



STAFF REPORT

City Council
Meeting Date: 7/15/2019
Staff Report Number: 19-155-CC

Regular Business: **City Council adopted 2019-20 priorities and work plan quarterly update and verbal report from City Council subcommittees on planning and zoning updates**

Recommendation

The recommendation is that the City Council review the current status of the City Council adopted priorities and work plan for fiscal year 2019-20 and receive a verbal report from City Council subcommittees on planning and zoning updates.

Policy Issues

Staff provides periodic status reports on the City Council's adopted priorities and work plan. The City Council may amend or adjust the adopted priorities or work plan at their discretion; however, the budget document reflects the originally adopted priorities and work plan.

Background

On March 5, the City Council adopted its 2019-20 priorities and work plan for the organization. The priorities and work plan are an annual exercise intended to set clear expectations of staff in the preparation of the budget for the upcoming fiscal year. Additionally, the City Council's designation of individual work efforts as "priorities" clarifies that staff may realign limited resources, strategically, to achieve the stated milestones for priority projects. For the 2019-20 priorities and work plan process, staff prepared project scopes to provide greater transparency around the purpose of the project and major milestones. The most recent update to the work plan was transmitted May 14 as an informational item (Attachment A.)

Analysis

At this time, staff does not recommend modifications to the 2019-20 City Council adopted priorities and work plan. The adopted work plan may require amendments as the City Council takes action on the recommendations from two subcommittees established June 11 to potentially review regulations in the City's two primary long-range plans (ConnectMenlo/general plan and/or the El Camino Real/Downtown specific plan.) This report provides a summary update on the adopted work plan and efforts underway on staff's behalf to support the subcommittees in their work. Subcommittee members will provide a verbal report to the City Council outlining their work and general areas of recommendation that will be presented to the full City Council for action in late August.

2019-20 adopted top priorities

1. Transportation master plan. On May 14, the City Council held a study session on the update to the

transportation impact fee program and provided direction to staff on regional project costs and incorporating incentives for particular land use categories like affordable housing, retail and child care. On June 4, the City Council approved the transportation projects implementation strategy. The next step is to release the prioritized project information to the community in mid-August, through online and in-person open houses. After gathering community feedback on the project priorities, staff anticipates developing the draft transportation master plan by the end of 2019, with approval by the City Council anticipated in early 2020. The transportation impact fee program update is anticipated to return to the City Council for consideration in September 2019, with adoption anticipated in October 2019. The fee program update is critically important to be completed before the end of 2019 in consideration of California Environmental Quality Act changes to the transportation impacts of new development projects.

2. Chilco Street improvement project. In May, staff released permits for the construction of multimodal and streetscape improvements on Chilco Street between Bayfront Expressway and Hamilton Avenue. The project includes installation of new sidewalks, protected bike lanes, street restoration, landscaping, utilities and bio-retention facilities. These measures will provide improved pedestrian and bicycle access, as well as stormwater treatment and flood mitigation. Construction began in mid-May. In an effort to minimize traffic impact, construction activity is limited to weekday nights from 8 p.m. to 6 a.m. and Saturdays from 8 a.m. to 5 p.m. The project is expected to be completed by the end of 2019.
3. Middle Avenue pedestrian and bicycle rail crossing. On May 13, the City hosted the second community meeting for this project. Approximately 25 people attended the meeting and provided feedback regarding the proposed concepts and their preferences for a preferred design. Staff was scheduled to bring the recommended designs to the Complete Streets Commission June 12, but the meeting was canceled due to lack of quorum. Staff will return to the Complete Streets Commission July 10 and anticipates City Council approval of a preferred concept August 27. Following City Council approval, staff will complete 30 percent design plans and the environmental documentation before the project's grant funding deadline of February 2020.
4. Heritage tree ordinance update. On July 16, the City Council will receive a report recommending action on the heritage tree ordinance update project.
5. Belle Haven branch library. The City Council approved the contract to conduct a site feasibility analysis and work is underway.

2019-20 adopted work plan projects

1. Formation of a Transportation Management Association. On July 16, the City Council will receive a recommendation to authorize an agreement to prepare a feasibility study of alternatives at the July 16 meeting.
2. El Camino Real (ECR)/ Downtown specific plan update. This project is on hold pending definition of a project scope. The City Council subcommittee on planning and zoning for Districts 2, 3, 4 and 5, is anticipated to provide the City Council with a recommendation in August for full City Council consideration.
3. Market affordable housing preservation. This project is complete and ongoing. Preservation of naturally affordable housing (e.g., existing apartments not deed restricted but with affordable rents) was included in the 2018 notice of funding availability (NOFA) as an eligible activity. This project goal is to preserve existing multi-family units that are offered for sale by providing funds to assist with the acquisition for conversion to deed restricted affordable units. This activity will continue to be included in future NOFA's.
4. Short-term rental ordinance. On July 10, 2019, the Housing Commission heard a presentation on short term rental regulation that included a timeline overview, summary of local ordinances, market context, Menlo Park data and next steps. Next steps include the Housing Commission short term rent regulation subcommittee planning and scheduling a community outreach and engagement process to be conducted in August and September. This will be followed by Housing Commission discussion during

October to make a recommendation on regulation to City Council in November.

5. Single-Family residential design review. This project is on hold pending definition of a project scope. The City Council subcommittee on planning and zoning for Districts 2, 3, 4 and 5, is anticipated to provide the City Council with a recommendation in August for full City Council consideration.
6. Develop and implement near-term downtown parking and access strategies. Work has been delayed by other project priorities.
7. Zero waste implementation. Progress is being made on the zero waste implementation project and a recommendation is anticipated on hydration stations in September. Work in the sustainability division of the city manager's office has been heavily impact by work on the heritage tree ordinance update, the 1000 El Camino Real tree removal appeal, reach codes, and work to assess the viability of electric vehicles for city vehicle purchases.
8. Implement information technology master plan. The new land management system is on target for launch in October 2019, however additional work on the information technology master plan is expected to slow due to transition in the information technology manager position (vacated in June 2019.)

Study Sessions

1. Minimum wage policy. The City Council provided direction to staff and approved the development and implementation of a local minimum wage ordinance effective January 1, 2020. The work has been delayed due to other priorities but staff is committed to presenting the ordinance for first reading September 10.
2. Annexation procedures. The study session has been deferred to August 20 however staff does not have bandwidth to focus on preparing for the study session given adopted priorities and work plan as well as the added support provided to the subcommittees on planning and zoning.

Subcommittees on planning and zoning

On June 11, the City Council established two subcommittees to explore options to modify two adopted long-range plans (general plan/ConnectMenlo and/or the El Camino Real/Downtown specific plan.) One subcommittee was established to focus on planning and zoning considerations in District 1 (Mueller and Taylor.) The other subcommittee (Combs, Nash) was established to focus on planning and zoning considerations in Districts 2, 3, 4 and 5. Since the establishment of the subcommittees, staff has deferred work on the El Camino Real/ Downtown specific plan update (No. 7) and the single-family residential design review (No. 10) anticipating either scope changes to the approved projects or new projects that would compete for limited staff resources. Both subcommittees are prepared to provide a verbal update on their work to date at the July 15 meeting. The following summarizes staff's involvement with the subcommittee efforts.

1. City Council ad hoc subcommittee on District 1 planning and zoning. The subcommittee has held several meetings since June 11. While the subcommittee has yet to formulate a formal recommendation to the City Council, the subcommittee has requested that staff devote resources to explore air quality testing options for the Belle Haven neighborhood. The City's public works department has taken the lead on this effort and expects to provide an overview of its initial findings to the subcommittee in mid-August. Given that the scope of an air quality testing project is unknown, it is unclear if such an initiative will have a significant impact on budget or staff resources such that City Council approval would be required to move forward. Over the next several weeks, staff members in the city manager's office and community development department will work with the subcommittee to develop its recommended planning and zoning recommendations for City Council consideration.

In the first subcommittee meeting, the members discussed the community's continued frustration resulting from a lack of City action to address equity and quality of life challenges in District 1, many

historical and several associated with recent and planned development. The concerns have been repeatedly expressed by several community members at multiple public meetings and in correspondence to the City Council. The following is a list of those requests, although more may be added that staff is aware of through various communications:

- a. Inadequate infrastructure
 - 1) Completion of the Belle Haven neighborhood traffic management plan
 - 2) Implementation of traffic calming and cut-through traffic improvements including major signage and signal modifications along Willow Road
 - 3) Construction of a new branch library at the Onetta Harris campus
 - 4) Replacement of the aged infrastructure (pool, gymnasium, senior center and youth center) at the Onetta Harris campus with modern facilities designed to promote multi-generational wellness
 - 5) Upgrade of the neighborhood sidewalk system improve accessibility
 - 6) Underground utilities
 - 7) Improved street surface conditions, striping and crosswalks
 - 8) Improved access for emergency services

- b. Inadequate city services
 - 1) Operate a robust neighborhood shuttle program in the Belle Haven neighborhood
 - 2) Develop a cooling center protocol for residents during extreme heat days
 - 3) Activate the neighborhood services as envisioned in the Belle Haven visioning process
 - 4) Reinststitute the printed Belle Haven neighborhood newsletter
 - 5) Increase hours at the Community Center to include mornings and weekends
 - 6) Improve programming at the Belle Haven pool to promote inclusion and diversity
 - 7) Evacuation plans for District 1

- c. Necessary public/private partnerships
 - 1) Revitalize current retail areas to meet community needs including a pharmacy, grocery store, outdoor dining, etc.
 - 2) Solar panels, and façade and landscaping improvements for private residences
 - 3) Regulate private buses to require that businesses share employee transportation buses to improve efficiency and decrease congestion
 - 4) Affordable housing for vulnerable seniors
 - 5) Improvements to education

The City Council has provided direction on the Belle Haven neighborhood traffic management plan and staff will provide a project update in August. The City Council has also provided direction on the new branch library project which is currently in the site analysis phase of study. The City Council may desire to provide additional direction to staff to explore any or all of the projects above.

2. City Council ad hoc subcommittee on District 2, 3, 4, and 5 planning and zoning. The subcommittee held two meetings to discuss various policy recommendations to address the jobs/housing imbalance. While the El Camino Real/Downtown specific plan is on the current work plan, the subcommittee has also discussed how the 2023 housing element update and changes in state housing law may influence policy changes for areas outside of the specific plan area.

Staff anticipates that the subcommittees will provide their recommendations to the City Council August 20. With City Council direction provided August 20, staff will analyze the impacts of the new direction and return

with project scopes, public engagement plans, and project budgets in late September. With this timeline in mind, it is not anticipated that staff will provide any actionable recommendations for City Council consideration to modify current long-range plans or zoning regulations by the end of this calendar year.

Impact on City Resources

There is no impact on City Resources.

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 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. Hyperlink – City Council goal setting landing page: menlopark.org/1499/Goal-setting

Report prepared by:
Nick Pegueros, Assistant City Manager