

### **REGULAR MEETING MINUTES**

Date: 12/5/2023 Time: 6:00 p.m.

**Locations:** Teleconference

**City Council Chambers** 

751 Laurel St., Menlo Park, CA 94025

### **Regular Session**

### A. Call To Order

Mayor Wolosin called the meeting to order at 6:03 p.m.

### B. Roll Call

Present: Combs, Doerr, Nash, Wolosin

Absent: Taylor

Staff: City Manager Justin I. C. Murphy, Assistant City Manager Stephen Stolte, City

Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

### C. Agenda Review

Staff to provide updates to Consent Calendar items E1. and E7.

### D. Public Comment

- Jenny Michel spoke in support of mental health and increased awareness.
- Kenneth Harris spoke in opposition to the naming of the Belle Haven Community Campus and in support of naming the new campus for Onetta Harris.
- Rowan Hanley as a representative of the Youth Advisory Committee (YAC) spoke about upcoming YAC events.

### E. Consent Calendar

E1. Waive the second reading and adopt ordinances to amend Chapters 16.02, 16.04, 16.08, 16.20, 16.22, 16.23, 16.24, 16.26, 16.30, 16.36, 16.38, 16.40, 16.43, 16.72, 16.80, and 16.98; repeal Chapters 16.32, 16.39, and 16.42; and create Chapter 16.95 of the Zoning Ordinance (Title 16 of the Municipal Code) and amend the zoning map to implement zoning-related programs in the adopted 2023-2031 Housing Element to modify the Affordable Housing Overlay (AHO) to allow residential densities up to 150 dwelling units per acre in combination with State Density Bonus Law; create new opportunities for residential and mixed-use development by modifying certain existing nonresidential zoning districts and combining certain nonresidential and mixed use zoning districts to create a new C-MU (Neighborhood Mixed Use) zoning district, increase densities in the R-3 (Apartment) zoning district around downtown and for sites over 100,000 square feet in size and increase lot coverage in the R-3 and R-4 zoning districts, allow ministerial review of reuse sites, create a new Residential Overlay to allow additional residential development potential for certain parcels, allow family day care homes by-right in residential districts, and rezone certain properties associated with the changes as applicable (Staff Report #23-268-CC)

• Katherine Dumont spoke in support of updating the below market rate (BMR) policy in less than two years, revitalizing downtown and affordable housing.

Principal Planner Tom Smith provided an update (Attachment).

**ACTION**: Motion and second (Doerr/ Wolosin), to waive the second reading and adopt ordinances to amend Chapters 16.02, 16.04, 16.08, 16.20, 16.22, 16.23, 16.24, 16.26, 16.30, 16.36, 16.38, 16.40, 16.43, 16.72, 16.80, and 16.98; repeal Chapters 16.32, 16.39, and 16.42; and create Chapter 16.95 of the Zoning Ordinance (Title 16 of the Municipal Code) and amend the zoning map to implement zoning-related programs in the adopted 2023-2031 Housing Element to modify the Affordable Housing Overlay (AHO) to allow residential densities up to 150 dwelling units per acre in combination with State Density Bonus Law; create new opportunities for residential and mixed-use development by modifying certain existing nonresidential zoning districts and combining certain nonresidential and mixed use zoning districts to create a new C-MU (Neighborhood Mixed Use) zoning district, increase densities in the R-3 (Apartment) zoning district around downtown and for sites over 100,000 square feet in size and increase lot coverage in the R-3 and R-4 zoning districts, allow ministerial review of reuse sites, create a new Residential Overlay to allow additional residential development potential for certain parcels, allow family day care homes by-right in residential districts, and rezone certain properties associated with the changes as applicable, passed 3-0-1-1 (Combs recused and Taylor absent).

- E2. Adopt a resolution approving a grant of utility easement to West Bay Sanitary District at 100 Terminal Ave. (Staff Report #23-260-CC)
- E3. Adopt a resolution authorizing the city manager to submit applications for all CalRecycle grant and payment programs for which the City of Menlo Park is eligible (Staff Report #23-261-CC)
- E4. Authorize the city manager to execute three-year master agreements with multiple consulting firms for on-call transportation services (Staff Report #23-262-CC)
- E5. Amend the agreement with APTIM Environmental and Infrastructure, LLC for the operation, maintenance and reporting of the Bedwell Bayfront Park Landfill gas and leachate collection and control (Staff Report #23-263-CC)
- E6. Authorize the city manager to execute an agreement with Surveillance Grid for implementing a city-building security camera system in an amount not to exceed \$617,194.59 (Staff Report #23-265-CC)
- E7. Authorize the city manager to execute an agreement with 360S2G to provide water utility billing services and amend the agreement with Minol USA to provide transitional services for a limited term (Staff Report #23-266-CC)
  - Staff provided update on amendment.
- E8. Adopt a resolution approving the proposed revisions to the Below Market Rate Housing Program Guidelines to update the below market rate residential unit for-sale process (Staff Report #23-267-CC)

**ACTION**: Motion and second (Combs/ Nash), to accept consent calendar with the exception of item E1., passed 4-0 (Taylor absent).

Mayor Wolosin reopened item D. Public Comment.

- Greg Goodwin spoke in support of City Council reconsidering the Belle Haven Community Campus naming.
- Chester Palesso Sr. spoke in support of City Council reconsidering the Belle Haven Community Campus naming and appropriating funds for the new campus.
- Victoria Felming spoke in support of City Council reconsidering the Belle Haven Community Campus naming.
- Siti Webster spoke in support of City Council reconsidering the Belle Haven Community Campus naming.
- Kenneth Harris Jr. spoke in support of City Council reconsidering the Belle Haven Community Campus naming.
- Constance French spoke in support of City Council reconsidering the Belle Haven Community Campus naming.
- Marilyn spoke in support of City Council reconsidering the Belle Haven Community Campus naming.
- Pam Jones spoke on their research into the history of the Belle Haven neighborhood's name.

### F. Public Hearing

F1. Introduce and waive the first reading of an ordinance amending the City's comprehensive master fee schedule for the city manager's office, community development, library and community services, and public works departments, and Menlo Park Municipal Water (Staff Report #23-259-CC)

Administrative Services Director Brittany Mello and Management Analyst II Adrian Patino made the presentation (Attachment).

The City Council received clarification on master fee schedule impacts, reviewing fees and assisting costs.

Mayor Wolosin opened the public hearing.

Pam Jones spoke in support of equitable fees based on incomes.

Mayor Wolosin closed the public hearing.

The City Council received clarification on resident/non-resident fees, definition of hyperlocal resident rate, accessing fee assistance program at BHCC pool, new build versus existing electrification, fitness center and equipment accessibility, rates for non-profits and schools and subcontractor pool fees.

The City Council discussed recreation fees based on income, in-house catering, aquatic fees, tennis key and tennis key fees, reduced rates for youth and seniors, removing or limiting weddings

and pickleball and tennis.

The City Council directed early releasing program registration to hyperlocal residents, including hyperlocal rates at the BHCC and pool, evaluating citywide residential fee reduction and non-resident fee increase as part of future cost and fee studies, and including hyperlocal rates in aquatics fees.

**ACTION**: Motion and second (Doerr/ Combs), to introduce and waive the first reading of an ordinance amending the City's master fee schedule to incorporate proposed changes in fees to become effective 30 days after the ordinance is adopted, or as otherwise noted or required by statute for the following departments: city manager's office, community development, library and community services, public works, and Menlo Park Municipal Water (MPMW), subject to the modifications related to hyperlocal, passed 4-0 (Taylor absent).

### G. Regular Business

G1. Adopt a resolution to appropriate and allocate expenditures and revenues to support Belle Haven Community Campus opening and ongoing operations (Staff Report #23-264-CC) (Informe de Personal #23-264-CC)

Library and Community Services Director Sean Reinhart made the presentation (Attachment).

- Marilyn spoke in support of funding the BHCC, providing all access to the community and hiring a diverse staff.
- Pam Jones spoke in support of hiring the staff who worked at the previous building, making it
  accessible to Belle Haven neighborhood and mindful budgeting.

The City Council received clarification on the use of one-time fees for ongoing expenses.

The City Council discussed Options A and B, opportunities to revisit staffing levels and automating services.

**ACTION**: Motion and second (Nash/ Combs), to adopt a resolution to appropriate and allocate expenditures and revenues to support opening and operating the BHCC multi-service center facility currently under construction at 100 Terminal Ave. with Option B, passed 4-0 (Taylor absent).

G2. Adopt a resolution approving the 2024 City Council regular meeting schedule (Staff Report #23-269-CC)

Assistant to the City Manager/ City Clerk Judi Herren introduced the item (Attachment).

The City Council discussed the January 2024 meetings.

The City Council continued this item to December 12.

### H. Study Session

H1. Provide direction on potential updates to level of service, transportation impact analysis and transportation demand management policies (Staff Report #23-270-CC)

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

- Adina Levin spoke in support of updating the Transportation Demand Management (TDM) policy.
- Jenny Michel requested additional data for the smaller users.

The City Council received clarification on updating the TDM Guidelines for consistency with City/County Association of Governments of San Mateo County (C/CAG) compared to best practices and on use of vehicle miles traveled (VMT) for California Environmental Quality Act (CEQA) mitigation and analysis.

The City Council discussed removing level of service (LOS) from Transportation Impact Analysis (TIA) guidelines, limiting LOS to access and circulation as applicable to new projects.

The City Council directed updating the TDM Guidelines for consistency with C/CAG, exploring a TMA, removing LOS from TIA guidelines except for site access and circulation.

### I. Informational Items

- 11. City Council agenda topics: December 2023 (Staff Report #23-271-CC)
- I2. Community Wellness and Crisis Response Team (CWCRT) overview for City Council (Staff Report #23-272-CC)
- 13. Update on the Caltrain quiet zone study (Staff Report #23-273-CC)

The City Council received clarification on timeline and next steps.

I4. Update on the City's Five Year Street Maintenance Plan (Staff Report #23-274-CC)

The City Council received clarification on how the streets were prioritized in the five-year Plan, what options are available for shorter term repair for streets that are not currently included, the available budget, scope and timeline for projects on Bay Road and Middlefield Road, and directed staff to continue to solicit pricing information for rubberized asphalt on streets as previously directed by the City Council.

- I5. Update on the Peninsula Clean Energy Solar for public buildings program (Staff Report #23-275-CC)
- I6. Potential updates to City Council procedures (Staff Report #23-276-CC)

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### J. City Manager Report

City Manager Justin Murphy reported out on the close of the calendar year.

### K. City Councilmember Reports

Mayor Wolosin reported out on the Caltrain Modernization Local Policy Group meeting.

City Councilmember Doerr reported out on no office hours December 12 – 19, 2023 and January 2, 2024.

### L. Adjournment

Mayor Wolosin adjourned the meeting at 10:13 a.m.

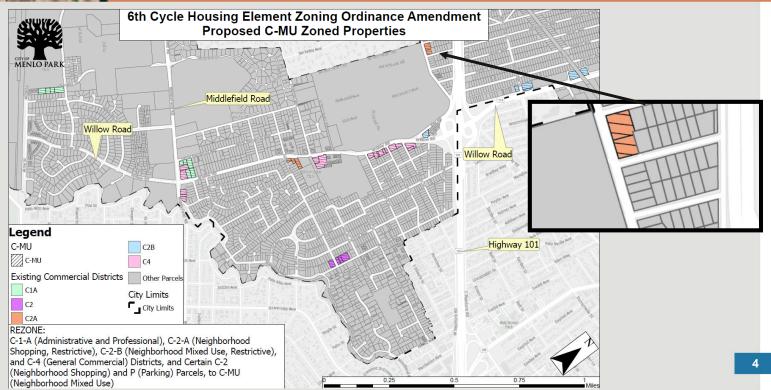
Assistant to the City Manager/ City Clerk Judi A. Herren

These minutes were approved at the City Council meeting of January 9, 2024.



# NEW MIXED USE OPPORTUNITIES (H4.I)









## PROPOSED ZONING AMENDMENTS

Action	Housing Element Program	Staff Report Attachment	Action Type
Modify the Affordable Housing Overlay (AHO)	Program H4.D	А	Ordinance
Amend Zoning Ordinance to create new mixed use development opportunities (C-MU)	Program H4.I	В	Ordinance
Amend Zoning Ordinance to create new mixed use development opportunities (Other Commercial Districts)	Program H4.I	С	Ordinance
Amend Zoning Ordinance to increase residential density and maximize R-3, R-4 development	Program H4.J	D	Ordinance
Amend Zoning Ordinance to allow by-right development for certain reuse sites	Program H4.Q	Е	Ordinance
Amend Zoning Ordinance to create Residential Overlay	Program H4.T	F	Ordinance
Amend Zoning Ordinance to make day care homes permitted use in all residential districts	Program H2.F	G	Ordinance

<sup>\*</sup> Resolutions amending the General Plan and Specific Plan were adopted at Nov. 28 meeting







### BACKGROUND

- The City Council last adopted changes to the Master Fee schedule for fees effective October 2022 at the public hearing held August 23, 2022
- Requirements vary by the different categories of fees
  - 1. Fees and charges for use of facilities, services and access to property
    - Discretionary, can be effective 30 days following adoption by City Council
  - 2. Property development processing and impact fees
    - Cannot exceed reasonable cost of providing service/facilities
    - New fees or changes to existing fees can be effective no sooner than 60 days after approval by City Council
  - 3. Fees relating to public records act requests and copies of documents and reports
    - Limited to actual cost or statutory amount (whichever is lower)
    - No recommendations in this fee category





### MASTER FEE APPROVAL PROCESS

- The Taxpayer Protection and Government Accountability Act will require all fees and charges adopted after Jan. 1, 2022, to be adopted by the City Council by ordinance.
  - Previously, the Master Fee Schedule was adopted by resolution
- Timeline
  - Public Hearing notice published in the San Mateo Daily Journal on Nov. 25
  - Early Staff Report Release at least 10 days in advance (on Nov. 22)
  - Public Hearing & First reading of the ordinance: Dec. 5
  - Second reading scheduled Jan. 9, 2024
- Proposed fees may be reduced from noticed levels only
  - Any increases to proposed fees would require re-noticing and restarting the public hearing process



### **OVERVIEW OF RECOMMENDATIONS**



- City Manager's Office Sustainability
  - Reduce electric vehicle charging stations access fee as recommended by Environmental Quality Commission
    - Access Fee: 50% reduction from \$1.00 to \$0.50
- Community Development
  - Addition of several building permits to clarify types of construction activity
  - The City does not currently collect plan check or permit fees for building permits related to the electrification of existing buildings
- Water features, fountains \$238 plan check fee / \$327 permit fee
- Antennas on an existing tower \$230 / \$250
- Handrails, guardrails \$168 / \$220
- Mini splits, package units \$119 / \$152
- Electric heat pumps \$110 / \$208
- Chiller \$198 / \$240

- Electrical service or switch gear \$210 / \$224
- EV car charger (residential) \$71 / \$93
- EV car charger (non-residential) \$143 / \$157
- Battery storage \$84 / \$88
- Heat pump water heater \$124 / \$192



### **OVERVIEW OF RECOMMENDATIONS**



- Public Works
  - Newsrack appeal and protest fees: 18% increase to maintain cost recovery
    - Appeal and protest: increase from \$465 to \$550
  - Streetary permit fees
    - Parklet permit: \$1,725 1<sup>st</sup> year, \$250 annual renewal
    - Sidewalk cafe permit: \$810 1st year, \$250 annual renewal
    - \$7 per square foot annual encroachment lease fee

### Menlo Park Municipal Water

- Non-consumption fees for ancillary services (e.g., reconnection service, service requests, fire flow tests)
  - Most fees have not been adjusted since 2016
  - Recommended fee increases range from 8% to 64% (27% average increase)



### **OVERVIEW OF RECOMMENDATIONS**



- Library and Community Services
  - Majority of proposed fee increases are approximately 5%
  - New and revised fees related to the Belle Haven Community Campus
    - Includes facility rentals, recreation classes, youth programs and camps, and related services
    - Hyperlocal resident fee rate: 65% of the resident fee for residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus
  - Revised Aquatics fees following new aquatics operator agreement
    - Effective no later than 4/1/24 or upon opening of the Belle Haven Community Campus
  - Revised athletic field fees to reflect updated subdivisions of field spaces
    - Burgess Park, LaEntrada Middle School, Jack Lyle Park and Nealon Park: fees based on size of field subdivision
  - Eliminate tennis and pickleball court key fees, revised court reservation fees
  - Establish commercial, nonprofit fee rates for facility rentals
    - Commercial: 150% of resident fee (unless specified)
    - Nonprofit: 65% of resident fee (unless specified)





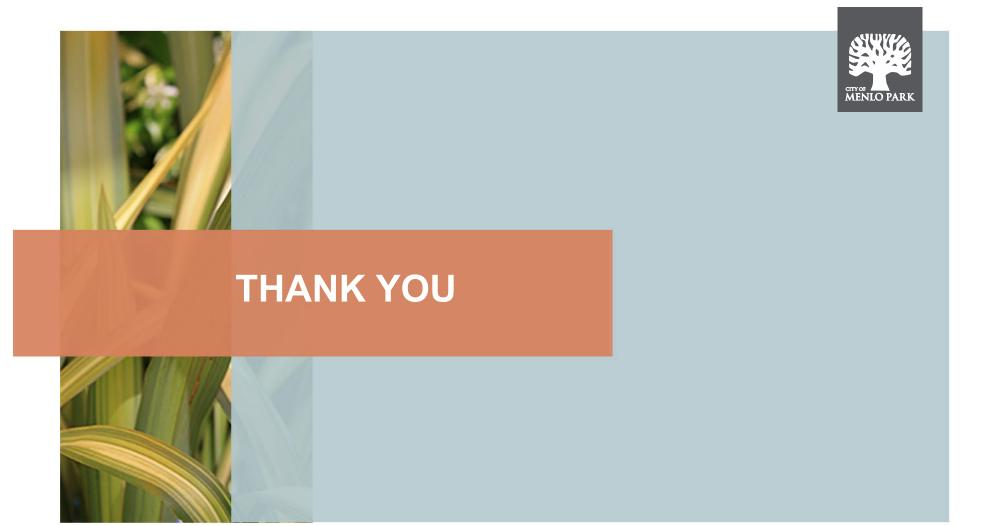
### CITY COUNCIL ACTION

### **Recommended Action**

• Introduce and waive the first reading of an ordinance amending the City's master fee schedule to incorporate proposed changes in fees to become effective 30 days after the ordinance is adopted, or as otherwise noted or required by statute

### **Alternative Action**

 Amend the City's master fee schedule to incorporate a portion of the proposed changes in fees at or below staff recommended rates



# Adopt a resolution appropriating an operating budget for the Belle Haven Community Campus

City Council – December 5, 2023





## Recommendation

Adopt a resolution (Attachment A) appropriating an operating budget for the Belle Haven Community Campus (BHCC) multiservice center facility currently under construction at 100 Terminal Ave.



# **Background**

On Nov. 7, City Council convened a study session and:

- Provided direction to City staff regarding the BHCC operating budget, including the service needs, staffing analysis, related personnel considerations, potential revenue sources (Attachment B)
- Reviewed three proposed expenditure scenarios
- Directed staff to develop two operating budget options for a final review and potential City Council action Dec. 5.





# **BHCC** operating budget options

- At City Council's direction Nov. 7, City staff prepared two operating budget options (Option A and Option B) for consideration and potential City Council action
- Because the new facility is not expected to be operational for the entire
   12 months of fiscal year (FY) 2023-24, both options include columns
   showing pro-rated budget amounts for 40% of the fiscal year
- The main difference between Option A and Option B is that Option A includes a Senior Program Assistant among the proposed new/restored FTE personnel, per City Council's direction Nov. 7
- Additional background information is provided in Attachments C and D.

# **Option A**

		Table 1: Option A	V.			
BHCC item	FTE	Description	Revenues* (full fiscal year)	Expenditures* (full fiscal year)	Revenues pro-rated (40% of fiscal year)	Expenditures pro-rated (40% of fiscal year)
Revenues		User fees, rentals, charges, reimbursements, donations	\$715,000		\$286,000	
Revenues		One-Time Developer Payments special revenue fund (Fund 111)	\$964,000		\$386,000	
Librarian I/II	1	Lead staff for expanded library space, makerspace, teen zone, supervision of subordinate personnel including temps		\$147,000		\$59,000
Recreation Coordinator	1	Lead staff for gymnasium, recreation center, fitness center, movement studio, facility rentals, supervision of subordinate personnel including temps		\$138,000		\$55,000
Senior Program Assistant	1	Support staff for gymnasium, recreation center, fitness center, movement studio, facility rentals		\$128,000		\$51,000
Nutrition Services Coordinator***	1	Lead staff for senior center daily meal service, youth center food service, nutrition/health/wellness education		\$141,000		\$56,000
Temporary staff		Front line customer service support, room set up, related tasks. Approx. 6,700 total hrs/year (approx. 8 individuals @ 16hrs/week)		\$139,000		\$57,000
Non-personnel operating		IT support (internal service charges), supplies, contracts, repairs & maintenance, utilities, training		\$986,000		\$394,000
		Subtotal	\$1,679,000*	\$1,679,000*	\$672,000	\$672,000
		Net impact to General Fund		\$0*		\$0

<sup>\*</sup> Amounts shown reflect a full 12 months of building operations.

\*\* FTE expenditures reflect estimated total compensation, salary plus benefits.

\*\*\* Nutrition services coordinator cost is estimated, benchmarked to recreation coordinator compensation, and would require City Council approval to add to the salary schedule.

# **Option B**

	Table 2: Option B								
BHCC item	FTE	Description	Revenues* (full fiscal year)	Expenditures* (full fiscal year)	Revenues pro-rated (40% of fiscal year)	Expenditures pro-rated (40% of fiscal year)			
Revenues		User fees, rentals, charges, reimbursements, donations	\$715,000		\$286,000				
Revenues		One-Time Developer Payments special revenue fund (Fund 111)	\$836,000		\$334,000				
Librarian I/II	1	Lead staff for expanded library space, makerspace, teen zone, supervision of subordinate personnel including temps		\$147,000		\$59,000			
Recreation Coordinator	1	Lead staff for gymnasium, recreation center, fitness center, movement studio, facility rentals, supervision of subordinate personnel including temps		\$138,000		\$55,000			
Nutrition Services Coordinator***	1	Lead staff for senior center daily meal service, youth center food service, nutrition/health/wellness education		\$141,000		\$56,000			
Temporary staff		Front line customer service support, room set up, related tasks. Approx. 7,500 total hrs/year (approx. 9 individuals @ 16hrs/week)		\$156,000		\$62,000			
Non-personnel operating		IT support (internal service charges), supplies, contracts, repairs & maintenance, utilities, training		\$969,000		\$388,000			
		Subtotal	\$1,551,000*	\$1,551,000*	\$620,000	\$620,000			
		Net impact to General Fund		\$0*		\$0			

<sup>\*</sup> Amounts shown reflect a full 12 months of building operations.

\*\* FTE expenditures reflect estimated total compensation, salary plus benefits.

\*\*\* Nutrition services coordinator cost is estimated, benchmarked to recreation coordinator compensation, and would require City Council approval to add to the salary schedule.



# Impact on City resources

- Based on City Council direction Nov. 7, the proposed funding source for the BHCC operating budget expenditures is the One-Time Developer Payments special revenue fund (Fund 111)
- The fund's current balance is approximately \$2.8 million, with an additional \$1.5 million in revenue payments anticipated in the current fiscal year
- City Council has not yet identified specific expenditures for Fund 111, and the full balance of approximately \$4.3 million remains unencumbered at this time
- On Nov. 7, City Council expressed interest in authorizing the use of Fund 111 to offset up to \$1 million of the BHCC's annual operating expenditures in its initial years of operation



# Thank you

# **PROPOSED** CITY COUNCIL MEETING SCHEDULE 2024



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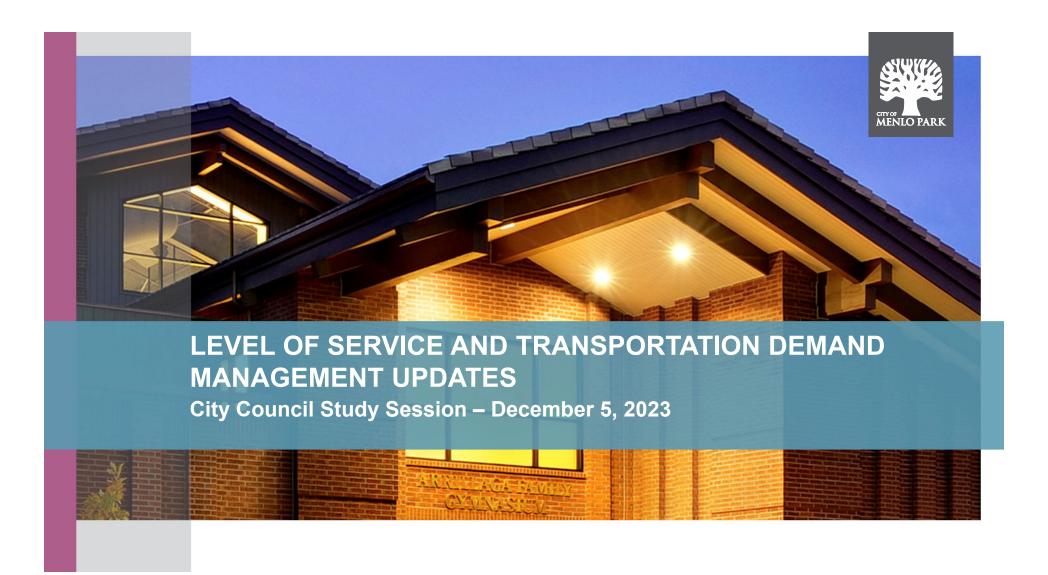
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**DECEMBER** 

Note: meeting dates are subject to change

### City Hall closed





# **AGENDA**



- Policy Context
- Transportation Impact Analysis (TIA) Guidelines
- Transportation Demand Management (TDM)
   Guidelines
- Potential long term actions
- Requested direction from City Council





### **POLICY CONTEXT**

- Development can impact key City concerns:
  - Congestion
  - Climate mitigation
  - Safety
- City policy levers
  - Transportation impact analysis level of service (LOS) and vehicle miles of travel (VMT)
  - Transportation demand management (TDM) strategies to reduce automobile trips modes



# WHY REVISIT TRAFFIC IMPACT ANALYSIS (TIA) GUIDELINES?



- LOS evaluation tends to recommend adding capacity
- Limited right-of-way means few intersection capacity additions are possible
- Capacity additions do not reduce congestion
  - Traffic increases as quickly as capacity is added
  - Wider intersections can create safety challenges, other impacts
- Significant staff time and developer effort required





### COMPARISON TO OTHER CITIES

- Menlo Park has most conservative delay threshold
  - 0.8 seconds of delay versus 4 to 5 seconds for other cities
- Some cities only evaluate intersections near the project
  - Menlo Park includes all intersections that meet added 10 trips per lane
- Some cities use LOS E in downtown or transit rich areas or are moving away from LOS
  - Menlo Park is LOS D with exceptions for Ravenswood/ECR and Willow corridor
- Some cities exempt all affordable housing projects
  - Menlo Park only exempts affordable housing if close to transit or in a low VMT area





## SHORT TERM OPTIONS – TIA GUIDELINES

Option	Considerations
1A – Remove LOS except for site access	<ul><li>Significantly less effort for staff and developers</li><li>Completed with baseline operations</li></ul>
1B – Limit use of LOS by geography or provide additional exclusions for affordable housing	<ul> <li>Requires some resources to implement</li> <li>Retains some effort for staff/developers, but less than today</li> </ul>





### WHY REVISIT TDM GUIDELINES

- C/CAG TDM policy supersedes existing guidelines; updates would clarify direction on how the TDM ordinance is applied
- City TDM ordinance in effect for three zoning districts in the Bayfront





### **PROPOSED OPTION – TDM GUIDELINES**

- Option 2 update TDM guidelines to be consistent with C/CAG
- Could include cleanup of Title 16 of the Menlo Park Municipal Code (Zoning)
- Can be completed with baseline operations





### POTENTIAL LONG TERM ACTIONS

- Staff recommends exploring a Transportation Management Association (TMA) in connection with implementing City's Housing Element
- Staff recommends updating LOS policy as part of a future comprehensive General Plan Update
- Staff does not recommend developing multimodal metrics



# REQUESTED DIRECTION FROM CITY COUNCIL



- Provide direction on TIA Guidelines update
  - 1a. Remove LOS from TIA guidelines except for site access
  - 1b. Limit use of LOS by geography or provide additional exclusions for affordable housing
- Confirm proposed direction on TDM Guidelines
  - 2. Update TDM Guidelines for consistency with C/CAG
- Provide direction on long term actions
  - Explore TMA
  - General Plan LOS Policy
  - Multimodal Metrics

