



STAFF REPORT

City Council
Meeting Date: 7/19/2016
Staff Report Number: 16-133-CC

Regular Business: Provide direction on Facebook Campus Expansion Project and ConnectMenlo (General Plan and M-2 Area Zoning update) schedules

Recommendation

Staff recommends that the City Council review and approve the revised Facebook and ConnectMenlo schedules, included as Attachments A and B.

Policy Issues

The General Plan and M-2 Zoning update process will consider a number of policy issues. There are no policy issues associated with this staff report.

Background

The General Plan serves as the City's comprehensive and long range guide to land use and infrastructure development in the City, and is required by State law. Since Summer 2014, the City has embarked on the General Plan update process known as ConnectMenlo. The City Council previously identified the completion of the General Plan and M-2 Zoning Update in two years as a City Council goal. In February 2016, staff returned to the City Council for review and guidance on a revised schedule. At that time, the General Plan Advisory Committee (GPAC) had requested three additional topic sessions or "deep dives" and a follow-up GPAC meeting. The Council supported the additional meetings and subsequently, extended the targeted completion from Summer 2016 to October 2016 to conduct the extra meetings.

Since February 2016, the ConnectMenlo team has continued its robust outreach efforts to help inform the public of the proposed project and to also receive feedback. In March 2016, the team hosted three topic discussions on the subjects of 1) zoning regulations and design standards, 2) green and sustainable development regulations, and 3) community amenities. These meetings were followed by guidance from the GPAC on the proposed M-2 Area zoning ordinances in April 2016 and a study session by the Planning Commission in May 2016. In early June, the Draft Environmental Impact Report (EIR) was released for a 45-day comment review period. On July 11, the ConnectMenlo team hosted a town hall meeting to provide an overview of the EIR process and findings. This was also an opportunity for the public to ask questions prior to the Planning Commission meeting that followed the town hall discussion. The purpose of the Planning Commission hearing was to receive public comments on the adequacy of the EIR. The verbal comments received at the July 11 Planning Commission meeting, along with all written correspondence on the EIR, will be responded to in writing as part of the Final EIR.

In response to concerns about the length of the EIR and the timing of the EIR with another large project in the City that was expressed in correspondence and at the July 11 meeting, the Planning Commission voiced general support for an extension of the EIR comment review period. The Commission believed a 15-day extension beyond the 45-day comment review period was appropriate. On July 12, the Housing

Commission conducted a special meeting and also supported an extension of the EIR comment review period. On that same day, the City Council also conducted a special meeting to consider whether to extend the 45-day comment review period for the EIR because the schedule could not be extended without approval from the Council. The Council approved a 15 day extension on the EIR comment review period, ending on Monday, August 1, 2016 at 5:30 p.m. The extension of the comment review period has implications on the overall schedule, and the Council asked that a revised schedule be brought to the July 19 meeting for review and consideration.

Analysis

The ConnectMenlo process thus far, has included approximately 60 meetings, events and activities to help educate and inform, share ideas, and gather input on the potential changes in the current M-2 Area of the City and citywide circulation. Members of the community, property owners and other interested parties from varying organizations have been involved, and broad community outreach continues to be a key aspect of the process. The General Plan Advisory Committee (GPAC), comprised of Council, Commission and community representatives has also played an important role in helping guide the process.

As mentioned earlier in the report, the EIR is currently being circulated for public review and comment. Following the close of the comment review period on August 1, the EIR consultant will prepare responses to the comments and a Final EIR will be released at least 10 days prior to the Planning Commission public hearing on the proposed General Plan and M-2 Area Zoning Update and EIR. After further review of the upcoming Planning Commission and City Council calendar, other development projects in the pipeline, and staff and consultant resources, staff has determined that a revised timeline would result in more than a 15 day delay equivalent to the 15-day extension for the EIR comment review period. A proposed revised schedule is included in Attachment B and is further discussed below.

Facebook Campus Expansion Project Schedule

The Council has been cognizant that the process schedule for ConnectMenlo has been on a separate, but close timing with the Facebook Campus Expansion project, with the review of ConnectMenlo following the Facebook Campus Expansion project. With the recent close of the EIR comment review period for the Facebook Campus Expansion project, staff is reevaluating the schedule given the number and complexity of the comments, and the additional time needed to adequately respond to the comments. Staff believes that, at a minimum, an additional 30 to 60 days will be needed to prepare the Final EIR for the Facebook Campus Expansion project. As of now, staff anticipates that the Planning Commission will review and make a recommendation on the Facebook Campus Expansion project on September 26, 2016. The City Council would then review and take action on the proposed project at its October 18, 2016 meeting, with the second reading of the Zoning Ordinance amendment on November 1, 2016. Staff believes this is an optimistic timeline, and will keep the Council updated should circumstances arise that could alter the schedule. A revised schedule is included as Attachment A.

ConnectMenlo Schedule

The additional time needed to prepare Facebook's Final EIR would impact the available staffing and consultant resources necessary to focus on ConnectMenlo, which would result in a delay beyond the 15 day extension of the EIR comment review period. In addition, given the existing and anticipated number and complexity of comments on the EIR (based upon the comments recently received for the Facebook Campus Expansion project EIR), staff believes that more time than originally anticipated will be needed to adequately prepare responses to the comments. While the recent focus has been on the EIR, the ConnectMenlo team will also need to address other components of the project before bringing it to the Planning Commission for review. One of those items is the Fiscal Impact Analysis (FIA). Staff anticipates bringing the FIA to the Planning Commission for discussion in August, which had previously been targeted

for late July. In the schedule, staff is also trying to accommodate another Town Hall meeting at the request of the Council to provide an overview of the project and key issues that have been raised during the process. Staff anticipates that the meeting can be accommodated in the late summer/early Fall period without further delay to the overall Schedule.

At this time, the Planning Commission is scheduled to meet once during the month of October. The Commission approved the calendar with the limited meeting dates in an effort to avoid conflicts with identified cultural and other holidays for the remaining four Mondays in the month. With an interest expressed by several Council Members to complete the General Plan Update by the end of the year, staff has identified that a special meeting will need to be conducted by the Planning Commission if two meetings are needed for the Planning Commission's review and recommendation on the General Plan and M-2 Area Zoning Update. The special meeting is anticipated to occur on a day other than Monday, but the Commission will need to be polled on their availability before a date can be confirmed. As proposed in Attachment A, the Planning Commission would review the General Plan and M-2 Area Zoning Update on October 24, with a potential second meeting on October 25 or 26 (or October 19 or 20 if the previous two dates do not work). The City Council would then review and take action on the proposed project at its meeting on November 15, 2016, with the second reading of the Zoning Ordinance amendments on December 13. The meeting of December 6 is typically ceremonial with the appointment of the new Mayor and Mayor Pro Tem, and therefore, did not schedule ConnectMenlo on that meeting date. If a second meeting date is desired now by the City Council to review the General Plan and M-2 Area Zoning Update, the Council should review its calendar to determine a second meeting date, which would likely be a special meeting. Given the holiday season in the November/December timeframe, scheduling a special meeting may pose a challenge. The Council may wish to consider whether it would then be more appropriate to postpone its hearings on the item until the new year when two meetings could be scheduled in close proximity to each other.

Both the Facebook and ConnectMenlo project schedules are estimates based on the information that we have available now. Once teams have had an opportunity to fully assess the EIR comments and the resources needed to address the comments, additional time to the schedule may be warranted. Staff will keep the Council apprised of issues that could affect the overall schedule.

Impact on City Resources

The General Plan Update scope of services and budget was approved by the City Council on June 17, 2014. A modification in the schedule is not anticipated to impact the overall budget for the project.

A fiscal impact analysis is being prepared for each of the projects and will be part of the Planning Commission's and City Council's consideration of each project.

Environmental Review

The General Plan and M-2 Zoning Update is subject to the California Environmental Quality Act (CEQA) and an EIR has been prepared. The EIR comment review period is currently underway and ends on August 1, 2016.

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. Revised Draft Facebook Campus Expansion Schedule
- B. Revised Draft General Plan and M-2 Area Zoning Update Schedule

Report prepared by:
Deanna Chow, Principal Planner

**Facebook Campus Expansion Project
Upcoming Schedule**

Event	Date	Time	Location
Final EIR Release	September 15, 2016		
Final EIR Review Period (10 days)	Ends September 26, 2016		
Planning Commission Public Hearing on Final EIR/FIA and Proposed Project	September 26, 2016	7 p.m.	Council Chambers
City Council Public Hearing on Final EIR/FIA and Proposed Project	October 18, 2016	7 p.m.	Council Chambers
City Council Second Reading of Zoning Ordinance Amendment and Rezoning	November 1, 2016	7 p.m.	Council Chambers

Note: For more information about the Facebook Campus Expansion Project process, please visit the project webpage at <http://menopark.org/995/Facebook-Campus-Expansion-Project>. Actual meeting dates, times, and locations are subject to change.

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ConnectMenlo Upcoming Activities and Events

Event	Date	Time	Location
EIR Review Period (60 days)	Ends August 1, 2016		
Town Hall	August/September 2016		
Planning Commission Meeting on Draft FIA	August 2016	7:00 p.m.	Council Chambers
Final EIR Release	October 10, 2016		
Final EIR Review Period (10 days)	Ends October 19, 2016		
Planning Commission Public Hearing on Final EIR/FIA and Draft Land Use and Circulation Elements and Zoning Ordinance Amendments	October 24, 2016	7 p.m.	Council Chambers
Planning Commission Public Hearing on Final EIR/FIA and Draft Land Use and Circulation Elements and Zoning Ordinance Amendments (Meeting #2 if needed)	October 25, 2016	7 p.m.	Council Chambers
City Council Public Hearing on Final EIR/FIA and Draft Land Use and Circulation Elements and Zoning Ordinance Amendments	November 15, 2016	7 p.m.	Council Chambers
City Council Second Reading of Zoning Ordinance Updates and Rezoning	December 13, 2016	7 p.m.	Council Chambers

Note: For more information about the ConnectMenlo process, please visit the project webpage at www.menlopark.org/connectmenlo. Actual meeting dates, times, and locations are subject to change.

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