



REGULAR MEETING MINUTES

Date: 3/22/2022
Time: 6:00 p.m.
Location: Zoom

Regular Session

A. Call To Order

Mayor Nash called the meeting to order at 6:04 p.m.

B. Roll Call

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

C. Agenda Review

Staff pulled items E3. and G2. To provide updates.

City Council pulled item E6. for clarification.

D. Public Comment

- Susan Erhart spoke in support of the police departments bike patrol at and near Bedwell Bayfront Park and building positive relationships between officers and the public.

E. Consent Calendar

- E1. Accept the City Council meeting minutes for February 8, 15, 17, 18, March 1, 8, 10, and 16, 2022 (Attachment)
- E2. 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 #22-052-CC)
- E3. Adopt a resolution amending City Council Policy CC-22-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities to update the application and selection process and receive an update to the Complete Streets Commission membership (Staff Report #22-053-CC)
- City Clerk Judi Herren updated the policy to reflect seven members, from five, on the Finance and Audit Committee (FAC).
- E4. Accept the 2021 Housing Element annual progress report and the annual housing successor report (Staff Report #22-049-CC)
- Karen Grove and Heather Leitch spoke on income levels related to below market rate (BMR) housing rates and concerns related to BMR income levels mismatched with income levels in

Menlo Park.

E5. Waive the second reading and adopt 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 #22-050-CC)

E6. Adopt a resolution authorizing the annual destruction of obsolete records (Staff Report #22-034-CC)

The City Council received clarification on retention periods and the police department records relating to reimagining public safety.

E7. Adopt a resolution to 1) withdraw from California Community Housing Agency membership and 2) provide notice to California Community Housing Agency of the withdrawal from the joint exercise of powers agreement relating (Staff Report #22-058-CC)

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

F. Regular Business

F1. Consider and adopt a resolution approving the Water Supply Assessment for the Commonwealth Building 3 Project (Staff Report #22-051-CC)

Contract Planner Payal Bhagat made the presentation (Attachment).

ACTION: Motion and second (Mueller/ Taylor), to adopt a resolution approving the water supply assessment prepared for the proposed Commonwealth Building 3 Project located at 162-164 Jefferson Drive, passes unanimously.

F2. Authorize the city manager to execute an amendment to the professional services agreement with the M-Group for the Housing Element update project and appropriate funds (Staff Report #22-055-CC)

Assistant Community Development Director Deanna Chow introduced the item.

- Annie H. requested clarification on transportation analysis.

The City Council discussed the use of level of service (LOS) and vehicle miles travels (VMT) and revisiting the General Plan's use of LOS and VMT.

The City Council received clarification on LOS and VMT metrics and analysis related to California Environmental Quality Act (CEQA) and future environmental impact reports (EIR), completed tasks, original agreement tasks that are still in process and the remaining budget, the proposed agreement services related to a community based organization (CBO), and additional public engagement.

The City Council directed staff to provide information on what has been spent to date and future spending.

ACTION: Motion and second (Nash/ Taylor), to authorize the city manager to execute an amendment to the professional services agreement with the M-Group for the Housing Element Update, in the amount of \$490,052 for a total contract amount of \$1,472,052 and appropriate \$1,423,785 from unassigned fund balance in the general fund, passed unanimously.

G. Informational Items

- G1. City Council agenda topics: April 2022 (Staff Report #22-057-CC)
- G2. Receive and file City Council and advisory body annual attendance report for March 2021 – February 2022 (Staff Report #22-054-CC)

City Clerk Judi Herren updated the FAC report to include the November 3, 2021 meeting.

- G3. Briefing on 2030 Climate Action Plan Strategies No. 1, 3, and 5 (Staff Report #22-056-CC)

H. City Manager's Report

Interim City Manager Justin Murphy reported out on the 2021 Menlo Park employee excellence award winners, the Independent Redistricting Commission meeting on March 24, 2022, the environmental justice and safety element meeting on April 5, 2022, and advisory body recruitment deadline of April 13, 2022.

I. City Councilmember Reports

None.

J. Closed Session

- J1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 of the Government Code: (one potential case)

Mayor Nash adjourned to the closed session at 7:07 p.m.

No reportable actions.

K. Adjournment

Mayor Nash adjourned the meeting at 7:20 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of May 10, 2022.

A photograph of a construction site showing a worker in a white hard hat and orange safety vest working on a wooden formwork structure. In the background, there are vertical rebar columns. The image is partially obscured by a blue semi-transparent banner at the bottom and a yellow vertical bar on the left side.

COMMONWEALTH BUILDING 3 PROJECT WSA
162-164 JEFFERSON DRIVE
March 22, 2022 City Council Meeting



- Meeting Purpose
- Proposed Project
- Projected Water Demand
- Water Supply Availability
- Recommendation





MEETING PURPOSE

- Consider a water supply assessment (WSA) for the Commonwealth Building 3 project
 - Council is acting as the governing body for Menlo Park Municipal Water (MPMW)
 - WSA is required because the proposed project includes more than 250,000 s.f. of office (life sciences/R&D uses)

- The WSA evaluates whether sufficient water supply is available during normal, single dry, and multiple dry years to meet project demand over 15-year period, starting 2025 through 2040
 - Also accounts for planned growth in service area

- Approving the WSA would **not**:
 - Commit the City to serve water to the proposed project
 - Consider and/or endorse the merits of the project
 - Approve the project



MEETING PURPOSE

- Approving the WSA would allow the City to incorporate the document into the project environmental impact report (EIR)
 - California Environmental Quality Act (CEQA) requires governing body of water system that would supply water to the project to:
 - Determine whether the projected water demand of the project was included in the most recent urban water management plan (UWMP)
 - Prepare a water supply assessment to be adopted at a regular or special meeting of the governing body



PROPOSED PROJECT



- Site zoned O-B (Office-Bonus)
- 13.3-acre parcel contains two existing office buildings, 1,061 parking spaces, onsite amenities
- 249,500 s.f. of additional office use, parking garage, publicly accessible open space proposed
 - Existing buildings would remain
- Floor area ratio (FAR) for entire site would be 88%
- Located in Lower Zone of MPMW service area





PROJECTED WATER DEMAND

- Proposed project incorporates conservation measures
 - Ultra-low-flow fixtures within the building equipment
 - Water use for irrigation based on maximum applied water allowance in accordance with the Model Water Efficient Landscape Ordinance (MWELO)
- Purple pipe installation would allow the project to use recycled water when it becomes available in the area
- Project is within permitted cumulative development totals in:
 - ConnectMenlo General Plan Update
 - ConnectMenlo water supply evaluation and EIR
 - MPMW 2015 and 2020 UWMPs



WATER DEMAND



Table 2-2. Proposed Project Impact on ConnectMenlo Study Area Potable Water Demand

Demand Source	Annual Water Demand, MG/yr
ConnectMenlo Total Potable Water Demand at Buildout ^(a)	343
Proposed Project Potable Water Demand ^(b)	14
Remaining Potable Water Demand for Other Projects within ConnectMenlo Study Area^(c)	329

- (a) Water Supply Evaluation Study for ConnectMenlo – General Plan and M-2 Area Zoning Update (Table 2), prepared by EKI, February 2016. The Water Supply Evaluation Study assumed that total water demand in the ConnectMenlo study area would be met using potable water.
- (b) From Table 2-1 above.
- (c) Other projects in the ConnectMenlo study area currently in the planning stages include Willow Village with a projected net potable water demand of approximately 85 MG/yr and 1350 Adams Court with a projected potable water demand of approximately 5 MG/yr. These projects are still in the planning stage so their projected water demands are subject to change. Recently approved projects subject to water budgets and annual water usage limits include Menlo Portal and Menlo Uptown which are anticipated to use 12.6 and 9.1 MG/yr, respectively.



WATER SUPPLY AVAILABILITY

- MPMW purchases all potable water from Regional Water System (RWS) operated by San Francisco Public Utilities Commission
 - MPMW has an individual supply guarantee of 1,630 million gallons/year through 2034
- Reliability of water supply in drought years affected by 2018 Bay-Delta Amendment implementation
 - Would require release of 40% of unimpaired flow of three San Joaquin River tributaries to increase salmonid fish populations each year from February through June
- WSA evaluates findings for a scenario where Bay-Delta Plan is implemented and one where it is not implemented



WATER SUPPLY AVAILABILITY



Table 2: Summary of WSA findings

	Implementation of Bay-Delta Plan amendment	No Bay-Delta Plan amendment
Normal years	Sufficient supply exists	Sufficient supply exists
Single dry year	27 to 32 percent reductions required	Sufficient supply exists
Multiple dry years	27 to 44 percent reductions required	16.5 percent reduction required in fourth and fifth consecutive dry years
Actions required to respond to shortfalls	Implementation of Water Shortage Contingency Plan, up to shortage level 5	Implementation of water shortage contingency plan, up to shortage level 2



RECOMMENDATION

- Adopt resolution approving the WSA
 - Incorporate changes staff read into the record through this presentation
 - Approval of WSA does not approve the proposed project



THANK YOU