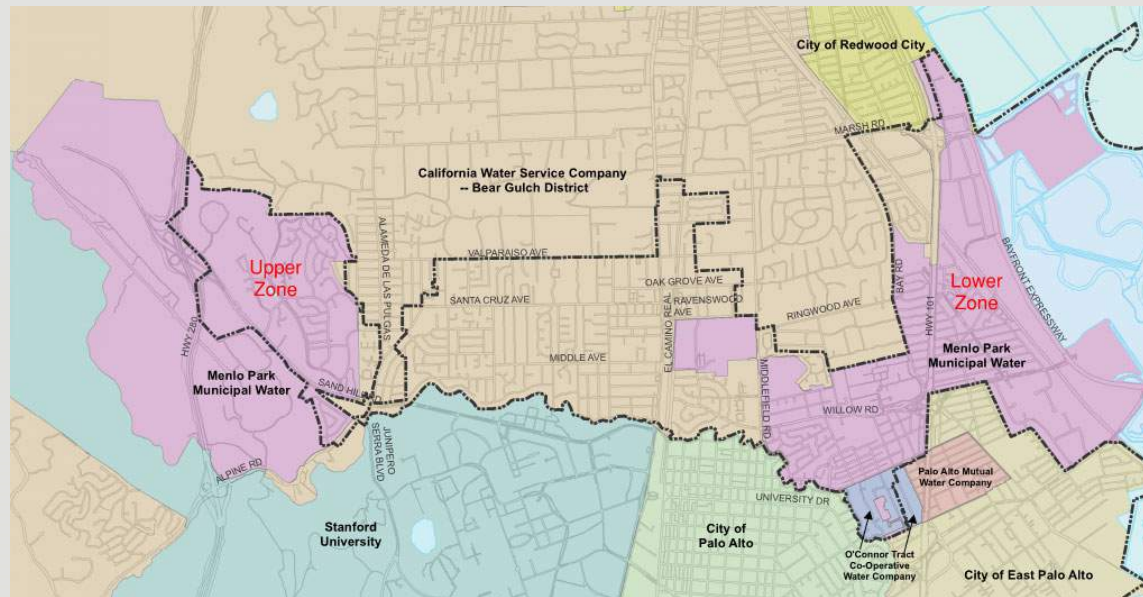




MENLO PARK MUNICIPAL WATER



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WATER SHORTAGE CONTINGENCY PLAN (WSCP)



- Adopted in May 2021 with the Urban Water Management Plan
- A plan to reduce demand and augment available supply for shortage conditions
- Outlines proposed actions for six drought stages ranging from “up to 10%” to “more than 50%” water use reductions
- Considers water regulations adopted by the State Water Board or SFPUC, our water wholesaler
- Allows flexibility for the City Council to incorporate additional conservation measures
- **Includes enforcement measures available to achieve conservation**



MUNICIPAL CODE. CHAPTER 7.35 WATER CONSERVATION



- Provides the City with flexibility to respond to any drought emergency or reductions in available water supply
- The WSCP is not enforceable in itself
- The current code does not allow for enforcement
- States that the City shall adopt, by resolution, a Water Conservation Plan to enforce State Water Board or SFPUC regulations



MUNICIPAL CODE 7.35 WATER CONSERVATION



Proposed revisions:

1. Provide for enforcement of mandatory conservation measures upon declaration of drought emergency by City Council
2. The City may adopt, by resolution, a Water Conservation Plan to enforce State Water Board or SFPUC regulations

Staff recommendations:

1. Introduce an ordinance to amend Municipal Code section 7.35



THANK YOU

A photograph of a brick building with a large, illuminated overhang structure. The building is made of red brick and has a dark roof. The overhang is supported by dark wooden beams and is lit from below, creating a warm glow. The sky is a clear blue. The building has a large window on the left side. The text "ARRIENGA FAMILY GYMNASIUM" is visible on the brick wall below the overhang.

PARKING RESTRICTIONS ON A PORTION OF EL CAMINO REAL AND COLLEGE AVENUE

City Council Meeting: March 1, 2022

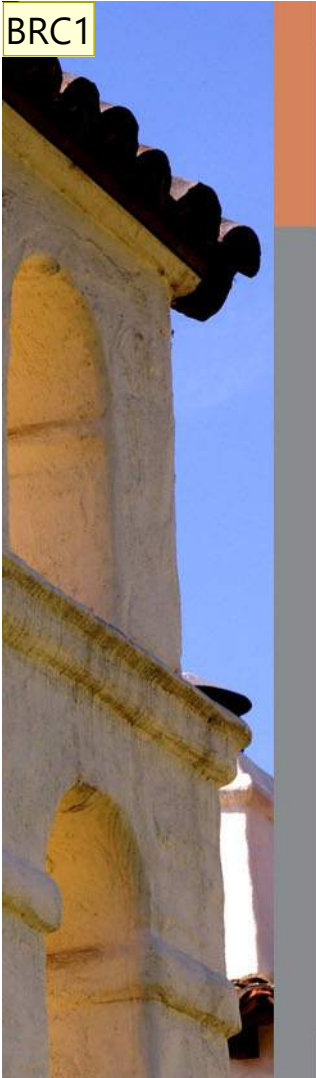


AGENDA

- Background
- Evaluation
- Complete Streets
Commission feedback
- Council Action



BRC1

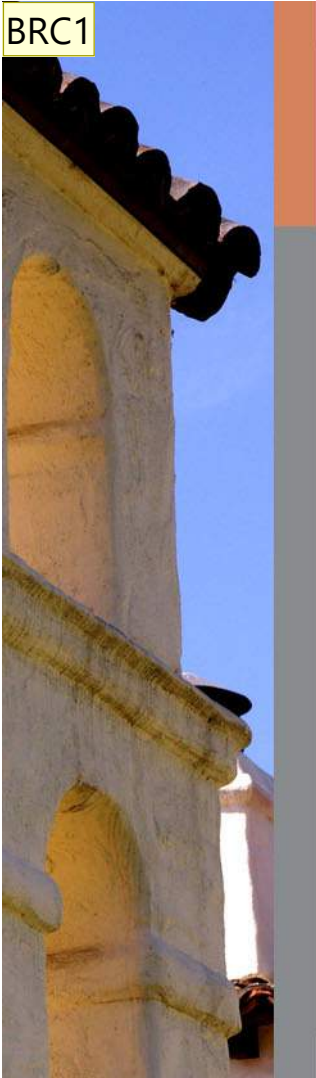


BACKGROUND

Middle Plaza at 500 El Camino Real Project

- Stanford University redevelopment consisting of 10,286 square feet of retail/restaurant uses, 142,840 square feet of non-medical office use, and 215 residential units
- Project is under construction with anticipated completion date in 2022
- Required off-site improvements include the intersection of El Camino Real and Middle Avenue

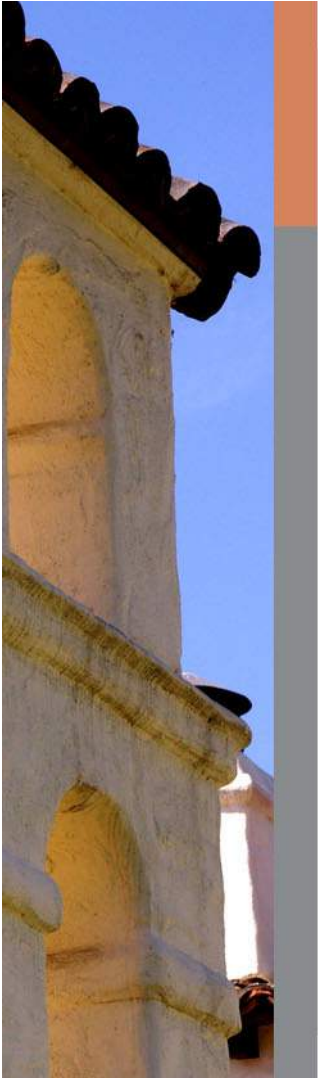
BRC1



BACKGROUND

Future Bicycle Facilities

- El Camino Real Corridor Study – undertaken by the City in 2015 to develop community consensus around a conceptual plan for El Camino Real. City Council accepted the study and identified buffered bicycle lanes as the preferred alternative.
- Transportation Master Plan – includes projects to develop buffered bike lanes on El Camino Real within the city limits.
- Peninsula Bikeway Study – identified El Camino Real as preferred alternative for low stress, separated bikeway.



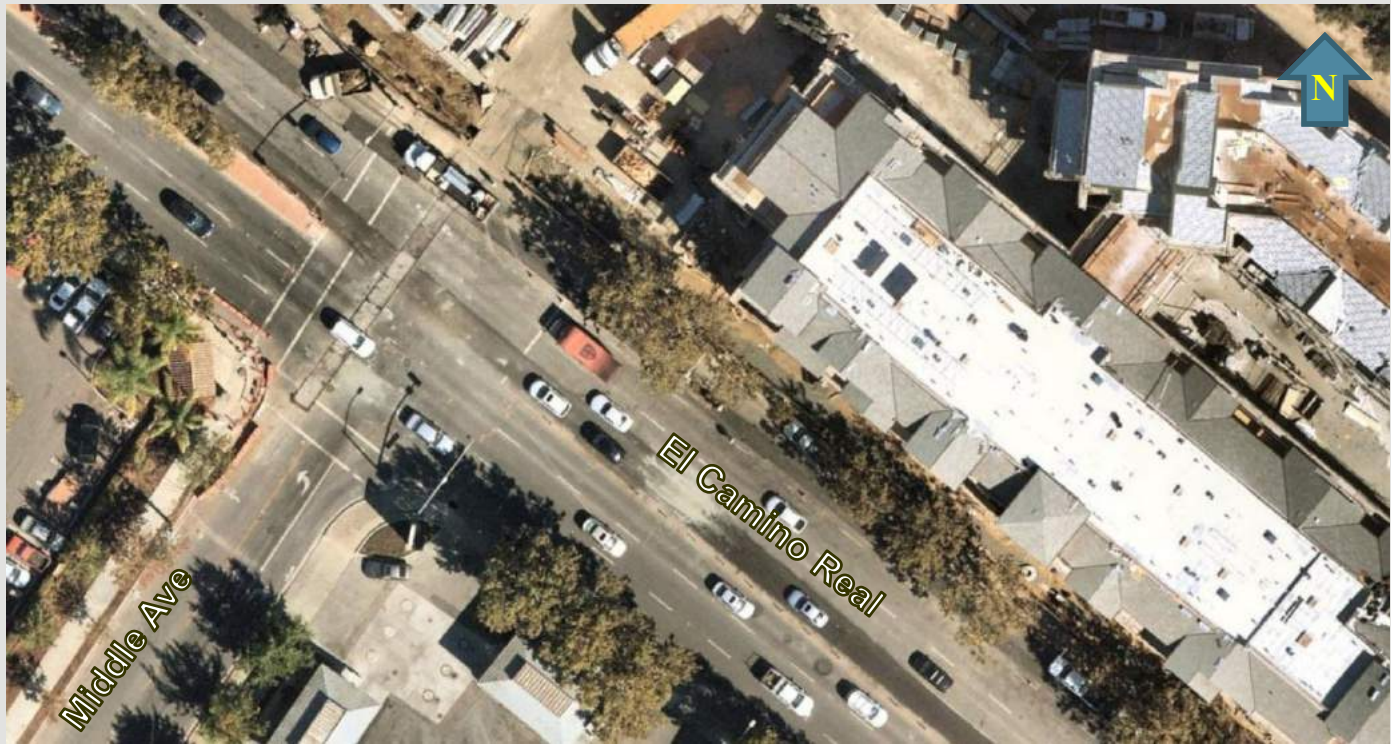
EVALUATION

No parking restriction on the west side of El Camino Real between Middle Avenue and College Avenue

- Middle Plaza off-site improvements at El Camino Real at Middle Avenue will add crosswalk on southerly leg of the intersection and install 2-foot raised concrete median between Middle Avenue and College Avenue
- Requires removal of approx. 8 on-street parking spaces between Middle Avenue and College Avenue



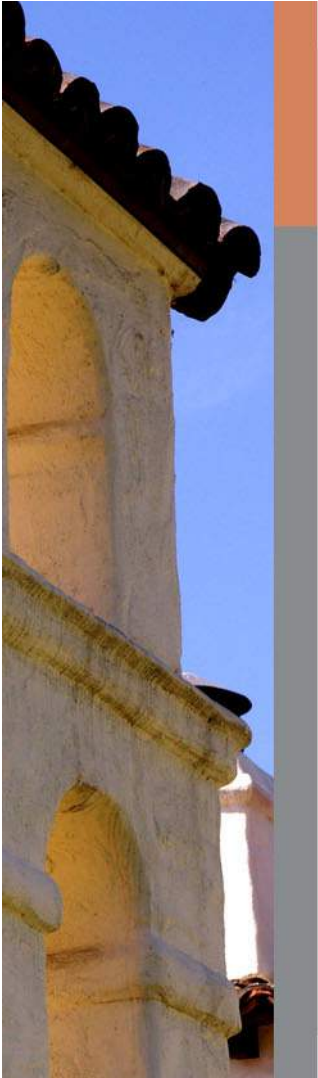
EVALUATION (EXISTING INTERSECTION – EL CAMINO REAL AT MIDDLE AVENUE)





EVALUATION (EXISTING MEDIAN ISLAND WITH FLEXIBLE POSTS)





EVALUATION

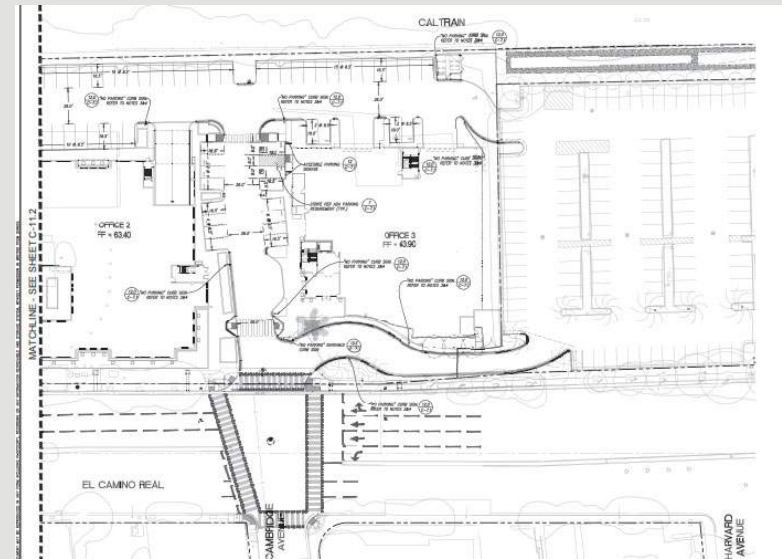
No parking restriction on the east side of El Camino Real between the southerly driveway of 700 El Camino Real and Menlo Park/Palo Alto city limit

- Future buffered bike lanes and on-street parking removal on El Camino Real within city limits identified in the El Camino Real Corridor Study, TMP, and Peninsula Bikeway Study
- Approx. 8 on-street parking spaces between southerly driveway of 700 El Camino Real and Middle Avenue
- Approx. 25 on-street parking spaces between Middle Avenue and Cambridge Avenue
- Approx. 34 on-street parking spaces between Cambridge Avenue and city limit



EVALUATION (CONT'D)

- Stanford University – is providing underground parking structures and surface parking lots to meet project's parking requirements
- Stanford Park Hotel – has surface parking lots for its workers and hotel guests and will have a new connection to signal at Cambridge Avenue





COMPLETE STREETS COMMISSION FEEDBACK



- Public Feedback
 - Impacts to small businesses on west side of El Camino Real
 - Bus parking for Stanford Park Hotel
- Commission Direction
 - Identify parking alternatives for the small businesses and observe existing parking conditions



PARKING OBSERVATIONS

- El Camino Real
 - Currently not heavily utilized
 - Past Google Street View history shows one date of 7 vehicles parked, typically 3 to 5 vehicles
- College Avenue
 - 4 to 5 vehicles parked (mostly the same vehicles for multiple hours)





COUNCIL ACTION

- Adopt resolution to approve the following:
 - Remove approx. 8 parking spaces on the west side of El Camino Real between Middle Avenue and College Avenue
 - Remove approx. 67 parking spaces on the east side of El Camino Real between the southerly driveway of 700 El Camino Real and Menlo Park/Palo Alto city limit
 - Install one-hour parking on the south side of College Avenue from El Camino Real to approximately 160 feet westerly and update on the north side of College Avenue to between 9 AM and 6 PM Monday to Friday except Holidays



The background of the slide is a photograph of a white stone tower with a tiled roof and several arched openings. The tower is set against a clear blue sky with some green trees visible in the background. A teal-colored rectangular box is overlaid on the center of the image, containing the text "THANK YOU & QUESTIONS" in white, bold, sans-serif capital letters. To the left of the teal box, there are two vertical purple bars of varying shades.

**THANK YOU &
QUESTIONS**

A photograph of a brick building at night, illuminated by warm interior lights. A green horizontal bar is overlaid across the middle of the image, containing the main title and meeting information. The building's architecture features dark wood accents and a prominent gabled roofline.

CONSIDER AN APPEAL OF UNIVERSITY DRIVE ON-STREET PARKING REMOVAL

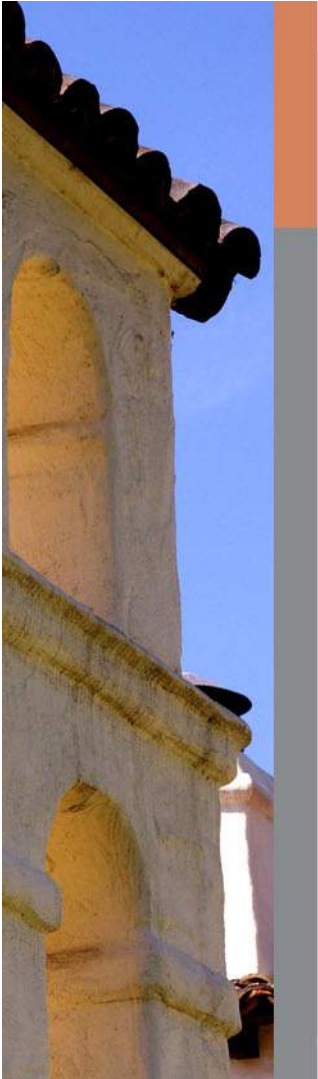
City Council Meeting: March 1, 2022



AGENDA

- Background
- Project timeline
- Evaluations
- Recommendations





BACKGROUND (AT MILLIE AVE)



Millie Ave. at University Dr. (view to the left)



Millie Ave. at University Dr. (view to the right)



BACKGROUND (AT ROSE AVE)



Rose Ave. at University Dr. (view to the left)



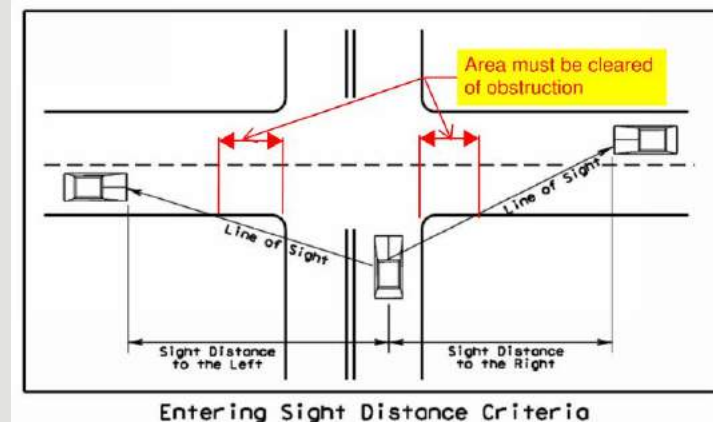
Rose Ave. at University Dr. (view to the right)

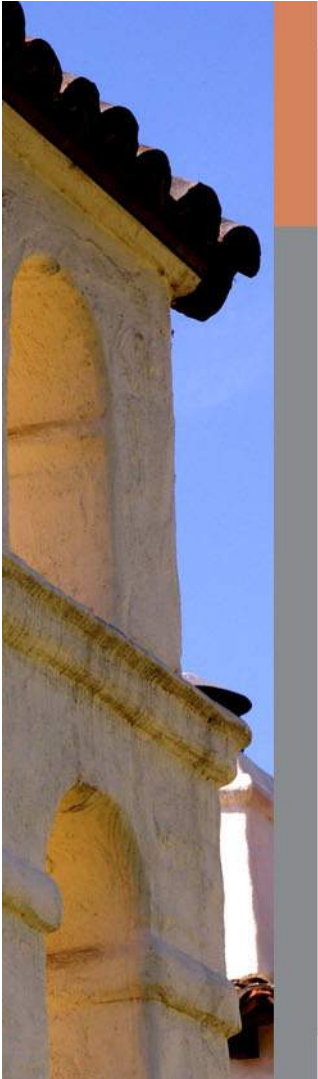


BACKGROUND

- Minimum stopping sight distance for 25 mph: 155 feet
- Requires ~43 feet of red curb on each side

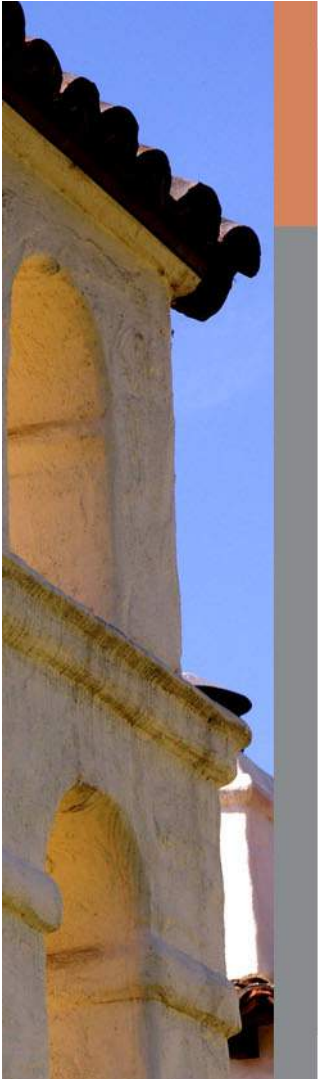
Design speed (mph)	Brake reaction distance (ft)	Braking distance on level (ft)	Stopping sight distance	
			Calculated (ft)	Design (ft)
15	55.1	21.6	76.7	80
20	73.5	38.4	111.9	115
25	91.9	60.0	151.9	155
30	110.3	86.4	196.7	200
35	128.6	117.6	246.2	250
40	147.0	153.6	300.6	305
45	165.4	194.4	359.8	360
50	183.8	240.0	423.8	425
55	202.1	290.3	492.4	495
60	220.5	345.5	566.0	570
65	238.9	405.5	644.4	645
70	257.3	470.3	727.6	730
75	275.6	539.9	815.5	820
80	294.0	614.3	908.3	910





PROJECT TIMELINE

- Jan. 12: Complete Streets Commission approved projects
- Jan. 21: The City received an appeal, for the following reasons:
 - Use of on street parking by employees to free on-site spaces for tenants / visitors
 - Generally fully occupied from Monday to Friday
 - Millie Avenue and Rose Avenue serves local residents only
 - Require same awareness as other locations
 - Visibility can be achieved by pulling out slowly
 - Excessive speed on University Drive



EVALUATIONS

- Millie Avenue and Rose Avenue serves local residents
- Stopping sight evaluations account for advancing sight lines beyond stop bar
- Speeding on University Drive would exacerbate sight distance need
- Transportation Demand Management Coordinator available to provide TDM program information



RECOMMENDATIONS

- Deny the appeal
- Adopt resolution to remove four parking spaces at Millie Ave.
- Adopt resolution to remove two parking spaces at Rose Ave.





THANK YOU

