



**REGULAR MEETING MINUTES**

**Date:** 11/19/2024  
**Time:** 6:00 p.m.  
**Locations:** Teleconference and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**Regular Session**

**A. Call To Order**

Mayor Taylor called the meeting to order at 6:10 p.m.

**B. Roll Call**

Present: Combs, Doerr, Nash, Taylor, Wolosin  
Absent: None  
Staff: City Manager Justin Murphy, Assistant City Manager Stephen Stolte, City Attorney Nira Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

**C. Agenda Review**

None.

**D. Public Comment**

- Greg Conlon spoke in opposition of building in front of Carpaccio restaurant and the need for parking enforcement.

**E. Presentations and Proclamations**

**E1. Proclamation: Native American Heritage Month (Attachment)**

Mayor Taylor introduced the proclamation (Attachment).

Culture Director of the Association of Ramaytush Ohlone Gregg Castro accepted the proclamation.

**E2. Proclamation: 150 year anniversary of the first incorporation of the City of Menlo Park**

Mayor Taylor introduced the proclamation (Attachment).

Vice President of the Menlo Park Historical Association Sandy Pachaud accepted the proclamation.

**F. Consent Calendar**

**F1. Adopt a resolution to approve the revised San Mateo County Operational Area Emergency Services Organization (Emergency Services Council) Joint Powers Agreement**

(Staff Report #24-194-CC)

- F2. Receive and file the investment portfolio reports for Sept. 30 (Staff Report #24-195-CC)
- F3. Authorize the city manager to execute an amendment to the agreement with Surveillance Grid for implementation services for the city-building security camera system (Staff Report #24-196-CC)
- F4. Accept the Coleman and Ringwood Avenues Transportation Study final report and adopt a resolution of support for the implementation of a one-way pilot on Coleman Avenue in San Mateo County (Staff Report #24-198-CC)
- Sara Filipek spoke in opposition of one-way traffic and “no parking” restrictions on Coleman Avenue.
  - Francesca Segre spoke in support of one-way traffic and “no parking” restrictions on Coleman Avenue.
  - Kevin Rennie spoke in support of the proposed traffic safety measures.
  - Ross Silverstein spoke in support of one-way traffic and “no parking” restrictions on Coleman Avenue.

The City Council discussed San Mateo County (County) Board of Supervisors determining the one-way traffic and subsequent City Council action regarding “no parking” restrictions on Coleman Avenue.

- F5. Approve an appropriation of \$1,050,000 in unassigned funds from the general fund and a construction contingency for the Belle Haven Community Campus Clean Energy Infrastructure Project (Staff Report #24-199-CC)
- F6. Waive the second reading and adopt an ordinance amending Title 11 of the municipal code to revise sections related to stopping, parking and standing for vehicles (Staff Report #24-200-CC)
- Kevin Rennie spoke in support of the parking ordinance.

**ACTION:** Motion and second (Wolosin/ Nash), to waive the second reading of an ordinance amending Title 11 of the existing municipal code related to stopping, parking and standing for vehicles, passed 3-2 (Combs and Doerr dissenting).

**ACTION:** Motion and second (Combs/ Wolosin), to approve the consent calendar with the exception of item F6., passed unanimously.

## **G. Regular Business**

- G1. Consider and adopt a resolution declaring downtown Parking Plazas 1, 2, and 3 as exempt surplus land and provide feedback and authorize staff to release a request for qualifications for affordable housing on Parking Plazas 1, 2, and 3 to implement Housing Element program H4.G (Staff Report #24-203-CC)

Principal Planner Tom Smith made the presentation (Attachment).

- Anna Chow spoke in opposition of housing on Downtown parking lots and in support of working towards compliance with the Housing Element.
- Adrian Sullivan spoke in support of housing on Downtown parking lots.
- Paul Kick spoke in opposition of housing on Downtown parking lots and commented on the State's affordable housing legislation.
- David Roise spoke in support of housing on Downtown parking lots.
- Curt Conroy spoke in opposition of housing on Downtown parking lots.
- Claire Duesdieker spoke in support of housing on Downtown parking lots and minimum wage and median rents considerations.
- Eduardo Pelegri-Llopert spoke in support of housing on Downtown parking lots.
- Bill Frimel with donated time from Caitlin Darke spoke in opposition of housing on Downtown parking lots and in support of other options and additional public outreach.
- Vanessa Honey spoke in opposition of housing on Downtown parking lots.
- Kevin Cunningham with donated time from Corey Rostad spoke in support of postponing the decision and additional public outreach
- Vasile Oros spoke in opposition of housing on Downtown parking lots, in support of additional public outreach and consideration for current residents.
- Sean Van Dril spoke in support of housing on Downtown parking lots for Housing Element compliance.
- Karen Grove spoke in support of housing on Downtown parking lots and issuance of the request for qualifications (RFQ) and shared the Menlo Together petition.
- Adina Levin spoke in support of housing on Downtown parking lots.
- Jenny Michel spoke in support of housing on Downtown parking lots.
- Mike Mohrman spoke in opposition of housing on Downtown parking lots.
- Royce Chang spoke in support of housing on Downtown parking lots.
- Rico Rosales spoke in opposition of designating Downtown parking lots as surplus land.
- Jim Eakin spoke in opposition of housing on Downtown parking lots and on concerns about the loss of parking.
- Fred Dirbas spoke in opposition of affordable housing on Downtown parking lots and concerns to potential crime increases.
- Lyn McMillan requested clarification on height and daylight plane restrictions on residential units.
- Elizabeth Ford spoke in opposition of housing on Downtown parking lots and in support of affordable housing and additional public outreach.
- Amanda Yin spoke in support of additional studies and plans.
- Sophie Lo with donated time from Scott Lammny spoke in opposition of housing on Downtown parking lots and in support of affordable housing and additional public outreach.
- Letif Misiti spoke in opposition of housing on Downtown parking lots and in support of housing on other land (e.g., City Hall).
- Margarita spoke in support of housing on Downtown parking lots.
- Amie Ashton spoke in support of housing on Downtown parking lots and referenced other nearby cities that have had projects on parking lots.
- John McKenna spoke in support of housing on Downtown parking lots and suggested sustainable features requirements.
- Anne Paulson spoke in support of housing on Downtown parking lots and referenced Los Altos as an example.
- Elsa Schafer spoke in support of housing on Downtown parking lots.
- Ross Silverstein spoke in support of housing on Downtown parking lots.

- Ken Chan spoke in support of housing on Downtown parking lots.
- Jordan Grimes spoke in support of housing on Downtown parking lots.
- Michael Giudicessi spoke in opposition of housing on Downtown parking lots and requested clarification on surplus property determination.
- Marcy Abramowitz spoke in support of additional analysis before making a decision and on concerns about parking needs.
- LEMONIA requested additional time to assess information and public outreach.
- Katherine Dumont spoke in support of housing on Downtown parking lots.
- Austin O'Such spoke in opposition of housing on Downtown parking lots and concerns on business impacts from less parking.
- Katie spoke in opposition of housing on Downtown parking lots
- Kate Horst spoke in opposition of housing on Downtown parking lots and requested clarification on Springline project approval and lack of below market rate (BMR) units.
- Nevin provided a description of "city owned land" and spoke in support of additional studies and outreach
- David Ferrari spoke in opposition of housing on Downtown parking lots.
- Bryan Baskin spoke in opposition of housing on Downtown parking lots.

The City Council took a recess at 8:47 p.m.

The City Council reconvened at 9:04 p.m.

The City Council received clarification on options, actions, and timeline, RFQ process, the Surplus Land Act (SLA), parking lot ownership, Regional Housing Needs Allocation (RHNA) requirements and prior housing production requirements, Housing Element analysis for opportunity sites, building heights and daylight planes standards in the Downtown, public engagement, and staff impacts from postponing action.

The City Council discussed providing additional time for community outreach, supporting Downtown vibrancy, reducing construction impacts to the Downtown, potential Housing Element compliance and deadlines.

The City Council directed postponing action to January 2025 and additional public outreach.

**ACTION:** Motion and second (Combs/ Nash), to conduct additional public outreach and continue the item to Jan. 14, 2025 or first meeting in January 2025, passed 3-2 (Doerr and Wolosin dissenting).

- G2. Approve the commitment of \$600,000 from the Below Market Rate Housing Fund to Alliant Strategic Development for the production of affordable rental units located at 320 Sheridan Dr. (Staff Report #24-204-CC)

Management Analyst II Adam Patterson made a presentation (Attachment).

The Applicant made a presentation (Attachment).

- Gary Wagner with donated time from Raji Pillai spoke in support of the project and requested an additional access point (Attachment).
- Karen Grove spoke in support of the project and a funding request for \$1 million.

- Adina Levin spoke in support of the project and the proposed funding request.
- Skip Hilton with donated time from Michael Clark and Maureen Clark provided information on pollution and traffic burden in the area of the project and in support of improving the plan with neighbor input.
- Elsa Schafer spoke in support of the project, the proposed funding request and an additional access point.
- Louis Mirante spoke in support of the project and a funding request for \$2.6 million.
- Ken Chan spoke in support of the project and a funding request for \$2.6 million.
- Jordan Grimes spoke in support of the project.
- Katie Behroozi spoke in support of the project and as much BMR funding as possible..

The City Council received clarification on goals of the project, eligibility for County funding with \$1 million City funding, available units outside of the Ravenswood City School District with the additional funding, an additional access point, and units available for city preference.

**ACTION:** By acclamation, the City Council extended the meeting past 11 p.m.

The City Council discussed the funding request compared to the BMR funding budget.

**ACTION:** Motion and second (Wolosin/ Doerr), to approve a commitment of \$1,000,000 from the BMR Housing Fund to Alliant Strategic Development for the production of 87 affordable rental units at 320 Sheridan Dr., including the City's preference criteria for remaining units unfilled by Ravenswood City School District employees, which are separate from the eight BMR units required to comply with the City's BMR housing preference criteria and direct staff to return with a funding agreement for the \$1,000,000 funding commitment, passed 3-2 (Taylor and Nash dissenting).

## **H. Informational Items**

- H1. City Council agenda topics: December 2024 (Staff Report #24-202-CC)
- H2. Communitywide electrification program: Home Upgrade Services progress report (Staff Report #24-197-CC)
- H3. Update on aquatic survey results and next steps for potential operational and fee adjustments (Staff Report #24-201-CC)
  - Tom McRae spoke on aquatic fee structure adjustments and budgeting.

## **I. City Manager Report**

City Manager Murphy reported out on the incoming atmospheric river and high winds and the Dec. 10 City Council meeting hosted at Belle Haven Community Campus at 100 Terminal Avenue.

## **J. City Councilmember Reports**

City Councilmember Nash reported out on the Palo Alto Downtown Tall Building Walking Tour.

## **K. Adjournment**

Mayor Taylor adjourned the meeting at 11:27 p.m.

Assistant to the City Manager/ City Clerk Judi Herren

These minutes were approved at the City Council meeting December 10, 2024.

# Proclamation

## Recognizing November as Native American Heritage Month

**WHEREAS**, long before Europeans settled in North America, the ancestors of Native Americans were the original, indigenous inhabitants, explorers, and settlers of the lands that have since become the United States; and

**WHEREAS**, it is impossible to fully understand the history of California without understanding the history of the indigenous people who have lived within the current boundaries of the state for thousands of years; and

**WHEREAS**, California is home to more people of Native American heritage than any other state in the country, with 110 federally recognized tribes as well as several additional tribes petitioning for federal recognition through the Bureau of Indian Affairs; and

**WHEREAS**, the Ohlone, a band of distinct groups of indigenous people who spoke similar languages, thrived in the land now known as San Mateo County and other parts of the San Francisco Bay Area; and

**WHEREAS**, due to devastating policies and practices of European explorers and missionaries, settlers, and various levels of government, the Ohlone lost the vast majority of their population and land; and


**WHEREAS**, National Native American Heritage Month encourages San Mateo County residents to actively learn about the Ohlone people, their role in the history of the county and the Bay Area, and their efforts to keep their culture alive; and

**WHEREAS**, Paul Steward of the San Francisco State University Indian Studies department will be presenting a lecture on the Ohlone at the Belle Haven Library on Tues., Nov. 19 at 6 p.m., and the Mystery Readers book group will be discussing indigenous mystery authors on Wed., Nov. 20 at 3 p.m. via Zoom webinar, and other events and opportunities to learn about the rich history and culture of Native American peoples are all available around us this month and every month; and

**WHEREAS**, Land Acknowledgements, statements often made as part of a public meeting that recognize indigenous peoples as traditional stewards of the land, are one way to express gratitude and appreciation to those whose ancestral territory one resides or meets on; and

**NOW THEREFORE, BE IT RESOLVED** that I, Cecilia Taylor, Mayor of the City of Menlo Park, on behalf of the City Council and the City, do hereby recognize November 2024 as National Native American Heritage Month. Let us honor the resilience of Native Californians and take strides to support truth, visibility, and justice for the original residents of the land on which we reside.



  
Cecilia Taylor, Mayor  
November 12, 2024



# Proclamation

## 150 YEAR ANNIVERSARY OF THE FIRST INCORPORATION OF THE CITY MENLO PARK

**WHEREAS**, Menlo Park was first incorporated as a city on March 23, 1874, and that initial incorporation marks an early instance of a governmental entity in the area formally adopting the name Menlo Park; and

**WHEREAS**, the name dates back to 1854 when Dennis J. Oliver and D.C. McGlynn from Galway, Ireland, purchased land in the area and erected wooden gates with tall arches that contained the name they had given their new estate: Menlo Park, remembered as the name of a beautiful park-like area just outside Galway; and

**WHEREAS**, that first incorporation was principally pursued so that landowners could be taxed for dirt road improvements in the area, and was allowed to lapse following the completion of those improvements; and

**WHEREAS**, this first incorporation, as well as the following taxation event and road improvement, represented a key evolution of the community, the geography of which includes significant enough portions of present day Menlo Park to be considered the city's first founding; and

**WHEREAS**, the first incorporation provided a model for the incorporation of the present-day city City of Menlo Park, which would occur more than 50 years later on November 23, 1927, and which has become an internationally recognized suburban community of more than 33,000 residents; and

**WHEREAS**, even as we recognize the 150th anniversary of the first incorporation of Menlo Park, we acknowledge that the area had been inhabited for many generations by the Ohlone Indians before the arrival of European immigrants; and

**WHEREAS**, in recognizing the 150th anniversary of the first incorporation of Menlo Park, we also acknowledge the central role of the Menlo Park Historical Association (MPHA), which since its founding in 1971 has spearheaded a variety of initiatives, including the construction of a reproduction of Oliver and McGlynn's wooden gates; and

**NOW THEREFORE, BE IT PROCLAIMED** that I, Cecilia Taylor, Mayor of the City of Menlo Park, do hereby recognize the 150th anniversary of the city's first incorporation and gratefully acknowledge the MPHA in bringing public awareness to this and other key events in the city's history.

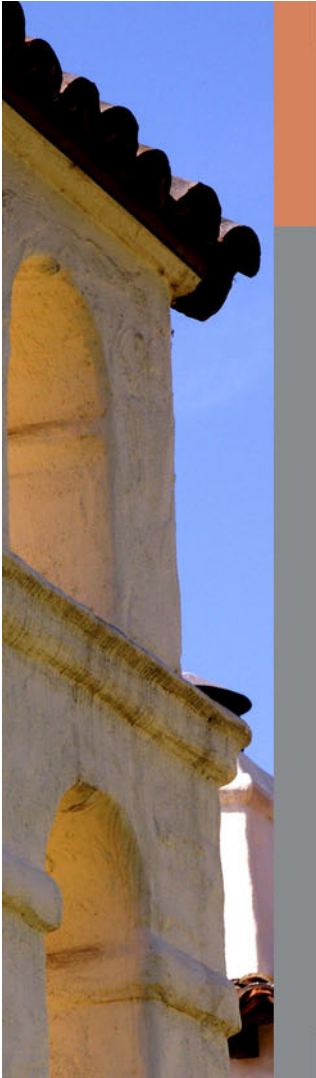
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Cecilia Taylor, Mayor  
November 19, 2024





**DOWNTOWN PARKING PLAZAS 1, 2, & 3  
DISPOSITION & DRAFT RFQ FOR AFFORDABLE HOUSING**  
November 19, 2024



## HOUSING ELEMENT BACKGROUND

- Required 6<sup>th</sup> Cycle Housing Element Update
  - Plan for city's housing needs from 2023 to 2031
  - Updates made to goals, policies, and programs to preserve, improve, and develop housing for all income categories and affirmatively further fair housing
  - Certified by state in March 2024

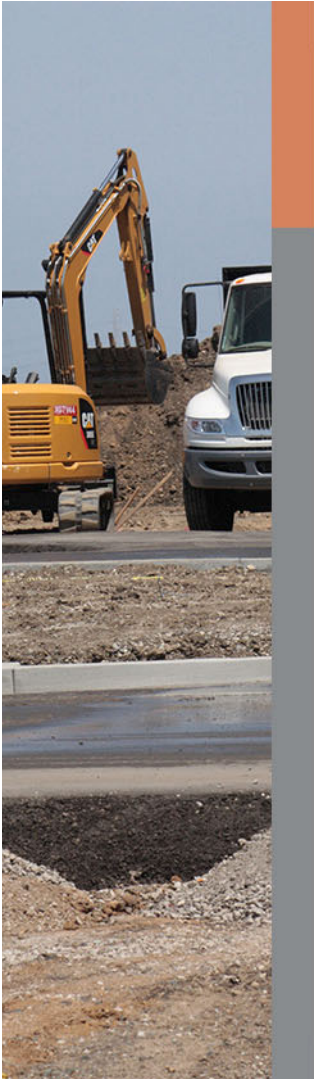


## 2023-2031 RHNA

- City's required housing production increased almost 350% from previous planning period

Income Category	2015-2023	2023-2031
Very Low (50% Area Median Income (AMI))	233	740
Low (80% AMI)	129	426
Moderate (120% AMI)	143	496
Above Moderate	150	1,284
Total	655 units	2,946 units

- \$186,600 is current AMI for household of 4
  - Very Low AMI is up to \$97,900



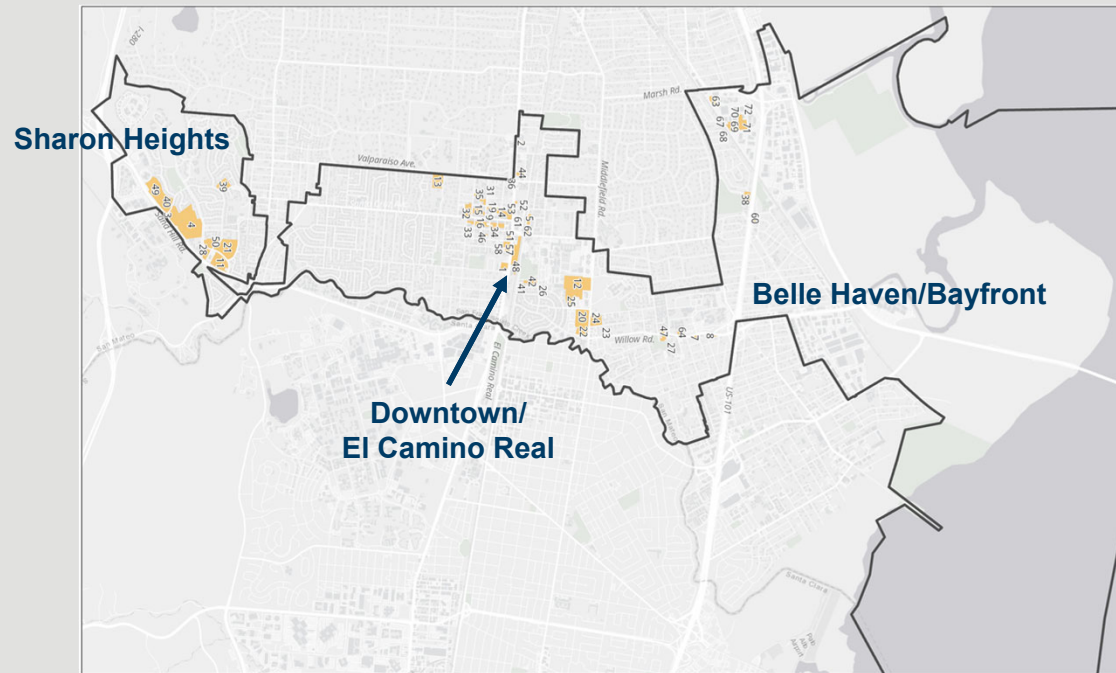
## SITE SELECTION FACTORS

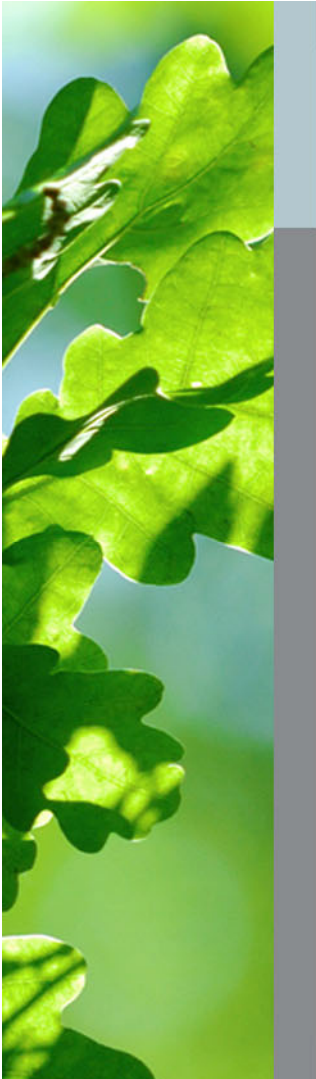
- Ideal site size of 0.5 acres to 10 acres
- Distribution throughout city
  - Council Districts 2 through 5
- Close to transit, schools, and other services
- Realistic development potential
- 30 dwelling units per acre density
  - Density set by state to provide low and very low income housing



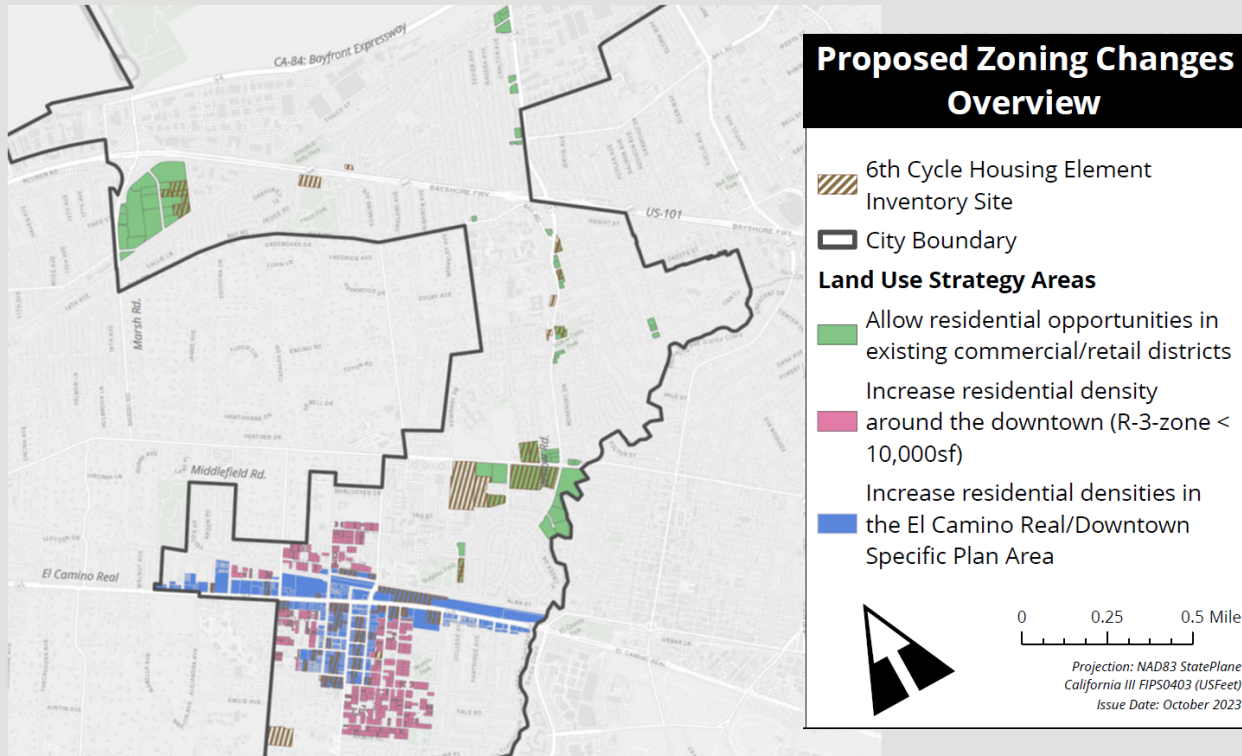


## OPPORTUNITY SITES



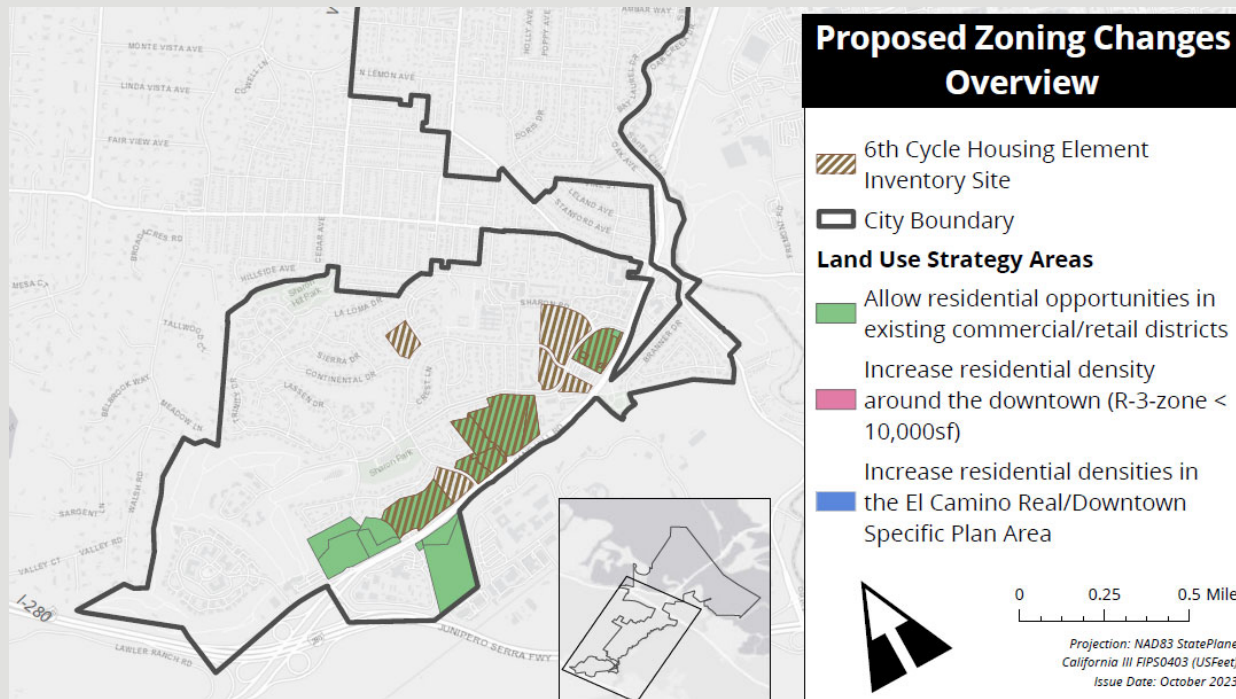


## ZONING CHANGES - NORTH



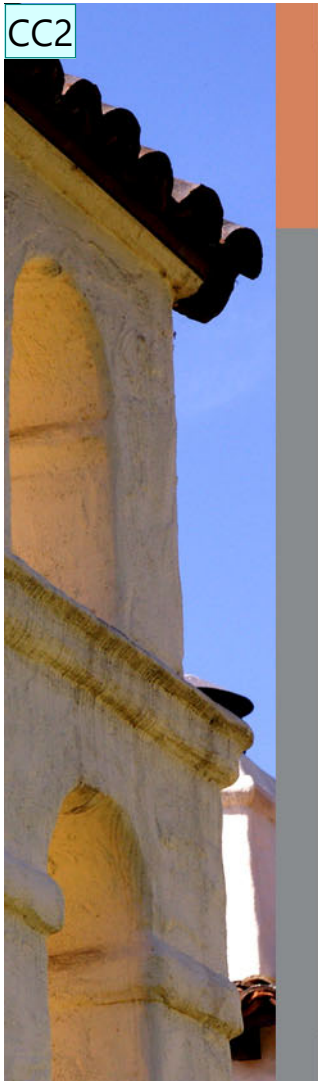


# ZONING CHANGES - SOUTH

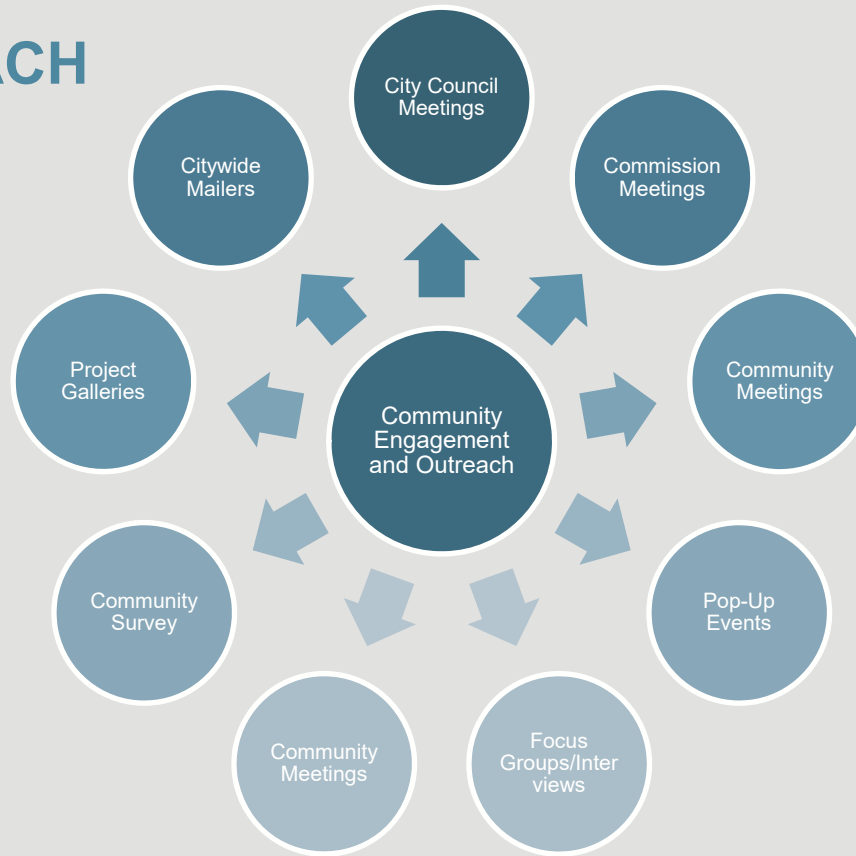


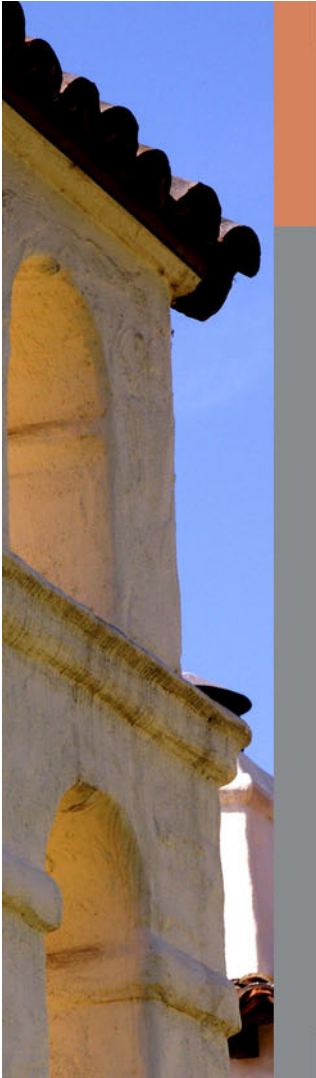


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# OUTREACH



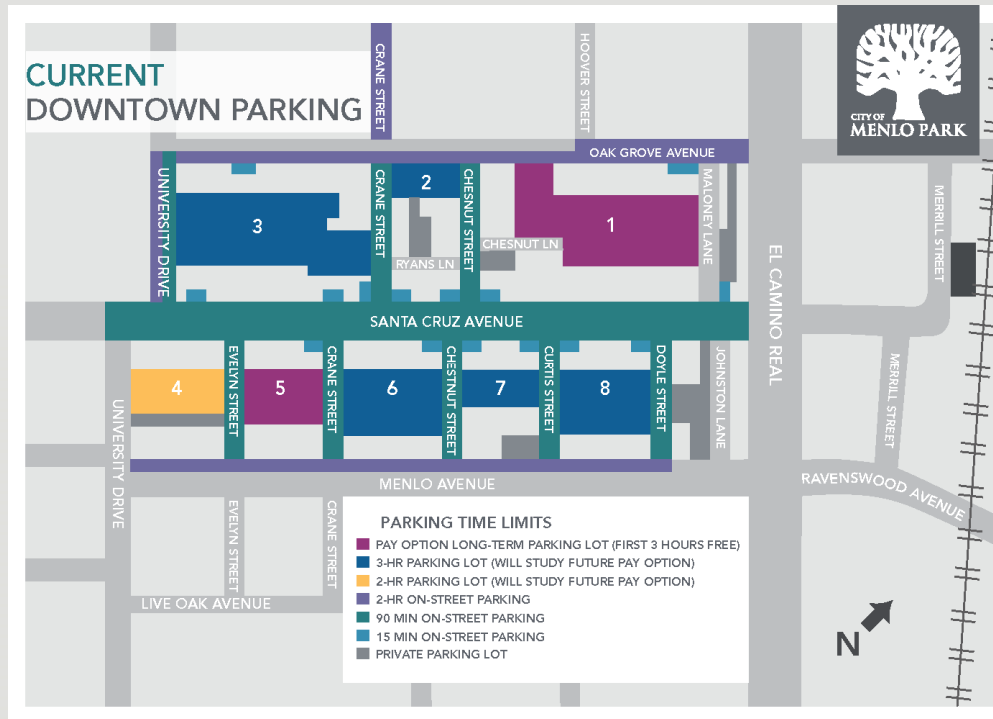


## PROGRAM BACKGROUND

- Program H4.G prioritizes development of 345+ very low-income units on downtown City-owned parking lots
- Key to meeting Regional Housing Needs Allocation (RHNA)
- Timeline
  - Feasibility study (completed Aug. 2024)
  - Issue RFP, or other selection process (2024)
  - Complete entitlements (2025)
  - Develop 345+ units (2027)
- City Council directed focus on Parking Plazas 1, 2, and 3 at Aug. 27 City Council meeting



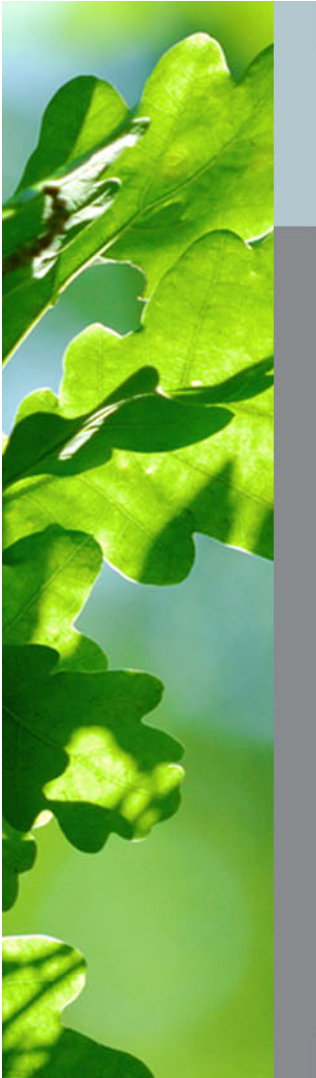
# PARKING PLAZA MAP





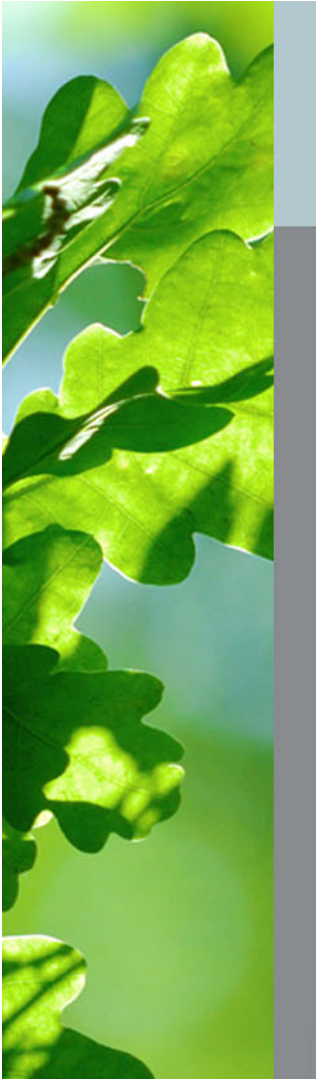
## KEY INFORMATION

- 345-unit goal from Housing Element
- Three selected plazas could accommodate 483+ units at bonus level density
  - Affordable Housing Overlay (AHO) and state laws could increase totals
- Any development should balance housing goals with downtown parking needs
  - Downtown parking study underway



## FEEDBACK

- Nov. 6: Housing Commission meeting
  - Consider downtown parking needs, other modes of travel
  - Evaluate parking maximums for residents of new affordable housing
  - Allow commercial ground floor uses, but do not require
- Nov. 14: downtown business community meeting
  - Ensure adequate downtown parking at pre-pandemic levels with added buffer
  - Provide parking for new residents, separate from customers and employees
  - Broaden community engagement efforts
  - Consider other sites to meet Housing Element goals
  - Provide service lanes and loading zones
- Community correspondence
  - Concerns regarding changes to parking and downtown vitality impacts
  - Concerns regarding type and massing of housing development
  - Requests for more outreach and additional time
  - Some letters of support for affordable housing and Housing Element implementation



## DISPOSITION PROCESS

- Must follow state Surplus Land Act
- Exemptions available when City’s affordable housing goals align with state priorities
- City Council asked staff to prepare an exemption at Aug. 27 City Council meeting
  - 80%+ of land area for residential uses
  - 40%+ of units for households making 60% of AMI or less, inclusive of 20%+ units for households making 50% of AMI or less
  - Affordability restrictions for 30+ years
- HCD reviewed exemption and confirmed applicability with minor revisions



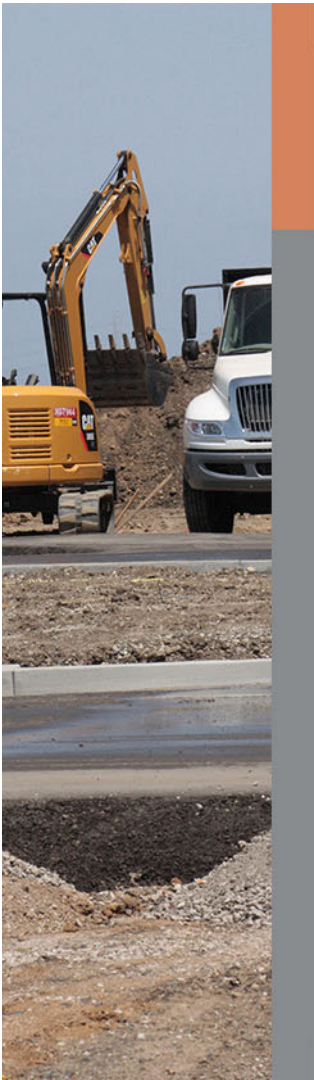
## DRAFT RFQ PARAMETERS

Minimum requirements:

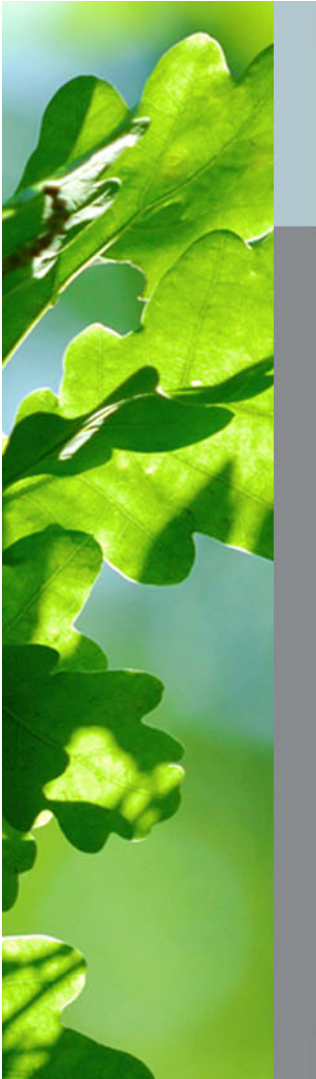
1. 345+ very low-income units
2. Replacement public parking spaces
3. Compliance with Specific Plan development standards

Development objectives:

1. Maximum affordable units through density bonuses
2. Community engagement in development process, especially local businesses
3. Deeper affordability levels
4. Diverse unit mix with multiple bedrooms
5. Sustainable design features
6. Public open space







## STAFF RECOMMENDATION

- Approve Surplus Land Act exemption for Parking Plazas 1, 2, and 3
- Provide feedback on draft RFQ
- Authorize staff to finalize and issue RFQ



## NEXT STEPS

- If approved, next steps would be:
  - Early Dec.: RFQ issuance
  - Winter 2025: City Council review of submittals, direction to staff
  - SLA exemption would be sent to HCD when a qualified developer is selected

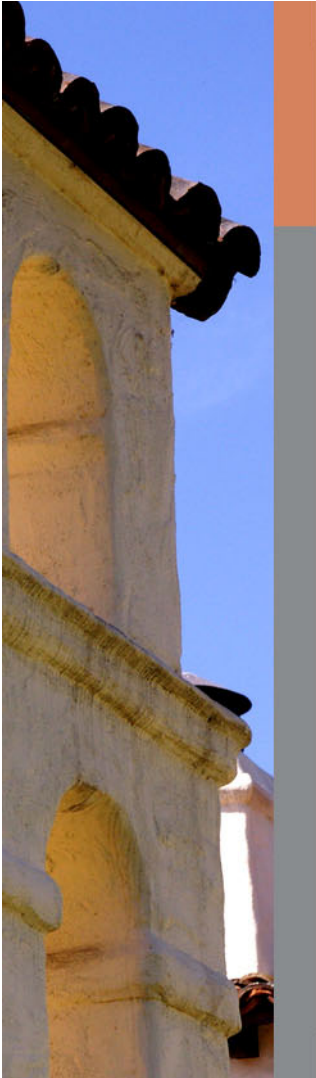


**THANK YOU**



**320 SHERIDAN DR.**  
Adam Patterson Management Analyst II

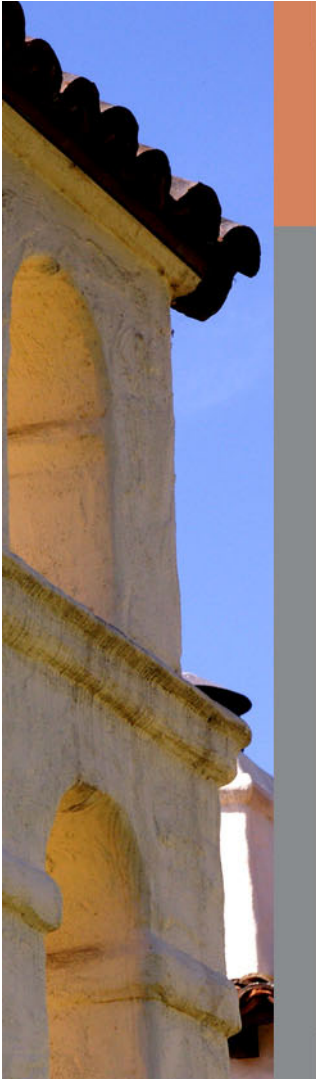




## BELOW MARKET RATE (BMR) HOUSING FUNDING REQUEST

- Review a funding request for \$2.9M from the BMR Housing Fund
- Direct staff on the commitment of funds and to return with a funding agreement



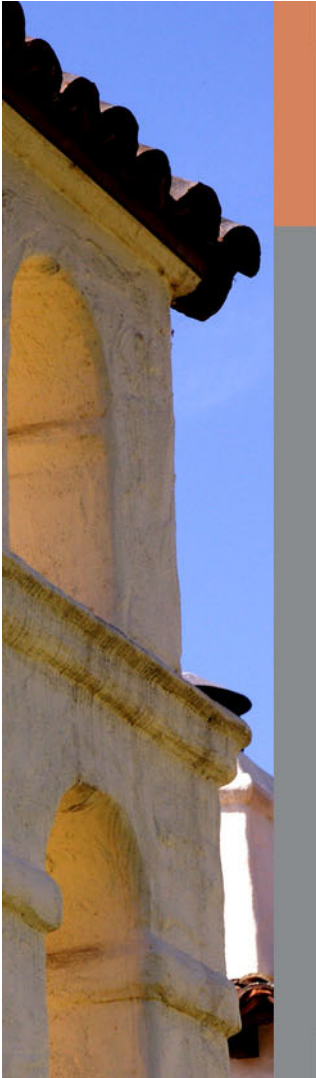


## PROJECT INFORMATION

- 320 Sheridan Dr.
  - ~2.5 acres
  - 87 rental units (88 total)
  - 100% affordable
  - Mix of 1, 2 and 3-bedroom units
  - Targeting Ravenswood City School District employees
- Housing Element update
  - Identified as housing opportunity site
  - Rezoned to R-3 zoning







## BMR AGREEMENT

- City's BMR ordinance requires 15% of units be subject to BMR requirements
  - Results in 8 units
- On Nov. 6, the Housing Commission recommended approval of the BMR agreement
- Planning Commission is the final approving body on the BMR agreement and project entitlements

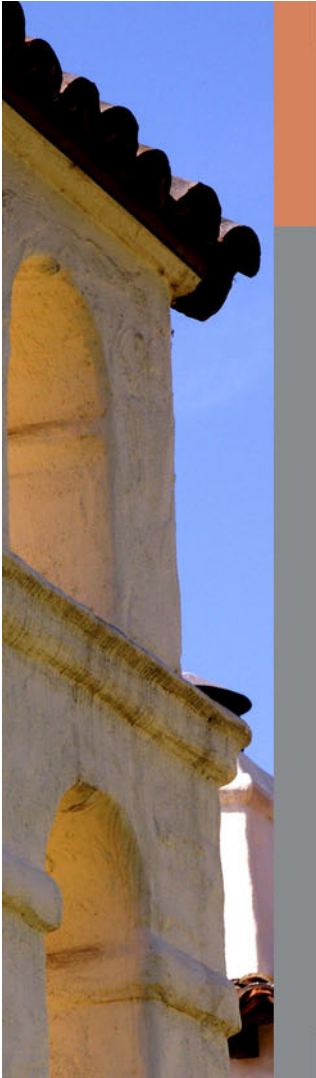




## FUNDING REQUEST

- Application for \$2.9M
- Affordability range – 30-80% of area median income
  - Sample mix below

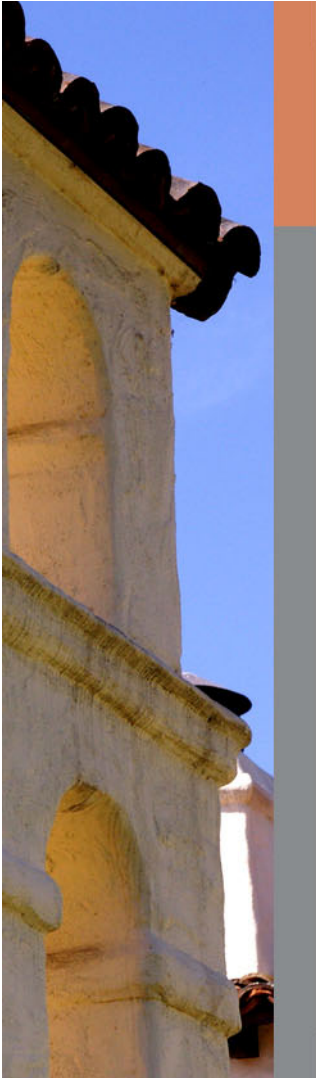
Income level (% AMI)	Number of units	% of Project
Extremely low (30%)	51	59%
Low (70%)	9	10%
Low (80%)	27	31%



## HOUSING COMMISSION RECOMMENDATION



- On Nov. 6, Housing Commission recommended approval with items to consider:
  - Provide flexibility to the applicant
  - Consider City anti-displacement efforts
  - Consider property management and applicant screening criteria



## STAFF RECOMMENDATION

- Meets several city housing priorities established in the 2023-2031 Housing Element Update
- Deeper level of affordability
- **Staff recommendation** - approve the commitment of \$600,000 from the BMR Housing Fund for the production of 87 affordable rental units located at 320 Sheridan Dr.,
  - including the City's preference criteria for remaining units unfilled by RCSD employees
- Direct staff to return with a funding agreement for the \$600,000 commitment



**THANK YOU**



# Sheridan Drive Apartments 320 Sheridan Drive, Menlo Park City Council



November 19, 2024



# Who we are:

## •Experienced Team

- Socially conscious, results-oriented multifamily real estate professionals.

## •Core Focus

- Affordable housing, Workforce, Mixed-income, and Attainable.

## •Extensive Experience

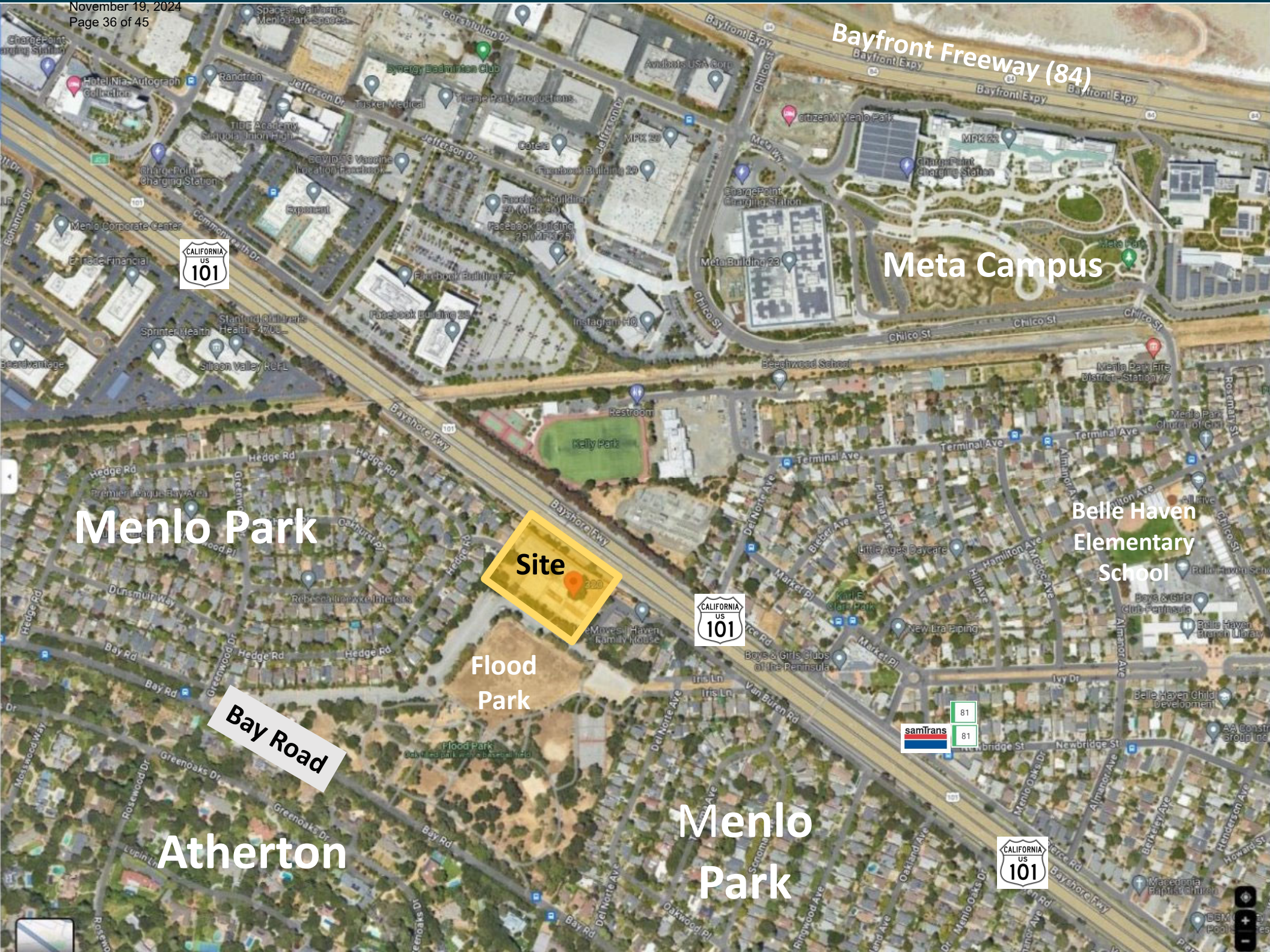
- Acquisition, development, and preservation of affordable and workforce housing across the U.S. for working families, seniors, veterans, teachers and staff.

### EXPERIENCE

## Executive Team Track Record







Bayfront Freeway (84)

Meta Campus

Menlo Park

Site

Flood Park

Belle Haven Elementary School

Bay Road

Atherton

Menlo Park







## Background:

- Former James Flood Magnet School, Ravenswood City School District
- School closed in 2011, demolished; site has sat vacant for a decade
- District explored multiple options:
  - A Bus Yard
  - District Office Space
  - Leasing to a Private School, and more.
- Alliant selected through competitive RFP in Fall 2021 to develop and lease the site.
- Proposed project achieves multiple District goals:
  - Addresses regional housing crisis (~40% of Ravenswood families are classified as ‘homeless’)
  - Increase retention: 43% of staff are considering leaving the District because of the cost of housing or length of commute
  - Provides access to safe, decent, affordable homes for Ravenswood teachers and staff

## Architecture:

- Modern Farmhouse Style selected to blend well with adjacent neighboring homes
- Trim and detailing in context with neighborhood
- Massing and Articulation to breakdown overall size (**adjusted from 4 to 3 stories**)
- Open Space leads to adjacent Flood Park
- Units feature private patios and decks
- Community Space for resident gatherings, events, etc.





# Architecture:

Solar

Massing & Articulation

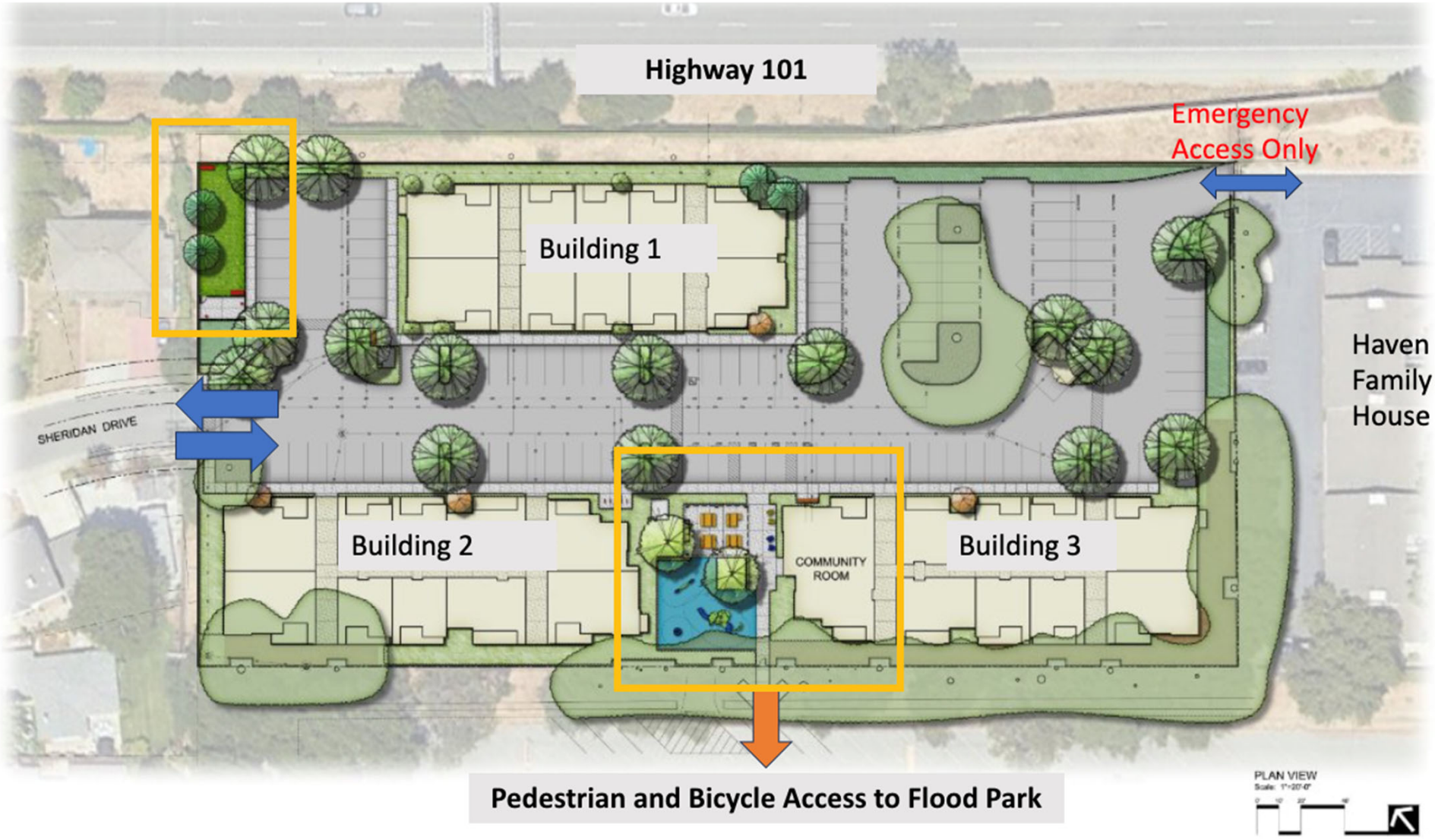
Private Decks

Roof Articulation

Materiality



# Site Plan:







# Project Details:

## Homes for Teachers, School District Staff, Resident Manager

### Unit breakdown

- 42 – One Bedroom Homes
- 23 – Two Bedroom Homes
- 23 – Three Bedroom Homes
- 88 – Affordable Homes (incl mgr.)

### Income Mix

30% - 80% of the Area Median Income





# Financial Request:

- \$2,939,486 Requested in April from City of Menlo Park to fill funding gap
- Project will leverage Federal & State Low Income Housing Tax Credits
- \$1,000,000 of city housing funds is a threshold for San Mateo County funding
- **Requesting \$2,600,000 of available, unencumbered monies in the City's BMR housing fund to start construction in 2025**







## Projected Timeline:

- ✓ *Preliminary application – Summer 2023*
- ✓ *Community outreach meeting – December 2023*
- ✓ *Project Website launched – February 2024 [www.homesforeducators.org](http://www.homesforeducators.org)*
- ✓ *Formal SB330 application – March 4 2024*
- ✓ *Community Open House events – May 20 & 21*
- ✓ *Housing Commission Information Session – August 2024*
- ✓ *Housing Commission for BMR & funding request – November 2024*
- ***City Council – \$2,600,000 BMR Funding Request – November 2024***
- *Planning Commission for entitlements – January 2025*
- *Tax Credit Application – May 2025*
- *Start Construction – December 2025*
- *Start Leasing – August 2027*



# THANK YOU







320 Sheridan Apartments

Haven House

