City Council

SPECIAL AND REGULAR MEETING MINUTES

Date: 2/11/2020
Time: 5:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

City Councilmember Carlton participated by phone from:

City Councilmember Catherine Carlton will be participating by phone from:
Plaza Marchi Old Town
Ul.Mihovilova sirina 1, Split, 21000, Croatia

5:30 p.m. Closed Session (City Hall - “Downtown” Conference Room, 1st Floor)

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

Roll Call

Present: Combs, Nash, Mueller (arrived at 5:46 p.m.), Taylor
Absent: Carlton
Staff: City Manager Starla Jerome-Robinson, Administrative Services Director Lenka Diaz,
City Clerk Judi A. Herren (excused at 5:37 p.m.)

Public Comment
• Soody Tronson provided items to consider regarding recruitment (Attachment).

CL1. Public employment (Gov. Code section 54957.)
City Attorney recruitment

Mayor Taylor adjourned to the special meeting at 6 p.m.

6:00 p.m. Study Session

A. Call To Order

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

B. Roll Call

Present: Carlton, Combs, Nash, Mueller, Taylor
Absent: None
Staff: City Manager Starla Jerome-Robinson, City Attorney William McClure, City Clerk Judi A. Herren

C. Pledge of Allegiance

Mayor Taylor led the Pledge of Allegiance.
SS1. Receive direction on interim service levels during construction of the Belle Haven community center and library (Staff Report #20-025-CC)

Finance and Budget Manager Dan Jacobson made the presentation (Attachment).

- Pamela Jones spoke on concerns of long-term impacts when reducing and eliminating services.
- Julie Shanson expressed concerns about reducing and eliminating senior services or the game room.

City Council discussed the need for retaining senior and youth services. There was City Council consensus around staff recommendations.

City Council took a break at 6:45 p.m.

City Council reconvened at 7:00 p.m.

Regular Session

D. Report from Closed Session

None.

E. Presentations and Proclamations

E1. Mayor and Sister City Committee honored the scouts for assisting with the Bizen delegation

Sister City Committee Chair George Yang, Member Brian Gilmer, and Mayor Taylor presented certificates to the Scouts (Attachment).

Mayor Taylor reordered item F. Commission Reports.

F. Commissioner Reports

F2. Sister City Committee update (Staff Report #20-003-CC)

Sister City Committee member Brian Gilmer made the presentation (Attachment).

- Soody Tronson spoke on concerns on the financial accessibility of the program.

Sister City Committee Member City Councilmember Carlton explained the scholarship programs for participants.

F1. Finance and Audit Committee update (Staff Report #20-032-CC)

Finance and Audit Committee Chair Soody Tronson made the presentation (Attachment).

G. Public Comment

- Peter Colby spoke on the democratic process regarding new developments and Planning Commission considerations.
Mayor Taylor reordered the agenda.

M. City Councilmember Reports

City Councilmember Mueller reported on correspondence with Supervisor Joe Simitian’s office regarding the Stanford project.

City Councilmember Nash reported on attending the League of Cities and the Association of Bay Area Governments (ABAG) meetings as well as “meet and chat” with Menlo Park Police Chief Dave Bertini.

Mayor Taylor reported on attending the League of Cities, ABAG, and the SFO Airport/Community Roundtable meetings.

Vice Mayor Combs reported on attending the San Francisquito Creek Joint Powers Authority meeting.

City Manager Jerome-Robinson reported on attending the League of California Cities – City Managers Conference.

H. Consent Calendar

City Councilmember Nash pulled items H2, H3, H4, and H5.

H1. Accept the City Council meeting minutes for December 16 and 17, 2019 and January 27, 2020 (Attachment)

ACTION: Motion and second (Combs/ Mueller) accept the City Council meeting minutes for December 16 and 17, 2019 and January 27, 2020, passed unanimously.

H2. Authorize the city manager to execute funding agreements with the City/County Association of Governments of San Mateo County and the California Department of Transportation and release a bond from Anton Menlo for the Haven Avenue streetscape improvements project (Staff Report #20-031-CC)

Staff provided clarification on the specifics of the project.

H3. Adopt a resolution changing Menlo Park’s Friendship City agreement with Bizen, Japan to a Sister City agreement (Staff Report #20-006-CC)

City Council directed the Sister City Committee becoming a non-profit.

H4. Approve staggering term expiration dates for Sister City Committee (Staff Report #20-024-CC)

City Council directed staff to extend the current terms through July 30, 2020.

ACTION: Motion and second (Taylor/ Carlton) to extend the Sister City Committee term through July 30, 3030, passed unanimously.
H5. Adopt Resolution No. 6541 initiating the Menlo Park landscape assessment district proceedings for fiscal year 2020-21 (Staff Report #20-030-CC)

City Council discussed the City accepting maintenance responsibility for all sidewalks, not just those damaged by trees, on a temporary or permanent basis, to encourage sidewalks in front of residences. The City Council requested a future report on this topic once staff capacity allows. City Council also requested a report on the standards for sidewalk repairs used citywide.

**ACTION:** Motion and second (Combs/ Mueller) to approve the consent calendar, except items H1 and H4, passed unanimously.

City Councilmember Mueller exited the chambers at 8:12 p.m.

City Councilmember Mueller reentered the chambers at 8:14 p.m.

Mayor Taylor reordered item I. Public Hearing.

I. **Public Hearing**

I2. Consider the Planning Commission’s recommendation to approve architectural control, use permit, major subdivision, and below market rate housing agreement for nine single-family residential units located at 661-687 Partridge Avenue (Staff Report #20-028-CC)

Associate Planner Ori Paz made the presentation (Attachment).

The applicant made a presentation (Attachment).

- Peter Colby spoke on the needs of the current residents including sewer impacts and housing availability for current residents.

City Council discussed the amount of parking per unit and received clarification on the displaced residents. Staff clarified that the development would consist of seven single-family homes and one duplex.

**ACTION:** Motion and second (Nash/ Combs) to approve architectural control, use permit, major subdivision, and below market rate housing agreement for nine single-family residential units located at 661-687 Partridge Avenue, by resolutions, passed unanimously.

I1. Adopt Resolution No. 6540 to approve a conditional development permit amendment for a 240-room hotel and to reduce the associated required number of parking spaces at 301 Constitution Drive (citizenM Hotel) (Staff Report #20-029-CC)

Vice Mayor Combs was recused from this item and exited the chambers at 8:33 p.m.

Senior Planner Kaitie Meador and Assistant City Attorney Leigh Prince made the presentation (Attachment).

The applicant made a presentation (Attachment).

- Barrie Hathaway, CEO of JobTrain, spoke in support of the project.
• Peter Drekmeier commented that the water supply assessment for Facebook and ConnectMenlo will need to be revised in order for this project to go forward (Attachment).

• Fran Dehn, representing the Chamber of Commerce, spoke in support of the amendment.

• Pamela Jones spoke in support of the project.

The City Council took a break at 9:24 p.m.

The City Council reconvened at 9:36 p.m.

City Council received clarification on the water assessment concern raised by Mr. Drekmeier. City Council discussed design options, hotel services and hiring, vehicle entry points, parking, and traffic impacts.

**ACTION:** Motion and second (Nash/Taylor) to Adopt Resolution No. 6540 to approve a conditional development permit amendment for a 240-room hotel and to reduce the associated required number of parking spaces at 301 Constitution Drive (citizenM Hotel) including a commitment to meet with Mayor Taylor and City Councilmember Nash to discuss the memorandum of understanding with JobTrain and the potential for 25 percent first source hiring, agreement to pay the current transportation impact fee (TIF) on all 240 units, a commitment to discuss potential transportation improvements in the Bayfront Area with Mayor Taylor and City Councilmember Nash, and direct staff to review water assessment and supply evaluation, passed 4-0-1 (Combs recused).

Vice Mayor Combs reentered the chambers at 10:37 p.m.

J. **Regular Business**

J1. Authorize city manager to negotiate with Team Sheeper to temporarily suspend Belle Haven pool operations until Belle Haven community center and library project is completed and Belle Haven pool is reopened or rebuilt and, if not successful, terminate the Belle Haven pool portion of the operating agreement *(Staff Report #20-033-CC)*

Community Services Director Derek Schweigart introduced the item.

City Council directed staff to request that the pool operator extend the Belle Haven pool operations through October 1. City Council received clarification on Measure T funds and how they can be used.

**ACTION:** Motion and second (Nash/ Taylor) to authorize city manager to negotiate with Team Sheeper to temporarily suspend Belle Haven pool operations until Belle Haven community center and library project is completed and Belle Haven pool is reopened or rebuilt and, if not successful, terminate the Belle Haven pool portion of the operating agreement, passed unanimously.

J2. Approve recommendation by the Parks and Recreation Commission and authorize city manager to execute agreement with Menlo Park Public Art for a pilot public art proposal *(Staff Report #20-027-CC)*

Mayor Taylor continued this item to a future meeting.
K. Informational Items

K1. City Council agenda topics: February 2020 to April 2020 (Staff Report #20-021-CC)

City Council discussed adding a column to the attachment to identify the agenda item’s relationship to the City Council work plan.

K2. Update and next steps on utility underground priorities (Staff Report #20-026-CC)

K3. Update on 2020 goal-setting process (Staff Report #20-034-CC)

• Lynne Bramlett commented that there were no emails included in the staff report and attachments.

City Council directed staff to include all emails regarding City Council goal setting received by city.council@menlopark.org (CCIN) to be included in the January 30 minutes.

L. City Manager’s Report

None.

N. Adjournment

Mayor Taylor adjourned the meeting at 11:03 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of March 10, 2020.
Dear Council

As outlined in my memo to Council on January 21st, 2020, I request consideration of the following and to the extent you have already considered these, I thank you – and to the extent that they are still relevant I request that you consider them, especially if we have not received a competitive number of highly qualified Applicants.

The post for Menlo Park City Attorney has been occupied by the same firm for 60 years, therefore, the recruitment of the best candidates requires at least the following:

1. **Provide sufficient time to reach the potential candidates and to receive response.**

   The timeline allows for only 2 weeks to have questions sent in by potential candidates and with only 2 more weeks afterwards to apply. Depending on number of Applicants, City may wish to extend this period.

2. **Use effective distribution channels for the communicating the RFP to potential candidates.**

   I understand from City HR, that the organizations I had recommended in my December 2nd, 2019, were contacted. However, a key distribution channel, that is prominent and customary publications were not used. For example, San Francisco Daily Journal is the go-to professional marketplace for posting similar positions but was not utilized. To the extent that we need to continue the search, I would recommend using this and/or similar publications.

3. **Consider the relevance of certain requirements in the RFP to the relevant field.**

   * The job description requires certain number hours for bias training provided by one or more of 3 specific organizations. As important as this training is, those 3 organizations are not relevant to the legal community. Not having ever heard of them in 25 years of practice, I reached out to them and asked whether they cater and serve the legal profession. The answer was no. Would it not be more impactful to tailor the job descriptions to each position?

   * The job description required, appropriately so, the disclosure of services provided by the Applicant (and their firm) to top employers in the City of Menlo Park. A similar disclosure regarding services to developers, whether for profit or not-for-profit, was not required. I recommend that the disclosure requirements be expanded to include developers.

4. **Consider including experts in the selection and Interview.**
Each profession has its own set of unique technical proficiencies. Would it not be effective if the selection and interview team included experts from relevant fields, such as City Attorneys from trusted Cities?

Kind Regards

Soody Tronson
Menlo Park resident
AGENDA

- Conditions and constraints from Facebook’s offer
- Overview of current facilities and services
- Process for service prioritization
- Staff recommended interim service levels
- Council direction and next steps
OFFER CONDITIONS AND CONSTRAINTS

- Expedited schedule (outreach, design, approvals)
- City responsible for transitional services and all programs within the new building
Senior Center photo here

- Senior nutrition program – daily lunches
- Recreation classes – soul line dancing, ceramics, Spanish classes
- Transportation program
- Facility rentals – church, private events
- Brown bag program – food pantry
- Health screenings
- Counseling programs – HICAP, peer
- Senior community garden
- Social space – game room, special events
- Samaritan House – onsite services one-day per week
ONETTA HARRIS COMMUNITY CENTER

- Recreation classes – ballet, zumba, Aztec dance
- Gym and facility rentals – Howard Kaplan basketball, birthday parties, baby showers
- Drop-in Gym/Fitness
- Community special events – Halloween Spooky Carnival, Movies/Music in the Park
- Second Harvest – food pantry
BELLE HAVEN YOUTH CENTER

- Licensed childcare for up to 71 school-aged students, K – 5
- Transportation from schools
- Full-day Summer Camp
- Nutritional component
- Homework program and tutoring
BELLE HAVEN POOL

- Recreational and year-round lap swimming
- Children’s wading pool
- Swim lessons
- Locker room and shower facilities
- Camps
- Youth water polo
- Private rentals
INTERIM SERVICE FRAMEWORK

Priority of interim service
- Tier 1 – Critical
- Tier 2 – Alternatives available
- Tier 3 – Prohibitive to provide

Potential service levels
- Same level
- Reduced
- Outsourced
- Suspended
## INTERIM SERVICE LEVEL RECOMMENDATIONS

<table>
<thead>
<tr>
<th>Service</th>
<th>Current location</th>
<th>Tier</th>
<th>Recommended interim level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool operations</td>
<td>Belle Haven Pool</td>
<td>3</td>
<td>Suspended</td>
</tr>
<tr>
<td>Sports field group rentals</td>
<td>Kelly Field</td>
<td>2</td>
<td>Same level</td>
</tr>
<tr>
<td>Second Harvest program</td>
<td>OHCC</td>
<td>1</td>
<td>Same level</td>
</tr>
<tr>
<td>Recreation classes, community special events</td>
<td>OHCC</td>
<td>2</td>
<td>Reduced level</td>
</tr>
<tr>
<td>Drop-in fitness/gym classes, room rentals</td>
<td>OHCC</td>
<td>3</td>
<td>Suspended</td>
</tr>
<tr>
<td>Senior meals, transportation, health and counseling programs</td>
<td>Senior Center</td>
<td>1</td>
<td>Same level</td>
</tr>
<tr>
<td>Senior recreation classes, special events, game room</td>
<td>Senior Center</td>
<td>2</td>
<td>Reduced level</td>
</tr>
<tr>
<td>Seniors' community garden</td>
<td>Senior Center</td>
<td>2</td>
<td>Outsourced</td>
</tr>
<tr>
<td>Senior community meeting rooms</td>
<td>Senior Center</td>
<td>3</td>
<td>Suspended</td>
</tr>
</tbody>
</table>
NEXT STEPS/COUNCIL DIRECTION

- February 25 City Council meeting – interim services, City Manager purchasing authority
- March – select locations for interim services
- Requested direction:
  - Identify services whose interim level should be increased/decreased
  - Identify any desire to provide additional transportation
  - Confirm fee levels static during interim
  - Confirm overall cost expectations
THANK YOU
### TIER 1 SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Current location</th>
<th>Recommended interim level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior nutrition program (senior meals)</td>
<td>Senior Center</td>
<td>Same level</td>
</tr>
<tr>
<td>Senior transportation program</td>
<td>Senior Center</td>
<td>Same level</td>
</tr>
<tr>
<td>Seniors brown bag program</td>
<td>Senior Center</td>
<td>Same level</td>
</tr>
<tr>
<td>Seniors health screenings</td>
<td>Senior Center</td>
<td>Same level</td>
</tr>
<tr>
<td>Seniors counseling programs</td>
<td>Senior Center</td>
<td>Same level</td>
</tr>
<tr>
<td>Senior Center program storage space</td>
<td>Senior Center</td>
<td>Reduced level</td>
</tr>
<tr>
<td>OHCC - Second Harvest</td>
<td>OHCC</td>
<td>Same level</td>
</tr>
<tr>
<td>After School Program</td>
<td>Youth Center</td>
<td>Same level</td>
</tr>
<tr>
<td>Camp Menlo (Summer)</td>
<td>Youth Center</td>
<td>Same level</td>
</tr>
</tbody>
</table>
## TIER 2 SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Current location</th>
<th>Recommended interim level</th>
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<tbody>
<tr>
<td>Senior recreation classes</td>
<td>Senior Center</td>
<td>Reduced level</td>
</tr>
<tr>
<td>Senior special events</td>
<td>Senior Center</td>
<td>Reduced level</td>
</tr>
<tr>
<td>Seniors community garden</td>
<td>Senior Center</td>
<td>Outsourced</td>
</tr>
<tr>
<td>Seniors social opportunities (game room)</td>
<td>Senior Center</td>
<td>Reduced level</td>
</tr>
<tr>
<td>OHCC - recreation classes</td>
<td>OHCC</td>
<td>Reduced level</td>
</tr>
<tr>
<td>OHCC - community special events</td>
<td>OHCC</td>
<td>Reduced level</td>
</tr>
<tr>
<td>Sports field user group rentals</td>
<td>Kelly Field</td>
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## TIER 3 SERVICES

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<th>Service</th>
<th>Current location</th>
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<tr>
<td>Senior Center rentals</td>
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<tr>
<td>Senior Center community meeting rooms</td>
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<td>Reduced level</td>
</tr>
<tr>
<td>Samaritan House</td>
<td>Senior Center</td>
<td>Outsourced</td>
</tr>
<tr>
<td>OHCC - rentals</td>
<td>OHCC</td>
<td>Suspended</td>
</tr>
<tr>
<td>OHCC - Gym rentals</td>
<td>OHCC</td>
<td>Suspended</td>
</tr>
<tr>
<td>OHCC - Drop-in Gym (b-ball / v-ball)</td>
<td>OHCC</td>
<td>Suspended</td>
</tr>
<tr>
<td>OHCC - Drop-in Fitness Room</td>
<td>OHCC</td>
<td>Suspended</td>
</tr>
<tr>
<td>OHCC - community rooms</td>
<td>OHCC</td>
<td>Suspended</td>
</tr>
<tr>
<td>Recreation swim</td>
<td>BH Pool</td>
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</tr>
<tr>
<td>Lap swim</td>
<td>BH Pool</td>
<td>Suspended</td>
</tr>
<tr>
<td>Youth swim school</td>
<td>BH Pool</td>
<td>Suspended</td>
</tr>
<tr>
<td>Youth water polo</td>
<td>BH Pool</td>
<td>Suspended</td>
</tr>
<tr>
<td>Swim camps</td>
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## SENIOR CENTER SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Tier</th>
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<tbody>
<tr>
<td>Senior nutrition program (senior meals)</td>
<td>1</td>
<td>Same level</td>
</tr>
<tr>
<td>Senior recreation classes</td>
<td>2</td>
<td>Reduced level</td>
</tr>
<tr>
<td>Senior special events</td>
<td>2</td>
<td>Reduced level</td>
</tr>
<tr>
<td>Senior Center rentals</td>
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<td>Suspended</td>
</tr>
<tr>
<td>Senior Center community meeting rooms</td>
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<td>Reduced level</td>
</tr>
<tr>
<td>Senior transportation program</td>
<td>1</td>
<td>Same level</td>
</tr>
<tr>
<td>Seniors brown bag program</td>
<td>1</td>
<td>Same level</td>
</tr>
<tr>
<td>Seniors health screenings</td>
<td>1</td>
<td>Same level</td>
</tr>
<tr>
<td>Seniors counseling programs</td>
<td>1</td>
<td>Same level</td>
</tr>
<tr>
<td>Seniors community garden</td>
<td>2</td>
<td>Outsourced</td>
</tr>
<tr>
<td>Seniors social opportunities (game room)</td>
<td>2</td>
<td>Reduced level</td>
</tr>
<tr>
<td>Samaritan House</td>
<td>3</td>
<td>Outsource</td>
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<tr>
<td>Senior Center program storage space</td>
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## OHCC SERVICES

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<tr>
<th>Service</th>
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<th>Recommended interim level</th>
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<tbody>
<tr>
<td>OHCC - recreation classes</td>
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<td>OHCC - rentals</td>
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<td>OHCC - Gym rentals</td>
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<td>OHCC - community special events</td>
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<td>OHCC - community rooms</td>
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<td>OHCC - Second Harvest</td>
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### Other Location Services

<table>
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<tr>
<th>Service</th>
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<tbody>
<tr>
<td>After School Program</td>
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<td>Camp Menlo (Summer)</td>
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<tr>
<td>Recreation swim*</td>
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<td>Lap swim*</td>
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<td>Youth swim school*</td>
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<td>Youth water polo*</td>
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<td>Swim camps*</td>
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## INTERIM SERVICE LEVEL RECOMMENDATIONS

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<tr>
<th>Ref</th>
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<th>Priority tier</th>
<th>Recommended interim level</th>
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<tr>
<td>1</td>
<td>Senior nutrition program (senior meals)</td>
<td>Senior Center</td>
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<td>Focus on movement/exercise</td>
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<td>2</td>
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<td>Focus on movement/exercise</td>
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<td>3</td>
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<td>Focus on movement/exercise</td>
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<td>Suspend</td>
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<td>5</td>
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<tr>
<td>6</td>
<td>Senior transportation program</td>
<td>Senior Center</td>
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<td>7</td>
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<td>Senior Center</td>
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<tr>
<td>8</td>
<td>Seniors health screenings</td>
<td>Senior Center</td>
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<td>Same level</td>
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<tr>
<td>9</td>
<td>Seniors counseling programs</td>
<td>Senior Center</td>
<td>1</td>
<td>Same level</td>
<td></td>
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<td>10</td>
<td>Seniors community garden</td>
<td>Senior Center</td>
<td>2</td>
<td>Outsource</td>
<td>Coordinate with Belle Haven Community Garden</td>
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<td>11</td>
<td>Seniors social opportunities (game room)</td>
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<td>2</td>
<td>Reduced level</td>
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<tr>
<td>12</td>
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<td>Outsource</td>
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</tr>
<tr>
<td>13</td>
<td>Senior Center program storage space</td>
<td>Senior Center</td>
<td>1</td>
<td>Reduced level</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>OHCC - recreation classes</td>
<td>OHCC</td>
<td>2</td>
<td>Reduced level</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>OHCC - rentals</td>
<td>OHCC</td>
<td>3</td>
<td>Suspend</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>OHCC - Gym rentals</td>
<td>OHCC</td>
<td>3</td>
<td>Suspend</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>OHCC - Drop-in Gym (b-ball / v-ball)</td>
<td>OHCC</td>
<td>3</td>
<td>Suspend</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>OHCC - Drop-in Fitness Room</td>
<td>OHCC</td>
<td>3</td>
<td>Suspend</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>OHCC - community special events</td>
<td>OHCC</td>
<td>2</td>
<td>Reduced level</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>OHCC - community rooms</td>
<td>OHCC</td>
<td>3</td>
<td>Suspend</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>OHCC - Second Harvest</td>
<td>OHCC</td>
<td>1</td>
<td>Same level</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>After School Program</td>
<td>Youth Center</td>
<td>1</td>
<td>Same level</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Camp Menlo (Summer)</td>
<td>Youth Center</td>
<td>1</td>
<td>Same level</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Recreation swim*</td>
<td>BH Pool</td>
<td>3</td>
<td>Suspend</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Lap swim*</td>
<td>BH Pool</td>
<td>3</td>
<td>Suspend</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Youth swim school*</td>
<td>BH Pool</td>
<td>3</td>
<td>Suspend</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Youth water polo*</td>
<td>BH Pool</td>
<td>3</td>
<td>Suspend</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Swim camps*</td>
<td>BH Pool</td>
<td>3</td>
<td>Suspend</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Sports field user group rentals</td>
<td>Kelly Field</td>
<td>2</td>
<td>Same level</td>
<td>Use of field limited during construction hours</td>
</tr>
</tbody>
</table>

* Operator will explore alternative delivery.
Certificate of Recognition

Presented to

Emmet Avrach

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

[Signature]
Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

George Carlton-Ridenour

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Jayna Chua

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Brandon Clark

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

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Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Emile Freeman

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park's Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Ron Freeman

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park's Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Raj Ghosh

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Joshun Kalra

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Max Reoutt

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Kelvin Rout

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Sachin Sandhu

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Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Conrad Schroeder

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Kai Shahani

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Adam Todd

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park's Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Alex Waitz

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
Certificate of Recognition

Presented to

Johnny West

Member of Scouts BSA, Menlo Park Troop 222, for honoring the Scout Oath and adhering to the Scout Law by assisting with and welcoming the delegation from Menlo Park’s Friendship City in Bizen, Japan

Presented this eleventh day of February 2020

Cecilia Taylor, Mayor
SISTER CITY COMMITTEE UPDATE
February 11, 2020, City Council Meeting
The mission of the Sister City Committee is to promote international goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges.

Committee Members:
- Catherine Carlton
- James Clendenin
- Brian Gilmer
- Kristy Holch – Vice Chair
- Stuart Soffer
- Cecilia Taylor
- George Yang – Chair
SISTER CITY COMMITTEE RESPONSIBILITIES

- Develop a mission statement and program plan consisting of projects, exhibits, contacts and exchanges of all types to foster and promote the objectives of the mission statement
- To implement the City Council’s approved program plan
- To keep the community informed about the Sister City program
- To advise City Council on Sister City matters
- To perform such other duties as may be assigned to the Committee by the City Council
CURRENT SISTER CITY/FRIENDSHIP CITY RELATIONSHIPS

- Galway, Ireland – Sister City
  - Reciprocal mayoral visits nearly every year dating back to 2014

- Bizen, Japan – Friendship City
  - Reciprocal exchange of 10 middle school students in alternating years since 2015

- Xinbei (Changzhou), China – Friendship City
  - Xinbei Mayor visited Menlo Park in 2014; Menlo Park Mayor visited Xinbei in 2015

- Kochi, India – Friendship City
  - India delegation visited Menlo Park in 2014; Menlo Park Mayor visited Kochi in 2015

Xinbei (pronounced SHIN-bay) is in Changzhou (pronounced chong-JOE) Province
2019 ACTIVITIES

Bizen, Japan student and Mayor’s delegation visit
2019 ACTIVITIES

- Policy recommendations received City Council approval:
  - Maintaining relationships
  - Sister City-Friendship City selection criteria
  - Visiting dignitaries and international guests protocol

- Japanese delegation visit August 2019

- Hosted the Sister Cities International – Northern California Chapter annual conference in November 2019

- Reviewed current sister city and friendship city relationships and recommended upgrading Bizen, Japan to sister city status
2020 ACTIVITIES

- Next Committee meeting is the February 26, 2020, special meeting

- Menlo Park delegation will travel to Bizen, Japan in summer 2020

- Active membership in Sister Cities International – Northern California Chapter

- Reviewing other upcoming events and programs as part of the next updated Sister City Committee work plan for City Council’s consideration
QUESTIONS
FINANCE AND AUDIT COMMITTEE UPDATE TO CITY COUNCIL
Soody Tronson, FAC Chair – February 12, 2020
The FAC Committee …

Is primarily charged to support delivery of timely, clear and comprehensive reporting of the City’s fiscal status to the community.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drew Combs</td>
<td>City Council</td>
<td>Dec 10, 2019</td>
</tr>
<tr>
<td>Shaun Maguire</td>
<td></td>
<td>Apr 30, 2021</td>
</tr>
<tr>
<td>Ray Mueller</td>
<td>City Council</td>
<td>Dec 10, 2019</td>
</tr>
<tr>
<td>Roger Royse</td>
<td></td>
<td>Apr 30, 2020</td>
</tr>
<tr>
<td>Ron Shepherd</td>
<td>Vice Chair</td>
<td>Apr 30, 2021</td>
</tr>
<tr>
<td>Soody Tronson</td>
<td>Chair</td>
<td>Apr 30, 2020</td>
</tr>
<tr>
<td>Brian Westcott</td>
<td></td>
<td>Apr 30, 2021</td>
</tr>
</tbody>
</table>

AGENDA

- 2019-20 Work Plan Update
- Information Portal Update
  - OpenGov
  - Pensions
- Bucket List
- General Recommendations for Future
1. Research and recommend a tool(s) for City Council’s use in financial decision-making
2. Review public financial documents/reporting, and identify opportunities to improve usefulness of information to Council and the general public
3. Support delivery of easy-to-use, timely, complete, and transparent financial information
<table>
<thead>
<tr>
<th>ITEMS</th>
<th>OBJECTIVE</th>
<th>AUDIENCE</th>
<th>DELIVERABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Research and Recommend a Tool(s) for Council’s Use in Financial Decision-Making</td>
<td>To provide real-time “what if” scenario analysis to guide evidence-based decisions</td>
<td>Council</td>
</tr>
<tr>
<td>2a</td>
<td>Budget in Brief</td>
<td>A short summary of City’s current budget</td>
<td>Residents</td>
</tr>
<tr>
<td>2c</td>
<td>Popular Annual Financial Report (PAFR)</td>
<td>Optional report highlighting the budget and CAFR in a user-friendly format, simplifying complex data</td>
<td>Residents</td>
</tr>
<tr>
<td>2d</td>
<td>Budget</td>
<td>City’s annual spending plan (forward looking)</td>
<td>Citywide</td>
</tr>
<tr>
<td>2e</td>
<td>Website Dashboard (e.g., OpenGov)</td>
<td>Smart, online portal</td>
<td>Citywide</td>
</tr>
<tr>
<td>2f</td>
<td>Investment Reports</td>
<td>To provide insight to the performance of City’s investment portfolio</td>
<td>Citywide</td>
</tr>
<tr>
<td>3a</td>
<td>Capital Improvement Plan Program Information</td>
<td>Helps prioritize where City’s funds are spent on large items projects &amp; enable informed feedback</td>
<td>Citywide</td>
</tr>
<tr>
<td>3b</td>
<td>Unfunded Pension Liability Information</td>
<td>Assess financial risks associated with personnel cost now and into retirement to enable informed planning.</td>
<td>Council</td>
</tr>
</tbody>
</table>
## 2019-2020 Finance and Audit Committee Work Plan

**Feb 4, 2020 Update**

<table>
<thead>
<tr>
<th>Approved Projects</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>% completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Research and recommend a tool(s) for Council’s use in financial decision-making</td>
<td>9/1/19</td>
<td>4/2/20</td>
<td></td>
</tr>
<tr>
<td>2 Review public documents/reporting and identify opportunities to improve presentation (formatting) and usefulness of information to Council and the general public</td>
<td>9/1/19</td>
<td>4/2/20</td>
<td></td>
</tr>
<tr>
<td>2a 2019-20 Budget in Brief</td>
<td>9/1/19</td>
<td>10/3/19</td>
<td></td>
</tr>
<tr>
<td>2b 2018-19 Comprehensive Annual Financial Report (CAFR)</td>
<td>9/1/19</td>
<td>4/2/20</td>
<td></td>
</tr>
<tr>
<td>2d 2020-21 Budget</td>
<td>11/1/19</td>
<td>4/2/20</td>
<td></td>
</tr>
<tr>
<td>2e Website dashboard</td>
<td>9/1/19</td>
<td>4/2/20</td>
<td></td>
</tr>
<tr>
<td>2f Investment reports</td>
<td>9/1/19</td>
<td>8/2/20</td>
<td></td>
</tr>
<tr>
<td>3 Support delivery of easy-to-use, timely, complete and transparent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3a Capital Improvement Plan program</td>
<td>1/1/20</td>
<td>2/15/20</td>
<td></td>
</tr>
<tr>
<td>3b Unfunded pension liability</td>
<td>9/1/19</td>
<td>4/1/20</td>
<td></td>
</tr>
</tbody>
</table>

Preliminary completion levels and dates, with more details available at FAC meeting in April 2020.
Good Infrastructure is Key to an Effective and Accountable Government

- Enable informed decisions and insight
- Save time and money
- Foster collaboration
- Increase productivity
- Build both internal trust and external trust with residents
Improved Tools: Features

- **OpenGov**
  - Replaces budget book with dynamic and illustrative budget information
  - Allows for greater financial transparency through drill down into budget info.
  - Additional transparency and interactive features are deferred due to staff capacity

- **AdastraGov**
  - Plan and forecast labor costs with greater efficiency
  - Run scenarios to cost out labor proposals
  - Visualize results

- **Gov Invest**
  - Real-time actuarial information
  - Run scenarios to analyze pension liability projections
  - Improve communication with visuals
 Improved Tools: Estimated Timeline

- **planning phase**
- **work in progress**
- **implementation**
- **contract signed**
- **draft 20-21 budget information**
- **updated draft 20-21 budget information**
- **final 20-21 budget information**
Community Budget Public Forum:  
1st of which was held in Jan 9, 2020

<table>
<thead>
<tr>
<th>GOALS</th>
<th>BENEFITS INCLUDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide information on the budget through a variety of channels,</td>
<td>Wider range of residents and stakeholders informed</td>
</tr>
<tr>
<td>emphasizing plain and understandable terms.</td>
<td>about the City’s finances</td>
</tr>
<tr>
<td>Train public on how to review a budget, and/or comment and ask</td>
<td>● More informed public</td>
</tr>
<tr>
<td>questions</td>
<td>● Council hears from broader range of residents</td>
</tr>
<tr>
<td></td>
<td>regarding what services and programs they most</td>
</tr>
<tr>
<td></td>
<td>value</td>
</tr>
<tr>
<td>Promote confidence in the City’s management of funds</td>
<td>Increased public’s trust in our local government</td>
</tr>
<tr>
<td>Keep public informed about opportunities to provide input into</td>
<td>General increase in civic engagement</td>
</tr>
<tr>
<td>budget decisions</td>
<td></td>
</tr>
<tr>
<td>PARKING LOT ITEMS</td>
<td>EXEMPLARY REFERENCE MATERIALS (not an exhaustive list &amp; not an indication of endorsement or approval)</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sale of Assets (Water District)</td>
<td>Most Recent Annual Budget</td>
</tr>
<tr>
<td>Review of Utility User’s Tax Cap</td>
<td>Comprehensive Annual Financial Report</td>
</tr>
<tr>
<td>Listing of parcels exempt from property taxes</td>
<td>Finance Operating Reports</td>
</tr>
<tr>
<td>Developer Agreements</td>
<td>Previous FAC Meeting Agenda and Minutes</td>
</tr>
<tr>
<td>Use of multiple investment advisors</td>
<td>Government Finance Officers Association</td>
</tr>
<tr>
<td>Consultant and contractor policy review</td>
<td></td>
</tr>
<tr>
<td>Capital Improvement Plan Program Information</td>
<td></td>
</tr>
<tr>
<td>Tools</td>
<td></td>
</tr>
<tr>
<td>Ways FAC could be a resource to Staff and Council</td>
<td></td>
</tr>
<tr>
<td>Evolving FAC Role &amp; Monthly Meetings</td>
<td></td>
</tr>
<tr>
<td>Two-Year budget Cycle</td>
<td></td>
</tr>
<tr>
<td>Cross indexing of documents related to same subject</td>
<td></td>
</tr>
</tbody>
</table>

Maintain as part of each FAC agenda to track Ideas/resources for future discussions, use, and easy reference.

Actual work or implementation will be subject to Council review and approval.
THANK YOU
I2: 661-687 PARTRIDGE AVENUE
February 11, 2020
AGENDA

- Project Overview
- Commission Recommendations
- Staff Recommended Action
- Applicant Presentation
SITE CONTEXT
Project Attributes:

- **Major Subdivision**
  - Merge three lots
  - Create nine condominium units

- **Architectural Control**
  - Construct nine units in three styles
    - Seven SFR, one duplex
    - Four bedrooms, 4.5 baths
    - Two parking spaces per unit
      - Bicycle hook & EV ready in garage

- **Use permit**
  - For excavation in left and rear setback

- **One on-site BMR unit (Unit #6) & one bonus unit**
  - Large family home (4+ occupants)
  - For sale at moderate income level
PROPOSED DEVELOPMENT
HOUSING COMMISSION REVIEW

- November 6, 2019 - the Housing Commission unanimously recommended approval for the provision of an on-site unit
January 13, 2020 - the Planning Commission reviewed the project and recommended approval of the subdivision, architectural control, use permit and BMR agreement

- Recommended conditions of approval:
  - Design modifications
    - Swap styles for duplex homes
    - Paint corner boards
  - Landscaping modifications
    - Add screening trees to left side
    - Reduce paving to minimum required and add landscaping
RECOMMENDED CITY COUNCIL ACTIONS

Staff recommends that the City Council make the necessary findings to pass the following resolutions:

- **Attachment A: Resolution 6538**
  - Approve the:
    - Major Subdivision (merging the three lots and creating nine condo units);
    - Architectural Control (new construction of more than two units); and
    - Use Permit (for excavation within required left and rear setbacks).

- **Attachment B: Resolution 6539**
  - Approve the BMR Agreement (one on-site large family for sale unit at moderate income)
MENLO PARK BMR REQUIREMENTS

- Must meet income requirements
- Must live or work in Menlo Park (work preference min. 20hrs/wk)
- City of Menlo Park BMR Guidelines

<table>
<thead>
<tr>
<th>Income Category</th>
<th>1 Person</th>
<th>2 Persons</th>
<th>3 Persons</th>
<th>4 Persons</th>
<th>5 Persons</th>
<th>6 Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely low income (30% AMI)</td>
<td>$33,850</td>
<td>$38,700</td>
<td>$43,550</td>
<td>$48,350</td>
<td>$52,250</td>
<td>$56,100</td>
</tr>
<tr>
<td>Very low-income (50% AMI)</td>
<td>$56,450</td>
<td>$64,500</td>
<td>$72,550</td>
<td>$80,600</td>
<td>$87,050</td>
<td>$93,500</td>
</tr>
<tr>
<td>Low-income (80% AMI)</td>
<td>$90,450</td>
<td>$103,350</td>
<td>$116,250</td>
<td>$129,150</td>
<td>$139,500</td>
<td>$149,850</td>
</tr>
<tr>
<td>Area median income (100% AMI)</td>
<td>$95,750</td>
<td>$109,450</td>
<td>$123,100</td>
<td>$136,800</td>
<td>$147,750</td>
<td>$158,700</td>
</tr>
<tr>
<td>Moderate income (120% AMI)</td>
<td>$114,900</td>
<td>$131,300</td>
<td>$147,750</td>
<td>$164,150</td>
<td>$177,300</td>
<td>$190,400</td>
</tr>
</tbody>
</table>
Nine new units
- Seven SFR, one duplex

Three architectural styles
- Craftsman, Colonial, Farmhouse

Approximately 2,180 – 2,300 square feet each
- Including the basement area

One BMR unit (unit #6)
BMR Unit Elevations
**PROPOSED DEVELOPMENT**

- **Major Subdivision**
  - Merge three lots
  - Create nine condominium units

- **Architectural Control**
  - Construct nine units in three styles
    - Seven SFR, one duplex
    - Four-bedroom, 4.5 baths
    - Two parking spaces per unit
      - Bicycle hook in garage

- **Use permit**
  - For excavation in left and rear setback

- **One on-site for sale BMR unit (Unit #6)**
  - Large family home (4+ occupants)
  - For sale at moderate income level
## 2019 San Mateo County Income Limits

The following tables show the income limits for the year 2019 in San Mateo County, based on Federal and State Income Limits. The values are used to determine eligibility for various programs and services. The income limits are effective as of December 18, 2013.

### San Mateo County (based on Federal Income Limits for SMC)
Prepared 5/31/2016 - HUD-established area median income $118,400 (based on household of 4).

<table>
<thead>
<tr>
<th>Income Category</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely Low (30% AMI)</td>
<td>33,850</td>
<td>33,700</td>
<td>43,550</td>
<td>48,350</td>
<td>52,250</td>
<td>56,100</td>
<td>60,000</td>
<td>63,850</td>
</tr>
<tr>
<td>Very Low (50% AMI)</td>
<td>56,450</td>
<td>64,500</td>
<td>72,550</td>
<td>80,600</td>
<td>87,050</td>
<td>93,500</td>
<td>99,950</td>
<td>106,400</td>
</tr>
<tr>
<td>HOME Limit (60% AMI)</td>
<td>71,170</td>
<td>81,340</td>
<td>91,502</td>
<td>101,629</td>
<td>109,833</td>
<td>117,924</td>
<td>126,059</td>
<td>134,219</td>
</tr>
<tr>
<td>Low (80% AMI)</td>
<td>90,450</td>
<td>103,350</td>
<td>116,250</td>
<td>128,150</td>
<td>139,500</td>
<td>149,850</td>
<td>160,150</td>
<td>170,500</td>
</tr>
</tbody>
</table>

### California State Income Limits
Effective 4/26/18 - Area median Income $118,400 (based on household of 4)

<table>
<thead>
<tr>
<th>Income Category</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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</thead>
<tbody>
<tr>
<td>Extremely Low (30% AMI)</td>
<td>33,850</td>
<td>33,700</td>
<td>43,550</td>
<td>48,350</td>
<td>52,250</td>
<td>56,100</td>
<td>60,000</td>
<td>63,850</td>
</tr>
<tr>
<td>Very Low (50% AMI)</td>
<td>56,450</td>
<td>64,500</td>
<td>72,550</td>
<td>80,600</td>
<td>87,050</td>
<td>93,500</td>
<td>99,950</td>
<td>106,400</td>
</tr>
<tr>
<td>Low (80% AMI)</td>
<td>90,450</td>
<td>103,350</td>
<td>116,250</td>
<td>128,150</td>
<td>139,500</td>
<td>149,850</td>
<td>160,150</td>
<td>170,500</td>
</tr>
<tr>
<td>Median (100% AMI)</td>
<td>95,750</td>
<td>109,460</td>
<td>123,100</td>
<td>136,800</td>
<td>147,750</td>
<td>158,700</td>
<td>169,650</td>
<td>180,600</td>
</tr>
<tr>
<td>Moderate (120% AMI)</td>
<td>114,500</td>
<td>131,300</td>
<td>147,750</td>
<td>164,750</td>
<td>17,300</td>
<td>190,400</td>
<td>203,550</td>
<td>216,700</td>
</tr>
</tbody>
</table>

### NOTES
- Income figures provided by HUD for following San Mateo County federal entitlement programs: CDBG, HOME, ESG;
- 2019 State Income limits provided by State of California Department of Housing and Community Development;
CREEPING FIG - a robust evergreen choice for fences
Emerald carpet is for the lawn lovers. It needs lawn water and almost lawn care. It does tolerate drip.
NINE NEW HOUSES FOR:

GoldSilverIsland, LLC

661 - 687 PARTRIDGE AVENUE, MENLO PARK, CA.

OWNER
GoldSilverIsland Properties, LLC
Ying-Min Li
577 Salmar Avenue, Suite 107
Campbell, CA 95008
yingminli@hotmail.com
408-896-3369

ARCHITECT
HOMETEC Architecture, Inc.
Richard A. Hartman, AIA
555-B Meridian Avenue
San Jose, CA 95126
408-995-0496
hometecarch@gmail.com

SOILS ENGINEER
CAPEX Engineering
Gary Ha, PE
POB 1998
Fremont, CA 94539
510-668-1815
capesinc888@gmail.com

ARBORIST
Kielty Arborist Services
Kevin R. Kielty
POB 6187
San Mateo, CA 94403
650-515-9783
kkarbor0486@yahoo.com

LANDSCAPE ARCHITECT
Mara Young
650-327-2644
marayoung@gmail.com

CIVIL ENGINEER
Green Civil Engineering
Ambrose Wong
204 E 2nd Avenue, Suite 820
San Mateo, CA 94401
650-356-9263
green-eng@hotmail.com

SURVEYOR
WILSON LAND SURVEYS
Ken Wilson, LSU
408-427-2279
Koma@wilsonlandsurveys.com

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WEST ELEVATION

ENTRY, GARAGE DOORS - PAINT GRADE FIBERGLASS

COMPOSITION SHINGLE ROOF WITH 2 LAYERS 15 LB. FELT UNDERLAYMENT, CLASS 'A', INSTALL PER C.R.C. 905.2

8'' LAP "HARDIE PLANK" SIDING OVER (1) LAYER OF TYPE I. NO. 15 ASPHALT SATURATED FELT COMPLYING TO ASTM D 226.

ROOF = CERTAINTEED PRESIDENTIAL "SHADOW GRAY"

GABLE & SHUTTERS = KELLY-MOORE #KM4817, "TRELLISED IVY"

HARDI-PLANK SIDING = KELLY-MOORE, "SILKY GREEN"

WINDOW TRIM, COLUMNS, FASCIA, RAILINGS = KELLY-MOORE, #KMW49, "GREAT WHITE"

ENTRY, GARAGE DOORS - PAINT GRADE FIBERGLASS

LIGHTWELL WITH MATCHING WOOD RAILS

ROOF HEIGHT = 530.81'
MAX. ALLOWED HEIGHT = 500.81'
AVE. EXIST. GRADE = 501.53'
FIN. FLOOR = 501.78'
FIN. GRADE = 491.53'
FIN. FLOOR = 501.11'
TOP PLATE = 510.78'
TOP PLATE = 520.07'
TOP PLATE = 526.06'

FRONT UNIT #1

NORTH ELEVATION

ENTRY, GARAGE DOORS - PAINT GRADE FIBERGLASS

NORTH ELEVATION (TYPICAL ON ALL SIDES)

ROOF = CERTAINTEED PRESIDENTIAL, "SHADOW GRAY"

8'' LAP "HARDIE PLANK" SHINGLES OVER (1) LAYER OF TYPE I. NO. 15 ASPHALT SATURATED FELT COMPLYING TO ASTM D 226.

SOUTH ELEVATION

ENTRY, GARAGE DOORS - PAINT GRADE FIBERGLASS

SOUTH ELEVATION (TYPICAL AT ALL WINDOWS, DOORS)

ENTRY, GARAGE DOORS - PAINT GRADE FIBERGLASS

EAST ELEVATION

ENTRY, GARAGE DOORS - PAINT GRADE FIBERGLASS

EAST ELEVATION (TYPICAL AT ALL WINDOWS, DOORS)

ENTRY, GARAGE DOORS - PAINT GRADE FIBERGLASS

FRONT UNIT #1

MIN. TALL STREET ADDRESS NUMBERS TO CONTRAST WITH BACKGROUND, CLEARLY VISIBLE FROM THE STREET

WOOD PORCH POSTS WITH TRIM

8'' LAP "HARDIE" SHINGLE SIDING OVER (1) LAYER OF TYPE I. NO. 15 ASPHALT SATURATED FELT COMPLYING TO ASTM D 226.
1/4" = 1'-0"
MIDDLE UNIT #5

COMPOSITION SHINGLE ROOF WITH 2 LAYERS 3" SLATE CLASSIC INSTALL PER CALG 05012

LIGHTWELL WITH MATCHING WOOD RAILS

ROOF = COMP SHINGLE, CERTAINTEED PRESIDENTIAL SHAKE, 'AUTUMN BLEND'

HANDI-SHINGLE, KELLY-MOORE, KM4548, 'BOB WHISKERS'

HARDI-PLANK, KELLY-MOORE, KMHLS4213, 'BUNGALOW BROWN'

WINDOW TRIM, FASCIA, BRACKETS, COLUMNS, RAILINGS = KELLY-MOORE, KM4554, 'BUFFALO DANCE'

STONE = ELDORADO STONE, RUSTIC LEDGE, 'CLEARWATER'

ENTRY, GARAGE DOORS - PAINT GRADE FIBERGLASS

PLANNING 9-12-19

DOORS "MILGARD" FIBERGLASS SIMULATED TRUE DIVIDED LITE COLOR: BEAN BLACK

WINDOWS : "MILGARD" FIBERGLASS SIMULATED TRUE DIVIDED LITE (TYPICAL AT ALL WINDOWS, DOORS)
HEATING & COOLING EQUIPMENT.

STORAGE ON THE CONSTRUCTION SITE AND UNTIL FINAL STARTUP OF THE
ACCEPTABLE METHODS AT THE TIME OF ROUGH INSTALLATION OR DURING
SHALL BE COVERED WITH TAPE, PLASTIC SHEET METAL OR OTHER
ALL DUCT AND OTHER AIR RELATED DISTRIBUTION COMPONENT OPENINGS
HEATING AND AIR CONDITIONING SYSTEMS SHALL BE DESIGNED IN
CONTAINERS MUST REMAIN ON SITE FOR INSPECTOR VERIFICATION.

COMPLIANCE WITH EMISSION LIMITS SPECIFIED IN CGBSC SEC. 4.504, ALL
OR OTHER ACCEPTABLE MEDIA INCLUDING ITEMS 1 - 10 IN ACCORDANCE TO
AT FINAL INSPECTION, A MANUAL, COMPACT DISC, WEB-BASED REFERENCE,
BE PROVIDED TO THE BUILDING INSPECTOR SHOWING THE FRAMING MEMBERS
CONFIRMING COMPLIANCE TO THE WASTE MANAGEMENT PLAN PROVIDED TO
DOCUMENTATION SHALL BE PROVIDED, PRIOR TO THE FIRST INSPECTION,
METHODS. CGBSC SEC. 4.406.1

CARPET AND CARPET INSTALLATION SYSTEMS SHALL BE LOW V.O.C.
AND CAPILLARY BREAK PER CGBS 4.505.2.1
WITH LOW FORMALDEHYDE EMISSION STANDARDS.

AN AUTOMATIC IRRIGATION CONTROL

1.8 GPM FOR KITCHEN FAUCET
.5 GALLONS PER FLUSH FOR URINALS
1.28 GALLONS PER FLUSH FOR TOILETS
PLUMBING FIXTURES REQUIRED TO COMPLY WITH
THE MAXIMUM ALLOWED REDUCED FLOW RATES FOR
MANUFACTURER'S INSTRUCTIONS)
(PROVIDE GAS LINES AND INSTALL PER
CEMENT USE.

AND ENCLOSURE.

ALL INSULATION PRODUCTS SHALL BE
COMPOSITION SHINGLE ROOF WITH 2 LAYERS 35 LB. FELT UNDERLayment, CLASS 'A', INSTALLED PER C.I.C. RULES.

4" HOG STREET ADDRESS NUMBERS TO CONTRAST WITH ROOFTOPS, CLEARLY VISIBLE FROM THE STREET.

ENTRY/GARAGE DOORS - PRIME GRADE FIBERGLASS.

WEST ELEVATION

SOUTH ELEVATION

ENTRY/GARAGE DOORS - PRIME GRADE FIBERGLASS.
SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

PERMEABLE PAVER DRIVE

PERMEABLE PAVER DRIVE

PERMEABLE PAVER DRIVE

PERMEABLE PAVER DRIVE

12" LATTICE

REDWOOD FENCE

BOARDS  

4 X 4 P.T. POSTS

WOOD FENCE

UNIT #8

UNIT #5

UNIT #2

UNIT #1

UNIT #3

UNIT #6

UNIT #9

UNIT #4

UNIT #7

UNIT #42" REF/MICRO/OVEN

LINEN

9'-0" CEILING

42" REF/MICRO/OVEN

W/D

6' 12" LATTICE

REDWOOD FENCE

WOOD FENCE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.

SITE AREA CALCULATIONS

PERMEABLE PAVER DRIVE

P  A  R  T  R  I  D  G  E        A  V  E.
BASEMENT FLOOR AREA REAR

<table>
<thead>
<tr>
<th>SPACE</th>
<th>DIM</th>
<th>AREA</th>
<th>AREA/2</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>J</td>
<td>17.00</td>
<td>25.36</td>
<td>595.72</td>
<td>0.09</td>
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<tr>
<td>K</td>
<td>5.70</td>
<td>2.09</td>
<td>11.44</td>
<td>0.00</td>
</tr>
<tr>
<td>L</td>
<td>11.86</td>
<td>15.34</td>
<td>276.06</td>
<td>0.09</td>
</tr>
<tr>
<td>M</td>
<td>10.33</td>
<td>15.48</td>
<td>272.42</td>
<td>0.09</td>
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<tr>
<td>GRAND</td>
<td>TOTAL</td>
<td></td>
<td>783.68</td>
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</table>

1st FLOOR FAI CALCULATION-REAR

<table>
<thead>
<tr>
<th>SPACE</th>
<th>DIM</th>
<th>AREA</th>
<th>AREA/2</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>17.65</td>
<td>27.68</td>
<td>599.76</td>
<td>0.09</td>
</tr>
<tr>
<td>B</td>
<td>28.00</td>
<td>21.19</td>
<td>469.45</td>
<td>0.09</td>
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<tr>
<td>C</td>
<td>13.93</td>
<td>10.30</td>
<td>206.43</td>
<td>0.09</td>
</tr>
<tr>
<td>D</td>
<td>22.46</td>
<td>20.77</td>
<td>221.24</td>
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<tr>
<td>GRAND</td>
<td>TOTAL</td>
<td></td>
<td>804.82</td>
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2nd FLOOR FAI CALCULATION - REAR

<table>
<thead>
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<th>TOTAL</th>
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<tbody>
<tr>
<td>E</td>
<td>10.65</td>
<td>15.91</td>
<td>189.11</td>
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</tr>
<tr>
<td>F</td>
<td>21.03</td>
<td>9.09</td>
<td>194.33</td>
<td>0.09</td>
</tr>
<tr>
<td>G</td>
<td>16.05</td>
<td>32.00</td>
<td>200.37</td>
<td>0.09</td>
</tr>
<tr>
<td>H</td>
<td>5.46</td>
<td>15.70</td>
<td>202.22</td>
<td>0.09</td>
</tr>
<tr>
<td>I</td>
<td>9.45</td>
<td>3.20</td>
<td>30.39</td>
<td>0.09</td>
</tr>
<tr>
<td>GRAND</td>
<td>TOTAL</td>
<td></td>
<td>326.84</td>
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PORCHES, LIGHTWELL - REAR

<table>
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<th>AREA/2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
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<td>5.50</td>
<td>26.50</td>
<td>0.00</td>
</tr>
<tr>
<td>K</td>
<td>11.93</td>
<td>5.00</td>
<td>19.98</td>
<td>0.00</td>
</tr>
<tr>
<td>L</td>
<td>11.93</td>
<td>0.30</td>
<td>3.10</td>
<td>0.00</td>
</tr>
<tr>
<td>GRAND</td>
<td>TOTAL</td>
<td></td>
<td>39.70</td>
<td></td>
</tr>
</tbody>
</table>

FIRST FLOOR = 888.52
SECOND FLOOR = 536.84
TOTAL = 1,425.36 S.F.
BASEMENT = 753.60
TOTAL HOUSE = 2,178.96 S.F.
PORCHES = 92.95 S.F.

1/8" = 1'-0"
citizenM Menlo Park
Menlo Park City Council
CDP Amendment Approval
February 11, 2020
introduction to citizenM

first hotel opened 2008 in the Netherlands

luxury for the wise, not the wealthy

unique value, smarter buildings, genuine people
vibrant & lively public areas
new & smart luxury rooms
art from near and far

Assume Vivid Astro Focus

AVAF Jen Liu MENDO design books

Five Pointz

Weegee

Christelle de Castro

City Council Special and Regular Meeting Minutes
February 11, 2020
Page 132 of 228
our hotels

Amsterdam Schiphol
Glasgow
Paris La Defense
Amsterdam City
Tower of London
London Bankside
New York Bowery
Paris Gare de Lyon
New York Times
London Shoreditch
Paris Charles de Gaulle
citizenM U.S. rollout

completed
- NYC Times Square
  230 Keys
  Opened 2014
- Seattle South Lake Union
  264 Keys
- Los Angeles Downtown
  315 Keys
  Opening 2020
- Seattle Pioneer Square
  232 Keys
  Opening 2020
- Chicago North Loop
  280 Keys
  Opening 2021
- Boston Back Bay
  399 Keys
  Opening 2022

under construction
- NYC Bowery
  300 Keys
  Opened 2018
- Boston North Station
  272 Keys
  Opening 2019
- SF Union Square
  184 Keys
  Opening 2020
- Miami South Beach
  168 Keys
  Opening 2021
- Los Angeles Hollywood
  216 Keys
  Opening 2020
- Menlo Park
  240 Keys
  Opening 2022

imminent groundbreaking
- Washington DC Capital
  252 Keys
  Opening 2021
- Miami Brickell
  252 Keys
  Opening 2020
- Miami Downtown
  348 Keys
  Opening 2022
- Washington DC NoMa
  292 Keys
  Opening 2021
- San Francisco SOMA
  218 Keys
  Opening 2022

planning / design
- Los Angeles Hollywood
  216 Keys
  Opening 2020
- Boston Back Bay
  399 Keys
  Opening 2022
- Chicago North Loop
  280 Keys
  Opening 2021
- Seattle Pioneer Square
  232 Keys
  Opening 2020
- Seattle South Lake Union
  264 Keys
- NYC Times Square
  230 Keys
  Opened 2014

completed

under
construction

imminent
groundbreaking

planning / design
planning process to date

• Planning commission study session in July 2019:
  • Modular design and sun shading
  • Logistics of shared parking arrangement
  • Proposed artwork approval process
  • Local hiring priorities

• Planning commission recommendation in January 2020:
  • Additional rendering showing back of house and Bayfront P0V
  • Improve visibility of the arrival / drop off area
community outreach

• citizenM invited the local community to an open house held in October to learn about the project and provide input. Primary feedback was provided on the following areas:
  • Local hiring efforts
  • Food and beverage offerings
  • Meeting and events space
  • Parking and traffic
  • Building design and landscaping

• citizenM is committed to hiring locally. citizenM intends to partner with local organizations to ensure successful local hiring including Menlo Park-based JobTrain.
### Parking

<table>
<thead>
<tr>
<th></th>
<th>On-site parking</th>
<th>Facebook garage</th>
<th>Total hotel parking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spaces</strong></td>
<td>118</td>
<td>127</td>
<td>245</td>
</tr>
<tr>
<td><strong>Features</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Surface parking lot.</td>
<td>• Peak hotel demand inverse to Facebook’s peak demand.</td>
<td>• 245 spaces required under West Campus CDP.</td>
</tr>
<tr>
<td></td>
<td>• Priority for customer parking.</td>
<td>• Priority for staff, valet, and overflow guest parking.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 37 electric vehicle stalls</td>
<td>• Shared parking agreement to be approved by City.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 6 accessible parking stalls</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Trips capped under the existing trip cap for the Facebook West Campus.
- Hotel guests visiting Facebook will access the campus by walking, biking, and shuttles.
citizenM Menlo Park
## Project Information

<table>
<thead>
<tr>
<th></th>
<th>CDP Approval</th>
<th>citizenM Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># rooms</strong></td>
<td>200</td>
<td>240</td>
</tr>
<tr>
<td><strong>Building Area (GFA)</strong></td>
<td>174,800 sqft</td>
<td>90,243 sqft</td>
</tr>
<tr>
<td><strong>Max Height</strong></td>
<td>75’</td>
<td>61’-9”</td>
</tr>
<tr>
<td><strong>Traffic</strong></td>
<td></td>
<td>No change in trip cap</td>
</tr>
<tr>
<td><strong>Required Parking</strong></td>
<td>245 spaces</td>
<td>Share parking arrangement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>118 spaces on site</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overflow / Employee off site</td>
</tr>
<tr>
<td><strong>Amenities</strong></td>
<td>tbd</td>
<td>Open space, Restaurant, Spacious lobby, Bar, Canteen, Meeting Rooms</td>
</tr>
<tr>
<td><strong>Projected ToT</strong></td>
<td>$1.22M minimum</td>
<td>$2.6M forecast</td>
</tr>
</tbody>
</table>
- maximized open space within constrained site
- PG&E easement to the north
- fire lane to the west
- entry distance to Chilco
- pre security access off Constitution
- new sidewalks & bike lanes on Chilco
approach from Bayfront
approach from Bayfront
approach from Chilco
approach from Chilco
The building is divided into 3 pieces. Driving towards the hotel, the building will appear different from every angle. Besides creating interest to the architecture the open corners highlight the entrance to the hotel or restaurant.

The landscape around the building guides visitors and guests towards the covered entrances inside the open corners of the building.

Typical for citizenM are the vibrant colors used in the interior and the use of colorful art which clearly highlights the entrance of the hotel. Signage is added to avoid any confusion.
outdoor space
community backyard
thank you
appendix I
citizenM
site plan & massing

- maximized open space within constrained site
- PG&E easement to the north
- fire lane to the west
- entry distance to Chilco
- pre security access off Constitution
- new sidewalks & bike lanes on Chilco
site circulation
parking
site circulation

deliveries
site circulation
waste collection
site circulation
emergency access
site circulation
bicycles
sun study
sun study

south elevation
sun study
mitigating factors

- only rooms to the south affected by direct sun
- angled masing reduces extent of exposure
- peak sun exposure during lowest occupancy hours (lowest energy demand)
- different elevations would require different shading angles
modular construction

unit & layout
modular construction
manufacture & delivery
modular construction
structure
material palette

HARDSCAPE PAVING PALETTE

1. INTEGRALLY COLORED PIP CONCRETE WITH ACCENT BAND
2. CONCRETE UNIT PAVERS - LIGHT SANDBLAST 3"x18"
3. CRUSHED STONE PAVING
4. WOOD DECKING
5. CONCRETE UNIT PAVERS - HEAVY SANDBLAST 24"x36"
native landscapes

![Native Landscape Diagram](image_url)

**Tree Planting Palette**

- **California Sycamore** - Platanus racemosa "Roberts"
- **Coast Live Oak** - Quercus agrifolia
- **Olive** - Olea europaea
- **Palo Verde** - Cercidium x 'Desert Museum'
- **Specimen Coast Live Oak** - Quercus agrifolia
native landscapes
appendix III

revised cdp submission
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citizenM Menlo Park
CPD RESUBMITTAL JAN 20, 2020

Menlo Park
CA
94025
February 11, 2020

Mayor Cecilia Taylor and City Council Members
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
Via Email

Re: Facebook Hotel Project, Water Supply Assessment for Facebook Campus Expansion Project, and Water Supply Evaluation for ConnectMenlo General Plan Update.

Dear Mayor Taylor and Council Members:

In light of the State Water Resources Control Board’s amendments to the Bay Delta Water Quality Control Plan, and the SFPUC’s extremely conservative drought planning policy, the City of Menlo Park must revise the Water Supply Assessment (WSA) for the Facebook Campus Expansion Project and the Water Supply Evaluation (WSE) for the ConnectMenlo General Plan Update. The current WSA and WSE were prepared on February 3, 2016. The State Water Resources Control Board adopted new instream flow standards for the Tuolumne River (which fills the Hetch Hetchy Reservoir) and other rivers on December 12, 2018.

The Facebook Hotel Project at 301 Constitution Drive is part of the Facebook Campus Expansion Project. The staff report for the Project (20-029-CC)\(^1\) states:

**Environmental Review**

In November 2016, the City Council certified an EIR (consisting of a draft EIR and response to comments document, referred to as the final EIR) for the Facebook campus expansion project. When revisions are proposed to a project after an EIR has been certified, an agency must determine whether an addendum or a supplemental EIR is the appropriate document to analyze the potential impacts of the revised project. Per CEQA Guidelines Section 15162(a), a supplemental EIR is required if:

1. Substantial changes occur with respect to the circumstances under which the project is undertaken, which will require major revisions of the previous EIR or negative declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;

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\(^1\) Staff report for the Facebook Hotel Project (20-029-CC), page 7 – https://www.menlopark.org/DocumentCenter/View/24177/I1-20200211-CC-CitizenM-Hotel_AMENDED?bidId=
The Staff Report goes on to say:

Furthermore, since certification of the EIR, there have been no substantial changes with respect to background conditions that would suggest that the circumstances under which the proposed project would be undertaken would be substantially different from those assumed or described in the certified EIR.  

This is not the case. A robust WSA is a required component of the environmental review process for large development projects. In response to the Bay Delta Plan Amendment, the San Francisco Planning Department required the San Francisco Public Utilities Commission (SFPUC) to revise several previously-approved WSAs for large development projects in San Francisco’s retail service area. Attached is an example of one such revised WSA for the 598 Brannan Street Project.

The SFPUC describes the need for revised WSAs as follows:

Staff has prepared the attached Revised WSA to account for potential changes to water supply availability related to the December 12, 2018 Bay-Delta Plan Amendment.

Following the Commission’s adoption of the original WSA for this project, the State Water Resources Control Board on December 12, 2018 adopted amendments to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary (Bay-Delta Plan Amendment). If the Bay-Delta Plan Amendment were to be implemented, it would result in significant water supply shortages during single dry and multiple dry years, greater than those projected in the 2015 Urban Water Management Plan (UWMP).

The SFPUC describes the adequacy of water supply for future projects as follows:

For these and other reasons described more fully in the attached WSA, whether the Bay-Delta Plan Amendment or the March 1st Proposed Voluntary Agreement will be implemented in the future is currently uncertain. Thus, the Revised WSA analyzes three scenarios:

1. Scenario 1: No implementation of the Bay-Delta Plan Amendment or the March 1st Proposed Voluntary Agreement
2. Scenario 2: Implementation of the March 1st Proposed Voluntary Agreement
3. Scenario 3: Implementation of the Bay-Delta Plan Amendment

During single dry years and multiple dry years under Scenario 3, the SFPUC could not reliably meet the projected demands of its retail customers, including the proposed project, existing customers, and foreseeable future development, without rationing at a level greater than that required to achieve the LOS goal of a maximum of 20% system-wide rationing beyond 2020. The SFPUC estimates it would impose up to 50% rationing across the retail service area.

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3 Revised Water Supply Assessment for the 598 Brannan Street Project, SFPUC, May 28, 2019 – [https://sfpuc.sharefile.com/share/view/s41b7a16b1264836a](https://sfpuc.sharefile.com/share/view/s41b7a16b1264836a)
service area, up to 30% rationing for mixed-used office customers such as the proposed project, and potentially less rationing specifically for the proposed project.

For the record, the Tuolumne River Trust (TRT) does not support the SFPUC’s drought planning policy, known as the “Design Drought.” It combines the two worst droughts from the last century – the six-year drought of record (1987-92), followed immediately by the driest two-year period on record (1976/77). The SFPUC assumes every year is either the beginning or middle of this 8.5-year Design Drought, resulting in much higher projected rationing than under a realistic scenario. Furthermore, the Design Drought assumes water demand in the SFPUC service area (including Menlo Park) will reach 265 million gallons per day (mgd) by 2040, despite the fact that the SFPUC’s 10-Year Financial Plan projects a decrease in water sales over the next 10 years. In Fiscal Year 2018/19, regional demand was 192 mgd – 27% below the 265 mgd “projection.”

The City of Menlo Park, on the other hand, has accepted the SFPUC’s drought planning policy, as demonstrated by the attached letter commenting on the Draft Substitute Environmental Document (SED) for the Bay Delta Water Quality Control Plan. Among other things, the letter states:

• As a wholesale customer of SFPUC that purchases 100% of its potable water supply from the San Francisco Regional Water System, water supply available to the MPMWD under the SED proposal could be reduced more than 50% under drought conditions for multiple consecutive years.

• Based on our 2015 Urban Water Management Plan, a 50% cut to water supply would force MPMWD to take a number of significant actions including developing water budgets for all water accounts and notifying account holders, and not approving new potable water connections, new temporary meters or permanent meters, except under special circumstances.

The City of Menlo Park must revise the Water Supply Assessment for the Facebook Campus Expansion Project and the Water Supply Evaluation for the ConnectMenlo General Plan Update to address the potential environmental impacts outlined in its Draft SED comment letter.

Thank you for the opportunity to comment. If you have any questions, please feel free to contact me at peter@tuolumne.org or 415-882-7252 x13.

Sincerely,

Peter Drekmeier
Policy Director