



## REGULAR MEETING AGENDA

**Date:** 12/4/2024  
**Time:** 6:30 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 865 4847 4804 and  
Arrillaga Recreation Center, Oak Room  
700 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

### How to participate in the meeting

- Access the meeting, in-person, at the Arrillaga Recreation Center, Oak Room
- Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID# 865 4847 4804
- Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID# 865 4847 4804  
Press \*9 to raise hand to speak

Subject to change: The format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website [menlopark.gov](https://menlopark.gov). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.gov/agendas](https://menlopark.gov/agendas)).

### Regular Session

- A. Call To Order**
- B. Roll Call**
- C. Public Comment**

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

- D. Regular Business**
  - D1. Approve the Housing Commission meeting minutes for November 6, 2024 ([Attachment](#))
  - D2. Approve the Housing Commission meeting calendar for 2025 ([Staff Report #24-015-HC](#))
- E. Reports and Announcements**

- E1. Commissioner updates
- E2. Future agenda items
- E3. Staff updates and announcements

**F. Adjournment**

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at [jaherren@menlopark.gov](mailto:jaherren@menlopark.gov). Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at [menlopark.gov/agendas](http://menlopark.gov/agendas) and can receive notification of agenda postings by subscribing at [menlopark.gov/subscribe](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 11/27/2024)



**REGULAR MEETING MINUTES – DRAFT**

**Date:** 11/6/2024  
**Time:** 6:30 p.m.  
**Location:** Teleconference and  
Arrillaga Recreation Center, Oak Room  
700 Alma St., Menlo Park, CA 94025

**A. Call To Order**

Chair Merriman called the meeting to order at 6:33 p.m.

**B. Roll Call**

**Present:** Beeli (Remote – Brown Act), Leitch, Merriman, Onap (Remote – AB 2449), Portillo Switzer, Trempont  
**Absent:** None  
**Staff:** Community Development Director Deanna Chow, Management Analyst Adam Patterson, Management Analyst Arianna Milton, Senior Planner Christopher Turner, Principal Planner Tom Smith

**C. Public Comment**

None.

**D. Regular Business**

D1. Selection of Vice Chair (Staff Report #24-010-HC) (Attachment)

Management Analyst Arianna Milton introduced the item.

**ACTION:** Motion and second (Leitch/ Portillo), to select Commissioner Trempont as Vice Chair of the Housing Commission, passed unanimously.

D2. Approval of the Housing Commission meeting minutes for September 4, 2024 (Attachment)

**ACTION:** Motion and second (Leitch/ Portillo), to approve the Housing Commission meeting minutes for September 4, 2024, passed 6-0-1 (Switzer abstaining).

D3. Recommend approval for 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 Drive (Staff Report #24-011-HC)

Senior Planner Christopher Turner made the presentation (Attachment).

- Skip Hilton spoke in support of a second entrance for the proposed development.
- Karen Grove spoke in support of the project.
- Ross Silverstein spoke in support of the project and additional bike storage.

- Adina Levin spoke in support of the project and adapting transit to the area.

The Housing Commission discussed establishing a link to the preferences of this proposed project and the City's anti-displacement efforts.

**ACTION:** Motion and second (Leitch/ Switzer), to recommend approval for 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. with staff to focus on exploration of preferences in reference to the City's anti-displacement strategy, passed unanimously.

D4. Consider and make a recommendation to the Planning Commission to approve a Below Market Rate Housing Agreement with Alliant Strategic Development for an 88-unit housing development project at 320 Sheridan Drive (Staff Report #24-012-HC)

Management Analyst Adam Patterson made a presentation (Attachment).

Applicant Steven Spielberg made a presentation (Attachment).

The Housing Commission discussed reviewing the applicant's project management information plan.

**ACTION:** Motion and second (Leitch/Switzer), to consider and make a recommendation to the Planning Commission to approve a below market rate housing agreement with Alliant Strategic Development for an 88-unit housing development project at 320 Sheridan Dr. with staff to provide more information into the applicant's management plan, passed unanimously.

D5. Receive an update on Housing Element program H4.G to provide affordable housing on City-owned parking lots, and provide input on the Request for Qualifications (Staff Report #24-013-HC)

Chair Merriman was recused and exited the meeting.

Principal Planner Tom Smith made the presentation (Attachment).

- Adina Levin spoke in support of the project and of a parking analysis.
- Anne Paulson spoke of the project and on concerns related to the difficulty of securing funding.
- Karen Grove spoke in support of the project and considering relocating existing parking.

The Housing Commission discussed the difficulty of finding parking in certain lots, exploration of bicycle storage as an alternate to parking spaces for more housing units, interest in a study utilizing underground parking, ground floor utilization and the limitations on the public benefit for developers.

**ACTION:** Motion and second (Leitch/Portillo), to receive an update on Housing Element program H4.G to provide affordable housing on City-owned parking lots, and provide input on the request for qualifications, passed 6-0-1 (Merriman recused).

Chair Merriman rejoined the meeting.

**E. Reports and Announcements**

E1. Commissioner updates

Commissioner Switzer introduced themselves to the Commission.

E2. Future agenda items

The Housing Commission expressed interest in anti-displacement policy outreach efforts.

E3. Staff updates and announcements

Staff reported out on upcoming anti-displacement events and the City Council study session on 1162 El Camino Real.

E4. Receive and file the 2024-2025 Housing Commission work plan

**F. Adjournment**

Chair Merriman adjourned the meeting at 9:16 p.m.

Management Analyst I Arianna Milton



# 320 SHERIDAN DRIVE

NOFA and BMR Housing Agreement



## PROJECT LOCATION

- 320 Sheridan Drive
  - R-3 zoning district
  - Between Flood Triangle and Suburban Park neighborhoods
  
- Surrounding properties
  - North – Highway 101
  - South – Flood Park
  - East – Haven Family House
  - West – Single-family residences
  
- Former Flood School site

### Project Location



## PROJECT DESCRIPTION

- Three new multi-family buildings
  - 88 rental units
  - 100% affordable
- Community room
- BBQ and Children's play area





## BMR REQUIREMENTS

- Required to provide 15% of units subject to BMR Ordinance
- Applies to base density units exclusive of any density bonus
- Results in 8 units subject to City's BMR requirements

## BMR AGREEMENT

- Restricts all units to BMR rates
- Indicates 8 units subject to City BMR requirements
- Indicates remaining units deed restricted pursuant to State Density Bonus Law
  - Would be subject to RCSD preferences
- Some households may qualify under both City criteria and RCSD preference

## RECOMMENDATION

- Recommend to Planning Commission to approve the BMR agreement



## NOTICE OF FUNDING AVAILABILITY (NOFA)

- April 2024 –The city received a funding request from Alliant Strategic Development for approximately \$2.9M
- Targeted affordability – 30-80% of Area Median Income
- Mix of 1, 2, and 3-bedroom units

## NOFA ANALYSIS

- Meets several City Housing Priorities established in the 2023-2031 Housing Element Update
- City preferences
- Status and availability of BMR housing funds

## NOFA RECOMMENDATION

- Staff recommends that the Housing Commission recommend approval for the commitment of \$600,000 from the BMR Housing Fund to Alliant Strategic Development for the production of affordable rental units located at 320 Sheridan Drive





**THANK YOU**

# Sheridan Drive Apartments 320 Sheridan Drive, Menlo Park Housing Commission



November 6, 2024



CITY OF  
MENLO PARK



# Who we are:

## •Experienced Team

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

## •Core Focus

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

## •Extensive Experience

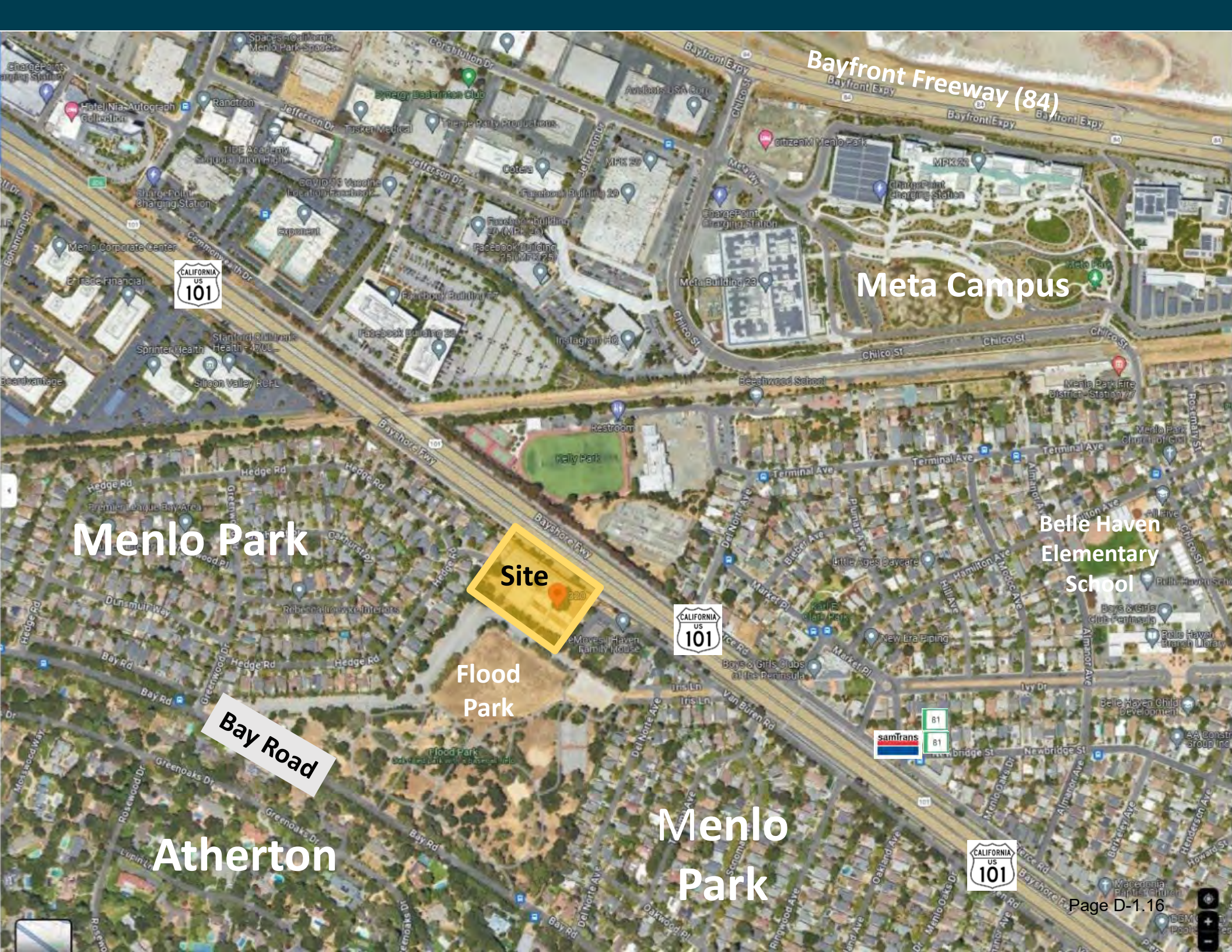
- Acquisition, development, and preservation of affordable and workforce housing across the U.S. for working families, seniors, veterans, teachers and staff.

EXPERIENCE

## Executive Team Track Record







Bayfront Freeway (84)

Meta Campus

Menlo Park

Belle Haven Elementary School

Site  
320

Flood Park

Bay Road

Atherton

Menlo Park





## Background:

- Former Ravenswood City School District elementary school
- Closed in 2011, demolished, and has sat vacant for years
- District explored multiple options:
  - Bus yards
  - District office space
  - Leasing to a private school, and more.
- Alliant selected through competitive RFP in Fall 2021 to develop and lease the land.
- Achieves multiple District goals:
  - Addresses regional housing crisis (~40% of Ravenswood families are classified as ‘homeless’)
  - Generates unrestricted revenue for the District
  - Provides a priority for Ravenswood teachers and staff to have access to safe, decent, affordable housing



## Architecture:

- Modern Farmhouse Style derived from analysis of neighboring homes
- Trim and detailing in context with neighborhood
- Massing and Articulation to breakdown overall size (**changed from 4 to 3 stories**)
- Open Space leads to adjacent Flood Park
- Private patios and decks for residents
- Community Space for gatherings – connection





# Architecture:

- Solar
- Massing & Articulation
- Private Decks
- Roof Articulation
- Materiality





# Site Plan:



# Project Details:

Preference for Teachers & Other School District Staff

## Unit breakdown

1bed - 42

2bed - 23 (inc. mgr.)

3bed - 23

Total: 88 Units

## Income Mix

30% - 80% of the Area Median Income





# Financial Request:

- Project will leverage Federal & State Low Income Housing Tax Credits
- \$2,939,486 Requested from City of Menlo Park to fill funding gap **(or whatever is available)**
- **\$1,000,000 of city housing funds is a threshold for San Mateo County funding**



# Below Market Rate (BMR) housing program:

*The Below Market Rate Housing Program is intended to increase the supply of affordable housing in Menlo Park. As part of the program, residential and commercial / industrial developers who build in Menlo Park are required to contribute BMR housing units and/or BMR housing in-lieu fees.*

- Ground lease requires all units be rented to District teachers and staff
- AB 2295 requires to first offer units to the local educational agency employees thereby precluding BMR requirements
- District is amenable to allowing BMR units if the City helps with the Project's funding gap
- BMR requires 15% of the Project site's base density be set aside for Program
  - 8 BMR Units
  - BMR Units will comply with City's BMR Guidelines
- Project needs option to make units available for other funding sources.



## 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***
- *Planning Commission – December 2024*
- *Possible Housing Commission for second funding request – December 2024*
- *City Council – January 2025*
- *Tax Credit Application – Spring 2025*
- *Start Construction – February 2026*
- *Start Leasing – December 2027*



# THANK YOU



 CITY OF  
MENLO PARK



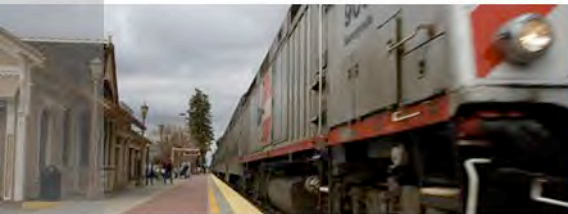
A wide landscape photograph showing a river or stream winding through a green, hilly area. The sky is filled with large, white and grey clouds, suggesting a bright but slightly overcast day. The water reflects the sky and the surrounding greenery.

# **DOWNTOWN PARKING LOTS AFFORDABLE HOUSING RFQ INPUT**

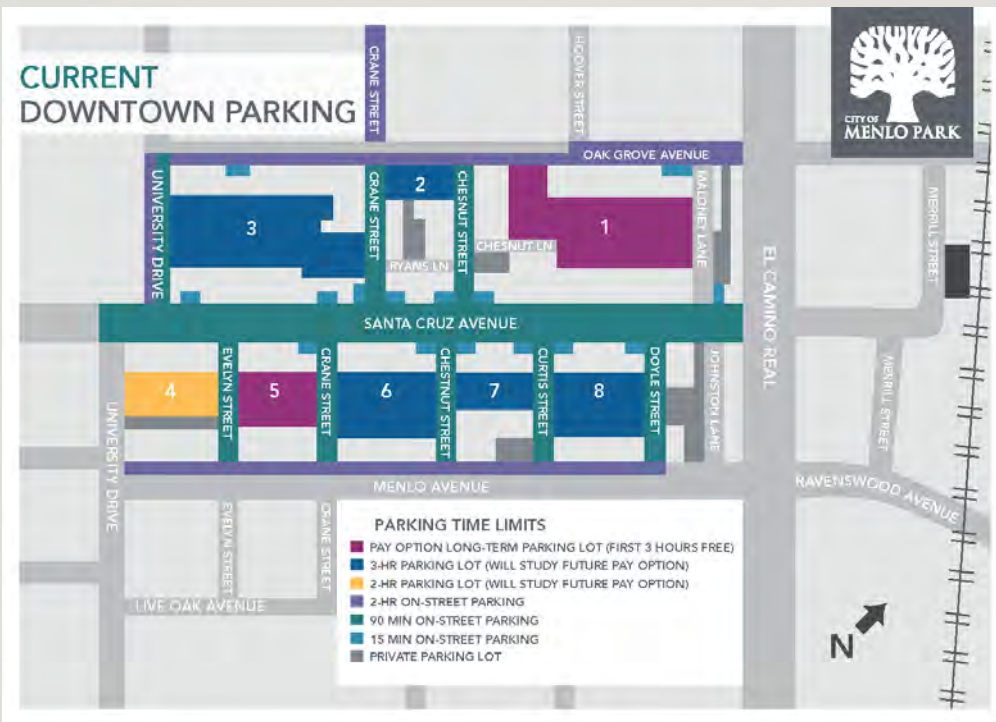
**Housing Commission – November 2024**

## BACKGROUND

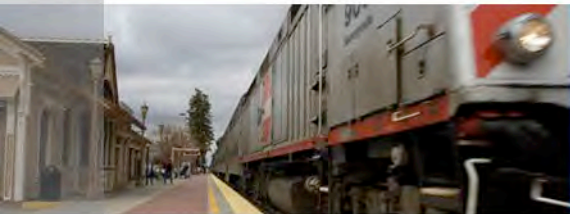
- Housing Element Program H4.G prioritizes development of 345+ very low-income units on downtown City-owned parking lots
- Key to meeting Regional Housing Needs Allocation (RHNA)
- Timeline
  - Feasibility study (completed Aug. 2024)
  - Issue RFP, or other selection process (2024)
  - Complete entitlements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



# PARKING PLAZA MAP

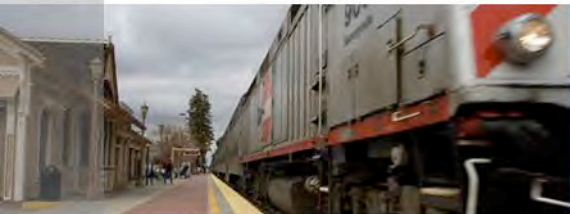






# PARKING PLAZA 1

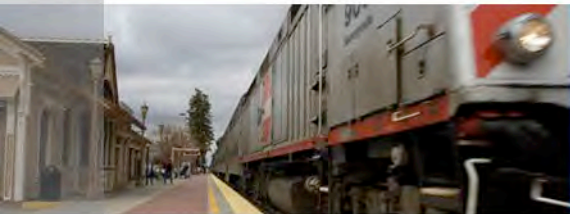




# PARKING PLAZA 2







# PARKING PLAZA 3



## KEY INFORMATION

- Three selected plazas could accommodate 483+ units at bonus level density
  - Affordable Housing Overlay (AHO) and state laws could increase totals
- Would exceed 345-unit goal from Housing Element
- Balance housing goals with downtown parking needs

## ZONING

- All parking plazas in Downtown (D) district of Specific Plan:

Standard	Base level development max.	Bonus level development max.
Density	60 dwelling units per acre	100 dwelling units per acre
Max. height	60-64 feet (4-5 stories)	81-85 feet (6-7 stories)
Floor area ratio	275%	375%

- State legislation allows greater flexibility
  - Potentially unlimited density
  - Extra height of three stories or 33 feet
  - No parking minimums

## 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. Deep affordability levels
4. Diverse unit mix with multiple bedrooms
5. Sustainable design features
6. Public open space

## TENTATIVE NEXT STEPS

- Nov. 14: Public informational meeting focused on downtown business owners
- Nov. 19: City Council review of draft RFQ
- Early Dec.: RFQ issuance
- Winter 2025: Review submittals and return to City Council for direction

## POTENTIAL DISCUSSION TOPICS

- RFQ minimum requirements
- RFQ development objectives
- Community engagement approach
- RFQ timeline





**THANK YOU**





## STAFF REPORT

### Housing Commission

**Meeting Date:** 12/4/2024  
**Staff Report Number:** 24-015-HC

**Regular Business:** Approve the 2025 Housing Commission regular meeting schedule

### Recommendation

Staff recommends the Housing Commission approve the Housing Commission's 2025 regular meeting schedule (Attachment A).

### Policy Issues

The proposed action conforms to the current practice of having the Housing Commission set its meeting schedule annually. According to City Council Policy #CC-23-004, Commissions/Committees Policies and Procedures, Roles, and Responsibilities (Attachment B), a regular meeting of the Housing Commission shall be held on the first Wednesday of every month at 6:30 p.m.

### Background

The purpose of reviewing the annual Housing Commission meeting schedule is to provide the Housing Commission, staff, and the public with advance notice of proposed meeting dates.

### Analysis

Staff is proposing a meeting schedule for the 2025 calendar year. The proposed dates are based on the standard Housing Commission meeting schedule set in City Council Policy #CC-23-004. Staff requests that the Housing Commission carefully review the dates. While the proposed dates have taken City Holidays and other City Hall closures into account, meetings are sometimes canceled or rescheduled.

#### January Meeting

Please note that January's scheduled meeting falls on a City holiday, January 1<sup>st</sup>, New Year's Day. Staff recommends that the Housing Commission reschedule the meeting for January 8, 2025 at the same time, 6:30 pm.

### Impact on City Resources

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

### Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA)

Guidelines §§15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

**Public Notice**

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

**Attachments**

- A. Proposed 2025 Housing Commission meeting schedule
- B. Commission/Committees Policies and Procedures, Roles and Responsibilities (City Council Policy #CC24-004)

Report prepared by:  
Arianna Milton, Management Analyst I

Report reviewed by:  
Tim Wong, Housing Manager

# HOUSING COMMISSION

## MEETING DATES FOR 2025

January						
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<b>HC Meetings</b>	<b>City Hall closed</b>
Note: meeting dates are subject to change	

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890



<b>Purpose</b>
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
<b>Authority</b>
Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."
<b>Background</b>
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<b>Policies and Procedures</b>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq., §65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

2

parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being



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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Stipends

Per Government Code §36506, the City is authorized to pay appointed Planning Commissioners by resolution. The City Council has adopted a resolution with an amount not to exceed \$200 per month per Planning Commissioner. Per the IRS (Internal Revenue Services), "public officer" also includes appointed members of advisory boards and committees and commissions. The Planning Commission stipend is taxable income and each member will receive a W-2.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions

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of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

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### 6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.

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- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and



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on the City’s website. This list is also available to the public (Government Code §54972, Maddy Act).

**Roles and Responsibilities**

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city’s newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council’s role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability.. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City’s fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City’s external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

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

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Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

**Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

**Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

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Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840
Procedure adoption	2/13/20024	Resolution No. 6890