

REGULAR MEETING AGENDA

Date: 11/17/2015 Time: 7:00 p.m. City Council Chambers 701 Laurel St., Menlo Park, CA 94025

7:00 p.m. Regular Meeting

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Presentations and Proclamations
- D1. Presentation of Certificates of Appreciation to the Parent Teacher Associations (PTA) and Education Foundations serving the City of Menlo Park
- D2. Presentation by San Mateo County regarding the Flood Park Redesign Project

E. Public Comment

Under "Public Comment," the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

F. Consent Calendar

- F1. Approve sixth amendment to ground lease at 1000 El Camino Real, Menlo Park, California (Staff Report# 15-179-CC)
- F2. Adopt a resolution directing staff to join Sister Cities International, enter into a Sister City Agreement with Galway Ireland and establish a Sister City Committee to help the City maintain and provide direction for the Menlo Park Sister City Program (Staff Report# 15-178-CC)
- G. Regular Business
- G1. El Camino Downtown Specific Plan Biennial Review Continued from October 6, 2015 (Staff Report# 15-176-CC)

H. Informational Items

- H1. Overview of the proposed public meeting and development agreement negotiation process for the Facebook Campus Expansion Project located at 300-309 Constitution Drive (Staff Report# 15-167-CC)
- H2. Update on the Belle Haven Visioning Process and the Neighborhood Action Plan (Staff Report# 15-177-CC)
- I. City Manager's Report
- J. Councilmember Reports

K. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.org and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 11/12/2015)

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

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

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.



STAFF REPORT

City Council
Meeting Date: 11/17/2015
Staff Report Number: 15-179-CC

Consent Calendar: Approve Sixth Amendment to Ground Lease for

1000 El Camino Real, Menlo Park, California

Recommendation

Approve the Sixth Amendment to Ground Lease ("Sixth Amendment") between the City as Lessor and MPOC Investors, LLC, a Lessee, for the property located at 1000 El Camino Real, Menlo Park and authorize the Mayor to execute the Sixth Amendment.

Policy Issues

There are no policy issues to consider with this item.

Background

The property located at 1000 El Camino Read, Menlo Park ("Property") is approximately 1.5 acres (65,545 square feet) and contains an office building with approximately 37,969 rentable square feet in three stories over an underground parking garage constructed in 1983 (collectively, the "Office"). The City of Menlo Park ("City") owns fee title to the Property and ground leases the land to MPOC Investors, LLC ("Lessee") which constructed the Office. The ground lease was originally entered into in 1980 and expires in November 2037. Rent is paid to the City annually and increases every two years as determined by the cumulative change in the San Francisco-Oakland consumer Price Index ("CPI"). The ground rent is currently \$251,170 annually.

Analysis

To provide mortgage funds on ground leased property, lenders typically require the remaining term on a ground lease to exceed the amortization period by a material amount, generally 10 years. Typically, these mortgages have an amortization period of 25-30 years. With only 22 years remaining on the ground lease term, the term does allow the Lessee access to mortgage financing, which provides the funds for capital maintenance and improvements (e.g. repairs to underground garage and drought tolerant landscaping). Therefore, Lessee is proposing to extend the ground lease term by 33 years such that the term will be 55 years from the effective date of the Sixth Amendment. This is a benefit to Lessee in that it will provide them access to financing needed for maintenance and improvements to the Office.

CPI rent increases have not kept pace with the rising value of real estate in the Bay Area and the rent currently payable is below the rent that could be achieved if the lease were entered into today. In exchange for the extended term, Lessee has agreed to adjust the rent upward more in alignment with

current market rates effective immediately rather than waiting 22 years until the end of the existing term of the Ground Lease.

The Sixth Amendment increases the annual rent in the first two years by approximately 80% from \$251,170 annually (with CPI increases every two years) to \$450,684.93 annually (with CPI Increases every two years). [For fiscal year 2015-16 the rent will be adjusted for one half the year since the term is from May 1 – April 30.] This initial annual rent amount was calculated by (i) using the fair market value for the land (\$10,300,000) from the most recent appraisal obtained by the City, (ii) determining the current market rent calculated to provide a 6.5% annual return on the land value to the City, (iii) determining the difference between the current fair market rent and the lesser amount due on the current ground lease over its remaining term, and (iv) amortizing the amount calculated in (iii) over the full term of the ground lease as extended by the amendment; and then deducting the average/amortized amount from the annual fair market rent to determine the annual rent payment. The annual rental amount will be adjusted every two years (upward only) based on the change in CPI over the prior two years. Exhibit A to the Sixth Amendment shows the annual rent schedule for the Term of the Ground Lease, assuming an annual CPI increase of 2.5%. If the CPI increases by more or less than 2.5% per year, there is an adjustment mechanism to calculate the annual rent due at the time of each adjustment based on the actual increase or decrease in the CPI for the prior two year period.

The annual rent has been calculated based on the current intensity of use on the Property. The Property is developed with an FAR of 58.1% and has existing tenants in the Office. The Property has a General Plan land use designation of El Camino Real Mixed Use/Residential and is zoned a SP-ECR/D (Ell Camino Real/Downtown Specific Plan). This General Plan designation and zoning would potentially allow for an FAR of 125% and as high as 175% with a Public Benefit Bonus. If Lessee desires to redevelop the Property at a higher density, the annual rent will be adjusted based on the fair market value of the planned higher intensity of use as determined by an appraisal.

In the Sixth Amendment, Lessee is agreeing to cooperate with the City or other authorities with the potential widening of El Camino Real in front of the Property to accommodate a bike lane, right hand lane or other similar adjustment, provided that the use, access, parking and improvements to the Office are not adversely affected by any such widening project. It should be noted that in reviewing the site plans, it is unlikely that the rear of the sidewalk can be moved closer to the Office as that would result in detrimental impacts to pedestrian access to the entrance to the building and access to the above grade parking accessed from El Camino. Additionally, if any of the Property is released from the ground lease, the current square footage of the Property shall remain the basis for determining any future intensity of development.

Impact on City Resources

The Sixth Amendment to Ground Lease will result in an increase in rent over and above what the City would have received per the terms of the existing Ground Lease by approximately \$100,000 for fiscal year 2015-16, approximately \$200,000 for fiscal year 2016-17, and by approximately \$220,000 in fiscal year 2017-18, with additional increases every two years thereafter (approximately \$400,000 more than would have been received for fiscal year 2036-37).

Staff Report #: 15-179-CC

Environmental Review

Environmental Review is not required for this item.

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 Sixth Amendment to Ground Lease

Report prepared by: William L. McClure, City Attorney

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SIXTH AMENDMENT TO GROUND LEASE

This Sixth Amendment to Ground Lease (this "Sixth Amendment") is made and entered into as of November _____, 2015 (the "Effective Date"), by and between the City of Menlo Park, a municipal corporation ("Lessor"), and MPOC Investors, LLC, a California limited liability company ("Lessee").

RECITALS

- Lessor and Lessee entered into that certain Lease (the "Original Lease") dated as of November 18, 1980, by and between Lessor, as lessor, and Matteson Investment Corporation, a California corporation, and Duncan L. Matteson, an individual (collectively, "Original Lessee"), as lessee, as amended by that certain Agreement for Extension of Interim Term of Lease dated May 18, 1982, by and between Lessor and the Original Lessee (the "First Amendment"), as further amended by that certain Amendment to Lease dated as of July 13, 1982, by and between Lessor and Original Lessee (the "Second Amendment"), as further amended by that certain Amendment to Lease dated as of November 16, 1982, by and between Lessor and Original Lessee (the "Third Amendment"), as assigned by Original Lessee to The Menlo Park Office Center Joint Venture, a general partnership ("Intermediate Lessee"), by assignment recorded in the Official Records of San Mateo County, California as Instrument No. 83013660 on February 11, 1983 (the "First Assignment"), as further amended by that certain Fourth Amendment to Lease dated as of March 11, 1983, by and between Lessor and Intermediate Lessee (the "Fourth Amendment Amendment"), as further amended by that certain Fifth Amendment to Lease dated as of June 12, 1984, by and between Lessor and Intermediate Lessee (the "Fifth Amendment"), and as assigned by Intermediate Lessee to MPOC Investors, LLC, a California limited liability company ("Lessee"), by assignment recorded in the Official Records of San Mateo County, California as Instrument No. 97-172603 on December 30, 1997 (the "Second Assignment" and, together with the First Amendment, the Second Amendment, Third Amendment, Second Assignment, Fourth Amendment and Fifth Amendment, collectively, the "Ground Lease").
- B. Lessor and Lessee now desire to amend the Ground Lease on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the promises, terms and conditions contained herein and such other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, Lessor and Lessee hereby agree as follows:

- 1. <u>Defined Terms and Recitals</u>. All capitalized terms used but not otherwise defined herein shall have the meanings ascribed to them in the Ground Lease. Lessor and Lessee hereby agree that the recitals set forth hereinabove are true and correct and incorporated into this Sixth Amendment.
- 2. <u>Extended Term</u>. As of the date hereof, the Primary Term of the Ground Lease shall be extended from November 5, 2037 to April 30, 2070 (the "<u>Extended Term</u>")
 - 3. Ground Rent Adjustment.
- (a) The annual rent payable during the two (2) year period commencing on May 1, 2015 (the "Rent Adjustment Date") and continuing through and including April 30, 2017 shall be Four Hundred Fifty Thousand Six Hundred Eighty Four and 93/100 Dollars (\$450,684.93) per year, provided that the annual rent for the first year following the Rent Adjustment Date shall be pro-rated to the Effective Date. This amount was calculated by (i) using the current fair market value for the premises (which the parties agree for the purpose of this Ground Lease is \$10,300,000), (ii) determining current market rent

calculated to provide a 6.5% annual return on such fair market value (i.e., \$669,500), (iii) determining the difference between (y) such current market rent, and (z) the lesser amount currently due under the Ground Lease (as if this Sixth Amendment did not exist) over the remaining Primary Term (excluding the Extended Term), and (iv) amortizing the amount calculated in (iii) above over the full term of the Ground Lease, as extended by the Extended Term. This calculation is as shown on Exhibit A attached hereto which assumes for such calculations that the CPI increases by 2.5% per year for the purpose of making the rent adjustments described in Paragraph 3(c) below. For the avoidance of doubt, annual ground rent payments shall continue to be due on May 1 of each year during the Primary Term as extended by the Extended Term, except for the pro rated amount due for the current lease year.

(b) The annual rental amount shall be adjusted bi-annually as determined pursuant to Paragraph 3(c) based on the change in CPI over the prior two years, as such change is currently determined pursuant to the Ground Lease, with the following provisions replacing Section 3.03 of the Ground Lease in its entirety commencing as of the Rent Adjustment Date:

"Section 3.03 Adjustment to Rent. The annual rent shall be adjusted (upward only) (each such adjustment being a "Rent Adjustment") as of the first day of the twenty-fifth month following the Rent Adjustment Date and on the first day of that same month every two years thereafter (which shall be the adjustment date), using the following computation:

The base for computing the adjustment is the index figure for the third month immediately preceding the Rent Adjustment Date (the "index date"), as shown in the Consumer Price Index (CPI) for All Urban Consumers, San Francisco-Oakland-San Jose, CA, All Items (base years 1982-1984 = 100) (Index), published by the United States Department of Labor, Bureau of Labor Statistics. If the Index is changed so that the base year differs from that in effect on the commencement of the Extension Term, the Index shall be converted in accordance with the conversion factor published by the United States Department of Labor, Bureau of Labor Statistics. If the Index is discontinued or revised following the Rent Adjustment Date, the government index or computation with which it is replaced shall be used to obtain substantially the same result as if the Index had not been discontinued or revised. If the parties are unable to agree on such replacement index within fifteen (15) days after demand by either party, the substitute index shall, on application by either party, be selected by the chief officer of the San Francisco regional office of the Bureau of Labor Statistics or its successor.

The index for the adjustment date shall be the index for the third month immediately preceding the adjustment date and shall be computed as a percentage of the base figure. For example, the base index shall be the index for February 2015, which shall be the index date, and assuming the base figure on the index date is 110 and the index figure for the adjustment date is 121, the percentage to be applied is 121/110 = 1.10 = 110 percent. That percentage shall be applied to the initial annual rent for the period beginning on the adjustment date and continuing until the next adjustment date.

(c) Following each bi-annual determination of the CPI increase, if any, pursuant to Section 3.03 of the Ground Lease as amended pursuant to Paragraph 3(b) above, the Lessee shall prepare a "look back" calculation (each, a "Rent Adjustment Calculation") using the actual CPI increases over the immediately preceding two (2) year period (if any) to make the calculations in clauses (iii) and (iv) of Paragraph 3(a) (instead of using 2.5% or such other percentage adjustment, if any, as used for such calculation for the initial 2-year period or any subsequent 2-year period, as applicable, prior to such "look back" calculation). The new Rent Adjustment Calculation shall be submitted by Lessee to Lessor for its review and approval and upon Lessor's approval such new Rent Adjustment Calculation shall be deemed to have approved any such submitted new Rent Adjustment Calculation if Lessor does not approve or disapprove such new Rent Adjustment Calculation within such thirty (30) day period. If such new Rent Adjustment

Calculation indicates that Lessee underpaid or overpaid annual rent for the applicable 2-year period, then any such underpaid amount shall be paid by Lessee to Lessor within thirty (30) days after Lessor has approved or is deemed to have approved the applicable calculation by Lessee and any such overpayment shall be credited against the next payment of annual rent by Lessee to Lessor (or reimbursed to Lessee within such thirty (30) day period if such credit exceeds the amount of rent thereafter to be paid by Lessee under the Ground Lease). An example of a Rent Adjustment Calculation assuming that the actual annual CPI increase over the initial 2 year period is 4.0% instead of 2.5% (along with the amount of the applicable overpayment by Lessee) and an example of a Rent Adjustment Calculation assuming that the actual annual CPI increase over the initial 2 year period was 1.5% instead of 2.5% (along with the amount of the applicable underpayment by Lessor) is attached hereto as Exhibits B and C, respectively.

4. Redevelopment of Site. The annual rent has been calculated based on the current intensity of use on the site (i.e., 37,969 rentable square feet of building area on a site of 65,545 square feet). If the Lessee desires to redevelop the premises to a higher density, the initial annual rent shall be adjusted based on the Redevelopment FMV (as defined below) as follows:

Lessor and Lessee shall attempt to agree on (i) the fair market value of the premises at the planned higher intensity of use (the "Redevelopment FMV") and (ii) the then fair market rental value based on such Redevelopment FMV within thirty (30) calendar days after such redevelopment is approved in writing by Lessor. The Redevelopment FMV and the fair market rental value based thereon are hereinafter referred to as the "Ground Lease FMRV." If Lessor and Lessee do not agree on the Ground Lease FMRV within such period, then each party, by giving written notice to the other party within ten (10) days after the expiration of such thirty (30) day period, shall appoint a MAI real estate appraiser with at least five years' full-time commercial appraisal experience in the area in which the premises is located to appraise and set the Ground Lease FMRV. If either party does not appoint an appraiser within such ten (10) day period, the single appraiser appointed shall be the sole appraiser and shall determine the Ground Lease FMRV. If the two appraisers are appointed by the parties as stated in this paragraph, they shall each prepare an independent complete appraisal of the premises consistent with local standards and provide it to their client for review and comment within thirty (30) days after such appraiser is appointed. Each client shall complete their review within five (5) business days of receipt thereof. Following respective client review, the two appraisers shall simultaneously exchange reports and meet promptly and attempt to agree upon the Ground Lease FMRV within thirty (30) days after the exchange of the reports. If they are unable to agree within said thirty (30) days and the difference between the two appraisers' determination of the Ground Lease FMRV is no greater than ten percent (10%) of the greater of the two numbers, the Ground Lease FMRV shall be equal to the average of the two appraisers' determinations. If they are unable to agree within said thirty (30) days and the difference between the two appraisers' determination of the Ground Lease FMRV is greater than ten percent (10%) of the greater of the two numbers, the two appraisers shall attempt to elect a third appraiser meeting the qualifications stated in this paragraph within thirty (30) days after the last day the two appraisers are given to set the Ground Lease FMRV. If they are unable to agree on the third appraiser, either Lessor or Lessee by giving ten (10) days' written notice to the other party can apply to the presiding judge of the Superior Court of Santa Mateo County for the selection of a third appraiser who meets the qualifications stated in this paragraph. Each of the parties shall bear one-half of the cost of appointing the third appraiser and of paying the third appraiser's fee. The third appraiser, however selected, shall be a person who has not previously acted in any capacity for either party or their affiliates, who in addition has not in the past or presently has any financial or other relationship with any appraiser representing any party. Within thirty (30) days after the selection of the third appraiser, the third appraiser shall provide his or her determination of the Ground Lease FMRV and the Ground Lease FMRV shall be the average of the Ground Lease FMRV determined by the third appraiser and the Ground Lease FMRV (as determined by the first or second appraiser) which is closest in amount to the Ground Lease FMRV determined by the third appraiser (provided, that if the Ground Lease FMRV determined by the first and second appraisers

each differ from the Ground Lease FMRV determined by the third appraiser by the same amount, then the Ground Lease FMRV determined by the third appraiser shall be the Ground Lease FMRV). The Ground Lease FMRV determined pursuant to this paragraph shall be conclusive and binding on the parties. After the Ground Lease FMRV has been set, the appraisers shall immediately notify the parties. In setting the Ground Lease FMRV, the appraiser or appraisers shall not consider the highest and best use for the premises or the potential improvements that could be constructed on the premises, except for Lessee's plan for the premises; provided, that in determining the Ground Lease FMRV, the appraisers shall not include the value of any improvements on the premises, since the Ground Lease FMRV is to be limited to the value of the land only.

Notwithstanding anything to the contrary contained herein, if the current improvements are demolished and re-built to no more than its current intensity of use (i.e., due to casualty or physical obsolescence), there shall be no rental adjustment. For the avoidance of doubt, no such rental adjustment shall be effective until Lessee has obtained at least a shell occupancy certificate for such redeveloped improvements. In addition, any increase in the amount of annual rent pursuant to this Paragraph 4 shall be paid by Lessee using the same calculation methodology as is being applied to determine the annual rent from and after the Rent Adjustment Date pursuant to this Sixth Amendment.

- 5. <u>Cooperation with Possible Release</u>. Lessee shall cooperate, at no cost or expense to Lessee, with Lessor and/or other State or governmental authorities (e.g. CalTrans) in the potential widening of El Camino Real in front of the premises to accommodate a bike lane, right hand lane and/or similar adjustment. Such cooperation may include releasing a portion of the premises subject to the Ground Lease from the leasehold encumbrance at no cost to Lessor, and/or providing a pedestrian access over a portion of the premises subject to the Ground Lease, provided that the use, access, parking and improvements to the premises are not adversely affected thereby. If any of the premises is released from the Ground Lease for such purpose the current site dimensions (i.e., 65,545 square feet) shall remain the basis for determining any future intensity of development on the site rather than any reduced parcel size. Alternatively, Lessor may compensate Lessee for the fair market value of any land released from the Ground Lease as described herein.
- 6. <u>Amendment to Section 7.04</u>. Section 7.04 of the Ground Lease is hereby amended to insert the following after the words "Primary Term" where they appear in the first sentence of such Section: "(commencing with the Rent Adjustment Date (as defined in the Sixth Amendment))".
- 7. <u>Amendment to Section 9.03</u>. Section 9.03 of the Ground Lease is hereby amended to insert the following after the words "Primary Term" where they appear in such Section: "(commencing with the Rent Adjustment Date (as defined in the Sixth Amendment))".
- 8. Amendment to Section 10.01. Section 10.01 of the Ground Lease is hereby amended to (a) replace "Matteson Investment Corporation" with "MPOC Investors, LLC" and (b) insert the following after the name "Duncan L. Matteson" where it appears in such Section: "and/or his immediate family (e.g. spouse, descendants, or family trusts)".
- 9. <u>Amendment to Section 14.03</u>. From and after the Effective Date, notices to Lessee shall be delivered to:

MPOC Investors, LLC c/o JB Matteson, Inc. 1825 S. Grant Street, Suite 700 San Mateo, California 94402 Attention: James Blake

pa-1711265

With a copy to:

MPOC Investors, LLC c/o JB Matteson, Inc. 1825 S. Grant Street, Suite 700 San Mateo, California 94402 Attention: Duncan L. Matteson, Jr.

- 10. <u>Costs</u>. Each party shall bear its own attorney's fees and related costs with respect to the preparation of this Sixth Amendment.
- 11. <u>No Further Modifications</u>. Except as set forth herein, the Ground Lease shall remain unmodified and in full force and effect. In the event of any inconsistency between the provisions of the Ground Lease and this Sixth Amendment, the terms of this Sixth Amendment shall control.
- 12. <u>Governing Law</u>. This Sixth Amendment shall be governed by, construed and enforced in accordance with, the laws of the State of California.
- 13. <u>Counterparts</u>. This Sixth Amendment may be executed in two or more counterparts, which when taken together shall constitute one and the same instrument. The parties contemplate that they may be executing counterparts of the Sixth Amendment transmitted by facsimile or email in PDF format and agree and intend that a signature by facsimile machine or email in PDF format shall bind the party so signing with the same effect as though the signature were an original signature.

[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, the parties have caused this Sixth Amendment to be executed as of the day and year first written above.

LESSOR:
City of Menlo Park, a Municipal Corporation
By:,
1 (diffe:
Title:
Attest:
By:
By: City Clerk
LESSEE:
MPOC Investors, LLC, a California limited liability company
By: Matteson Real Estate Equities, Inc.,
a California corporation, its Manager
By:
14dific.
Title:

Exhibit A

INITIAL RENT SCHEDULE

pa-1711265

A-1

Total Rent Paid May 1, 2015 - April 30, 2016:	Rent Due for Nov 1, 2015 - April 30, 2016: Less: Apply Lessae credit for overpayment: Amount due to Lessor on November 1, 2015:	Rent Due for May 1 - October 31, 2015: Less Rent Paid, May 1, 2015: Credit Lessee for overpayment:	Existing Lease Rent Calculation May 1, 2015: Applicable to May 1 - October 31, 2015: Applicable to Nov 1, 2015 - April 30, 2016:	Double Check Spread of Premium Discount: 2015-1016 Rent Proration Calculation:	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Enright Appraisal April 2013	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Enright Appraisal April 2013	Less: Rent Premium Discount From Existing Lesse Spread Over New Lesse Term New Lesse Rent Per Year	Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FNV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	BLEND AND EXTEND CALCULATION EXISTING PUD APPROVAL BASIS	MENLO PARK OFFICE CENTER GROUND LEASE ANALYSIS
\$ 350,927.47	\$ 225,342.47 (125,585.00) \$ 99,757.47	\$ 125,585.00 (251,170.00) \$ (125,585.00)	\$ 251,170.00 \$ 125,585.00 \$ 125,585.00	\$ 12,034,828.68 \$ 12,034,828.68	(218,815.07) \$ 2,048,349.57	2066-67 \$ 2,267,164.63	(218,815.07) \$ 1,392,416.51	2053-54 \$ 1,611,231.58	\$ 983,510.74	2040-41 \$ 1,202,325.81	\$ (218,815.07) \$ 678,378.96	May 2027-28 \$ 897,194.03	\$ (109,407.53) \$ 225,342.47	\$ 334,750.00	Nov. 2015- May 2016	REVISED AS OF SE
				Total From this Sheet (55 Years) Rent Premium Calculation Sheet	(218,815.07) \$ 2,048,349.57	2067-68 \$ 2,267,164.63	(218,815.07) \$ 1,472,978.09	May 2054-55 \$ 1,691,793.16	(218,815.07) \$ 983,510.74	May 2041-42 \$ 1,202,325.81	\$ [2	May 2028-29 \$ 897,194.03	(218,815.07) \$ 450,684.93	\$ 669,500.00	May 2016-17	REVISED AS OF SEPTEMBER 29, 2015
				et (55 Years) ulation Sheet	(218,815.07) \$ 2,161,707.80	2068-69 \$ 2,380,522.86	(218,815.07) \$ 1,472,978.09	May 2055-56 \$ 1,691,793.16	(218,815.07) \$ 1,043,627.03	May 2042-43 \$ 1,262,442.10	(218,815.07) \$ 723,238.67	May 2029-30 \$ 942,053.73	(218,815.07) \$ 484,159.93	\$ 702,975.00	May 2017-18	EXHIBIT A ASSUN
					(218,815.07) \$ 2,161,707.80	May 2069-70 \$ 2,380,522.86	(218,815.07) \$ 1,557,567.75	May 2056-57 \$ 1,776,382.81	(218,815.07) \$ 1,043,627.03	May 2043-44 \$ 1,262,442.10	(218,815.07) \$ 723,238.67	May 2030-31 \$ 942,053.73	\$ 484,159.93	\$ 702,975.00	May 2018-19	AED CASE - 2.5% INF
					(<u>109,407.53)</u> \$ 1,140,366.97	May - Nov 2070 \$ 1,249,774.50	(218,815.07) \$ 1,557,567.75	May 2057-58 \$ 1,776,382.81	(218,815.07) \$ 1,106,749.14	May 2044-45 \$ 1,325,564.21	\$ 770,341.35	May 2031-32 \$ 989,156.42	(218,815.07) \$ 519,308.68	\$ 738,123.75	May 2019-20	EXHIBIT A ASSUMED CASE - 2.5% INFLATION (5% every two years)
							(218,815.07) \$ 1,646,386.89	May 2058-59 \$ 1,865,201.95	(218,815.07) \$ 1,106,749.14	May 2045-46 \$ 1,325,564.21	\$ 770,341.35	May 2032-33 \$ 989,156.42	(218,815.07) \$ 519,308.68	\$ 738,123.75	May 2020-21	wo years)
							{218,815.07} \$ 1,646,386.89	May 2059-60 \$ 1,865,201.95	(218,815.07) \$ 1,173,027.35	May 2046-47 \$ 1,391,842.42	(218,815.07) \$ 819,799.17	May 2033-34 \$ 1,038,614.24	(Z18,815.07) \$ 556,214.87	\$ 775,029.94	May 2021-22	
							(218,815.07) \$ 1,739,646.99	May 2060-61 \$ 1,958,462.05	(218,815.07) \$ 1,173,027.35	May 2047-48 \$ 1,391,842.42	(218,815.07) \$ 819,799.17	May 2034-35 \$ 1,038,614.24	(218,815.07) \$ 556,214.87	\$ 775,029.94	May 2022-23	
							(218,815.07) \$ 1,739,646.99	May 2061-62 \$ 1,958,462.05	(218,815.07) \$ 1,242,619.47	May 2048-49 \$ 1,461,434,54	(218,815.07) \$ 871,729.89	May 2035-36 \$ 1,090,544.95	\$ 594,966,37	\$ 813,781.43	May 2023-4	
							(218,815,07) \$ 1,837,570.09	May 2062-63 \$ 2,056,385.15	\$ 1,242,619.47	May 2049-50 \$ 1,461,434.54	(218,815.07) \$ 871,729.89	May . 2036-37 \$ 1,090,544.95	(218,815.07) \$ 594,966.37	\$ 813,781.43	May 2024-25	
							(218,815,07) \$ 1,837,570,09	2063-64 \$ 2,056,385.15	(218,815.07) \$ 1,315,691,20	May 2050-51 \$ 1,534,506.26	(218,815.07) \$ 871,729.89	May 2037-38 \$ 1,090,544,95	(218,815.07) \$ 635,655.44	\$ 854,470.51	May 2025-26	
							(218,815.07) \$ 1,940,389,35	- 1 1	(218,815.07) \$ 1,315,691.20	May 2051-52 \$ 1,534,506.26	(218,815.07) \$ 926,257.13	2036-39 \$ 1,145,072.20	(218,815.07) \$ 635,655.44	\$ 854,470.51	May 2026-27	
							(218,815,07) \$ 1,940,389.35	May 2065-66 \$ 2,159,204.41	(218,815,07) \$ 1,392,416.51	May 2052-53 \$ 1,611,231.58	(218,815.07) \$ 926,257.13	May 2039-40 \$ 1,145,972.20				

MENLO PARK OFFICE CENTER	REVISED AS OF SEPTEMBER 29, 2015	TEMBER 29, 2015	EXHIBIT A ASSU	MED CASE - 2.5%	EXHIBIT A ASSUMED CASE - 2.5% INFLATION (5% every 2 years)	ery 2 years)						
BLEND AND EXTEND CALCULATION EXISTING PUD APPROVAL BASIS	Nov. 2015 - May 2016	May 2016-17	May 2017-18	May 2018-19	May 2019-20	May 2020-21	May 2021-22	May 2022-23	May 2023-4	May 2024-25	May 2025-26	May 2026-27
Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	\$ 334,750.00	\$ 669,500.00	\$ 702,975.00	\$ 702,975.00	\$ 738,123.75	\$ 738,123.75	\$ 775,029.94	\$ 775,029.94	\$ 813,781.43	\$ 813,781.43	\$ 854,470.51	\$ 854,470.51
Annual Rent - Existing Lease Basis Assuming Similar Inflation Assumptions	(125,585.00)	(251,170.00)	(263,728.50)	(263,728.50)	(276,914.93)	(276,914.93)	(290,760.67)	(290,760.67)	(305,298.70)	(305,298.70)	(320,563.64)	(320,563.64)
Calculated Rent Premium Based on Abovc	\$ 209,165.00	\$ 418,330.00	\$ 439,246.50	\$ 439,246.50	\$ 461,208.83	\$ 461,208.83	\$ 484,269.27	\$ 484,269.27	\$ 508,482.73	\$ 508,482.73	\$ 533,906.87	\$ 533,906.87
	May 2027-28	May 2028-29	May 2029-30	May 2030-31	May 2031-32	May 2032-33	May 2033-34	May 2034-35	May 2035-36	May 2036-37	May - Nov. 2037	
Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	\$ 897,194.03	\$ 897,194.03	\$ 942,053.73	\$ 942,053.73	\$ 989,156.42	\$ 989,156.42	\$ 1,038,614.24	\$ 1,038,614.24	\$ 1,090,544.95	\$ 1,090,544.95	\$ 572,536.10	
Annual Rent - Existing Lease Basis Assuming Similar Inflation Assumptions	(336,591.82)	(336,591.82)	(353,421,41)	(353,421.41)	(371,092.48)	(371,092.48)	(389,647.11)	(389,647.11)	(409,129.46)	(409,129.46)	(214,792.97)	
Calculated Rent Premium Based on Above	\$ 560,602.21	\$ 560,602.21	\$ 588,632.32	\$ 588,632.32	\$ 618,063.94	\$ 618,063.94	\$ 648,967.13	\$ 648,967.13	\$ 681,415.49	\$ 681,415.49	\$ 357,743.13	
Existing Lease Term New Lease Term Total Rent Premium During Existing Lease Term Average Rent Premium Per Year During Fylsting	22 years 55 years \$ 12,034,828.68											
Lease Term Rent Premium Discount Spread over New	\$ 534,881.27											
Lease Term (Annual Average)	\$ 218,815.07											

Exhibit B

4.0% CPI EXAMPLE

B-1

pa-1711265

Double Check Spread of Premium Discount:	Annual Rent - MV Basis per Enright Appraisal April 2013 Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Enright Appraisal April 2013	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	MENLO PARK OFFICE CENTER GROUND LEASE ANALYSIS BLEND AND EXTEND CALCULATION EXISTING PUD APPROVAL BASIS
\$ 12,335,652.70 \$ 12,335,652.70	\$ 2,331,940.77 \$ (224,284.59) \$ 2,107,656.17	(224,284.59) 1,432,982.17 May 2066-67	May 2059- <u>54</u> \$ 1,657,266.76	(224,284.59) \$ 1,012,393.38	May 2040-41 \$ 1,236,677.98	(224,284,59) \$ 698,543.55	May 2027-28 \$ 922,828.15	(112,142.30) \$ 222,607.70	\$ 334,750.00	REVISED AS OF SEPTEMBER 29, 2015 Nov. 2015- May May 2016 2016-17
Total Fram this Sheet (55 Years) Rent Premium Calculation Sheet	\$ 2,331,940.77 \$ 2,107,656.17	\$ 1,515,845.51 May 2067-68	2054-55 \$ 1,740,130.10	(224,284.59) \$ 1,012,393.38	May 2041-42 \$ 1,236,677.98	(224,284.59) \$ 698,543.55	May 2028-29 \$ 922,828.15	(224,284.59) \$ 445,215.41	\$ 669,500.00	TEMBER 29, 2015 May 2016-17
	\$ 2,448,597.80 \$ 2,24,284.59) \$ 2,224,253.21	\$ 1,515,845.51 May 2068-69	2055-56 \$ 1,740,130.10	(224,284.5 <u>9)</u> \$ 1,074,227.28	May 2042-43 \$ 1,298,511.88	(224,284.59) \$ 744,684.96	May 2029-30 \$ 968,969.55	\$ 478,690.41	\$ 702,975.00	ЕХНІВІТ В ASSUN Мау 2017-18
Rent True-Up Calculation for May 1, 2017 - April 30, 2019: Rent due to Lessor from Lessee on May 1, 2017 Per Exhibit C: Less: Rent Paid to Lessor by Lessee on May 1, 2017 per Exhibit A: Amount to be refunded by Lessor to Lessee: Rent due to Lessor from Lessee on May 1, 2018 Per Exhibit C: Less: Rent Paid to Lessor by Lessee on May 1, 2018 per Exhibit A: Amount to be refunded by Lessor to Lessee on May 1, 2018 Per Exhibit A: Amount to be refunded by Lessor to Lessee on May 1, 2018:	\$ 2,448,537.80 \$ 2,24,284.59] \$ 2,224,253.21	(224,284,59) \$ 1,502,852.01 May 2069-70	May 2056-57 \$ 1,827,136.61	(224, <u>284,59)</u> \$ 1,074,227.28	May 2043-44 \$ 1,298,511.88	(224,284. <u>59)</u> \$ 744,684.96	May 2030-31 \$ 968,969.55	(224,284.59) \$ 478,690.41	\$ 702,975.00	EXHIBIT B ASSUMED CASE - SEE PRIOR SPREADSHEET FOR DETAILED ASSUMPTIONS. May May May May May 2017-18 2018-19 2019-20 2020-21
Ition for May 1, 201. Tom Lessee on May 1 Issor by Lessee on M Issor by Lesse on May 1 Issor by Lesse on May 1 Issor by Lesse on May 1 Issor by Lessor to Less Issor by Lessor to Lessor to Less	\$ 1,285,482.35 \$ 1,173,340.05	(224,284.59) 1,602,852.01 May - Nov 2070	May 2057-58 \$ 1,827,136.61	(224,284.59) \$ 1,139,152.87	May 2044-45 \$ 1,363,437,47	(224,284.59) \$ 793,133.44	May 2031-32 \$ 1,017,418.03	(224,284.59) \$ 534,928.41	\$ 759,213.00	R SPREADSHEET FOR May 2019-20
7- April 30, 2019: , 2017 Per Exhibit C: av 1, 2017 per Exhibit A: ee: , 2018 Per Exhibit C: ay 1, 2018 per Exhibit A: se:		\$ 1,694,208,84	May 2058-59 \$ 1,918,493.44	{224,284.59} \$ 1,139,152.87	May 2045-46 \$ 1,363,437.47	(224,284.59) \$ 793,133.44	May 2032-33 \$ 1,017,418.03	(224,284.59) \$ 594,928.41	\$ 759,213.00	DETAILED ASSUMPT May 2020-21
119. FA. \$		(224,284.59) \$ 1,694,208.84	May 2059-60 \$ 1,918,493.44	(224,284.59) \$ 1,207,324.75	May 2046-47 \$ 1,431,609.34	(224,284,59) \$ 844,004.34	May 2033-34 \$ 1,068,288.93	\$ 572,889.06	\$ 797,173.65	May 2021-22
478,690,41 (484,159,93) (5,469,52) (484,159,93) (5,469,52)		(224,284,59) \$ 1,790,133,52	May 2060-61 \$ 2,014,418.11	(224,284.59) \$ 1,207,324.75	May 2047-48 \$ 1,431,609.34	(224,284.59) \$ 844,004.34	May 2034-35 \$ 1,068,288.93	(224,284.59) \$ 572,889.06	\$ 797,173.65	May 2022-23
(5,469.52) (5,469.57) (10,939.05)		(224,284.59) \$ 1,790,133.52	May 2061-62 \$ 2,014,418.11	(224,284.59) \$ 1,278,905.21	May 2048-49 \$ 1,503,189.81	(224,284.59) \$ 897,418.79	May 2035-36 \$ 1,121,703.38	(224 <u>,284.59)</u> \$ 612,747.74	\$ 897,032.33	May 2023-4
		{224,284.59} \$ 1,890,854.42	May 2062-63 \$ 2,115,139.02	(224,284.59) \$ 1,278,905.21	May 2049-50 \$ 1,503,189.81	(224,284.59) \$ 897,418.79	May 2036-37 \$ 1,121,703.38	(224,284.59) \$ 612,747.74	\$ 837,092.33	May 2024-25
		(224,284,59) \$ 1,890,854,42	May 2063-64 \$ 2,115,139.02	(224,284.59) \$ 1,354,064.71	May 2050-51 \$ 1,578,349.30	(224,284.59) \$ 897,418.79	May 2037-38 \$ 1,121,703.38	(224,284,59) \$ 654,599.35	\$ 878,883.95	May 2025-26
		(224,284.58) \$ 1,996,611.37	May 2064-65 \$ 2,220,895.97	(224,284.59) \$ 1,354,064.71	May 2051-52 \$ 1,578,349.30	(224,284.59) \$ 953,503.95	May 2038-39 \$ 1,177,788.55	(224,284.59) \$ 654,599.35	\$ 878,883.95	May 2026-27
		(224,284.59) \$ 1,996,611.37	May 2065-66 \$ 2,220,895.97	(224,284.59) \$ 1,432,982.17	May 2052-53 \$ 1,657,266.76	(224,284.59) \$ 953,503.95	May 2039-40 \$ 1,177,788.55			

MENLO PARK OFFICE CENTER

REVISED AS OF SEPTEMBER 29, 2015 EXHIBIT B ASSUMED CASE - 2.5% Inflation (5% every 2 years), but in 2017-18 and 2018-19 actual inflation runs 4% annually, then returns to 2.5% thereafter. This causes an adjustment for 2019-20 and 2020-21 for the higher inflation in 2017-18 and 2018-19, and continues thereafter with the 2.5% inflation factor applied to a higher base.

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BLEND AND EXTEND CALCULATION EXISTING PUD APPROVAL BASIS	Nov. 2015 - May 2016	May 2016-17	May 2017-18	May 2018-19	May 2019-20	May 2020-21	May 2021-22	May 2022-23	May 2023-4	May 2024-25	May 2025-26	May 2026-27
Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	\$ 334,750.00	\$ 669,500.00	\$ 702,975.00	\$ 702,975.00	\$ 759,213.00	\$ 759,213.00	\$ 797,173.65	\$ 797,173.65	\$ 837,032.33	\$ 837,032.33	\$ 878,883.95	\$ 878,883.95
Annual Rent - Existing Lease Basis Assuming Similar Inflation Assumptions	(125,585.00)) (251,170.00)	(263,728.50)	(263,728.50)	(284,826.78)	(284,826.78)	(299,068.12)	(299,068.12)	(314,021.52)	(314,021.52)	(329,722.60)	(329,722.60)
Calculated Rent Premium Based on Above	\$ 209,165.00	\$ 418,330.00	\$ 439,246.50	\$ 439,246.50	\$ 474,386.22	\$ 474,386.22	\$ 498,105.53	\$ 498,105.53	\$ 523,010.81	\$ 523,010.81	\$ 549,161.35	\$ 549,161.35
	May 2027-28	May 2028-29	May 2029-30	May 2030-31	May 2031-32	May 2032-33	May 2033-34	May 2034-35	May 2035-36	May 2036-37	May - Nov.	
Annual Rent - FMV Basls per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	\$ 922,828.15	\$ 922,828.15	\$ 968,969.55	\$ 968,969.55	\$ 1,017,418.03	\$ 1,017,418.03	\$ 1,068,288.93	\$ 1,068,288.93	\$ 1,121,703.38	\$ 1,121,703.38	\$ 588,894.27	
Annual Rent - Existing Lease Basis Assuming Similar Inflation Assumptions	(346,208.73)	(346,208.73)	(363,519.17)	(363,519.17)	(381,695.13)	(381,695.13)	(400,779.88)	(400,779.88)	(420,818.88)	(420,818.88)	(220,929.91)	
Calculated Rent Premium Based on Above	\$ 576,619.42	\$ 576,619.42	\$ 605,450.39	\$ 605,450.39	\$ 635,722.91	\$ 635,722.91	\$ 667,509.05	\$ 667,509.05	\$ 700,884.50	\$ 700,884.50	\$ 367,964.36	
Existing Lease Term New Lease Term Total Rent Premium During Existing Lease Term Average Rent Premium Per Year During Existing	22 years 55 years \$ 12,335,652.70											
Lease Term Rent Premium Discount Spread over New Lease Term (Annual Average)	\$ 548,251.23 \$ 224,284.59											

Exhibit C

1.5% CPI EXAMPLE

pa-1711265

C-1

			Double Check Spread of Premium Discount:	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Enright Appraisal April 2013	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Enright Appraisal April 2013	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	Less: Rent Premium Discount From Existing Lease Spread Over New Lease Term New Lease Rent Per Year	Annual Rent - FMV Basis per Carneghi Appraisal as of March 2015 (6.5% of \$10,300,000)	MENIO PARK OFFICE CENTER GROUND LEASE ANALYSIS BLEND AND EXTEND CALCULATION EXISTING PUD APPROVAL BASIS
			\$ 11,834,279.33 \$ 11,834,279.33	(215,168.72) \$ 2,008,811.83	2066-67 \$ 2,223,980,54	(215,168,72) \$ 1,365,372.74	May 2053-54 \$ 1,580,541.45	\$ 964,255.65	MBY 2040-41 \$ 1,179,424.37	(215,168.72) \$ 664,935.91	2027-28 \$ 880,104.62	(107,584.36) \$ 227,165.64	\$ 334,750.00	REVISED AS OF SEPTEMBER 29, 2015 Nov. 2015- May May 2016 2016-17
			Total From this Sheet (55 Years) Rent Premium Calculation Sheet	(215,168.72) \$ 2,008,811.83	2067-68 \$ 2,223,980,54	(215,168.72) \$ 1,444,399.81	2054-55 \$ 1,659,568.52	(215,168.72) \$ 964,255.65	May 2041-42 \$ 1,179,424.37	\$ 664,935.91	2028-29 \$ 880,104,62	(215,168.72) \$ 454,331.28	\$ 669,500.00	TEMBER 29, 2015 May 2016-17
_1				(215,168.72) \$ 2,120,010.86	2068-69 \$ 2,335,179.57	(215,168.72) \$ 1,444,399.81	2055-56 \$ 1,659,568.52	(215,168.72) \$ 1,023,226.87	May 2042-43 \$ 1,238,395.58	(215,168.72) \$ 708,941.14	May 2029-30 \$ 924,109.85	\$ 487,806.28	\$ 702,975.00	EXHIBIT C ASSUN May 2017-18
Total Additional Rent due to Lessor From Lessee at May 1, 2019:	Rent due to Lessor from Lessee on May 1, 2018 Per Exhibit B: Less: Rent Paid to Lessor by Lessee on May 1, 2018 per Exhibit A: Additional Amount Due to Lessor from Lessee:	Rent due to Lessor from Lessee on May 1, 2017 Per Exhibit B: Less: Rent Pald to Lessor by Lesson on May 1, 2017 per Exhibi Additional Amount Due to Lessor from Lessee:	Rent True-Up Calculation for May 1, 2017 - April 30, 2019:	(215,168.72) \$ 2,120,010.86	May 2069-70 \$ 2,335,179.57	(215,168.72) \$ 1,527,378.24	2056-57 \$ 1,742,546.95	(215,168.72) \$ 1,023,226.87	May 2043-44 \$ 1,238,395.58	(215,168.72) \$ 708,941.14	May 2030-31 \$ 924,109.85	(215,168.72) \$ 487,806.28	\$ 702,975.00	EXHIBIT C ASSUMED CASE - SEE PRIOR SPREADSHEET FOR DETAILED ASSUMPTIONS. May May May May May 2017-18 2018-19 2019-20 2020-21 2
due to Lessor From i	om Lessee on May 1, ssor by Lessee on Ma ue to Lessor from Les	om Lessee on May 1, ssor by Lessee on Ma ue to Lessor from Le	tion for May 1, 2017	(107,584.36) \$ 1,118,384.92	May - Nov 2070 \$ 1,225,969.28	(215,168.7 <u>2)</u> \$ 1,527,378.24	May 2057-58 \$ 1,742,546.95	(215,168.72) \$ 1,085,146.65	May 2044-45 \$ 1,300,315.36	\$ 755,146.63	May 2031-32 \$ 970,315.34	(215,168.72) \$ 508,895.53	\$ 724,064.25	R SPREADSHEET FOR May 2019-20
essee at May 1, 201	2018 Per Exhibit B: ıy 1, 2018 per Exhibit ssee:	. 2017 Per Exhibit B; ay 1, 2017 per Exhibit A; ssee:	- April 30, 2019:			(215,168.72) \$ 1,614,505.58	May 2058-59 \$ 1,829,674.30	(215,168.72) \$ 1,085,146.65	May 2045-46 \$ 1,300,315.36	(215,168.72) \$ 755,146.63	May 2032-33 \$ 970,315.34	(215,168.72) \$ 508,895.53	\$ 724,064.25	May 2020-21
9.	Х. Х.	چ چ				(215,168.72) \$ 1,614,505.58	May 2059-60 \$ 1,829,674.30	(215,168.72) \$ 1,150,162.42	May 2046-47 \$ 1,365,331.13	(215,168.72) \$ 803,662.40	May 2033-34 \$ 1,018,831.11	(215,168.72) \$ 545,098.75	\$ 760,267.46	TiONS. May 2021-22
₩.	487,805,28 (484,159.93) 3,646.35	(484,159.93) 3,646.35			-	(215,168.72) \$ 1,705,989.30	May 2060-61 \$ 1,921,158.01	(215,168.72) \$ 1,150,162.42	May 2047-48 \$ 1,365,331.13	\$ 803,662.40	May 2034-35 \$ 1,018,831.11	\$ 545,098.75	\$ 760,267.46	May 2022-23
7,292.71	3,646.35	3,646.35				(215,168.72) \$ 1,705,989.30	May 2061-62 \$ 1,921,158.01	(215,168.72) \$ 1,218,428,97	May 2048-49 \$ 1,433,597.69	(215,168.72) \$ 854,603.95	May 2035-36 \$ 1,069,772.67	\$ 583,112.12	\$ 798,280.84	May 2023-4
						(215,168.72) \$ 1,802,047.20	2062-63 \$ 2,017,215.91	(215,168.72) \$ 1,218,428.97	May 2049-50 \$ 1,433,597.69	(215,168.72) \$ 854,603.95	May 2036-37 \$ 1,069,772.67	(215,168.72) \$ 583,112.12	\$ 798,280.84	May 2024-25
						(215,168.72) \$ 1,802,047.20	May 2063-64 \$ 2,017,215.91	(215,168.72) \$ 1,290,108.86	May 2050-51 \$ 1,505,277.57	(215,168.72) \$ 854,603.95	May 2037-38 \$ 1,069,772.67	(215,168.72) \$ 623,026.16	\$ 838,194.88	May 2025-26
						\$ 1,902,907.99 \$	2064-65 \$ 2,118,076.71	(215,168.72) \$ 1,290,108.86	May 2051-52 \$ 1,505,277.57	(215,168.72) \$ 908,092.59	May 2038-39 \$ 1,123,261.30	(215,168.72) \$ 623,026.16	\$ 838,194.88	May 2026- 2 7
						{215,168.72} \$ 1,902,907.99	May 2065-66 \$ 2,118,076,71	(215,168.72) \$ 1,865,372,74	May 2052-53 \$ 1,580,541.45	(215,168.72) \$ 908,092.59	May 2039-40 \$ 1,125,261.30			

MENLO PARK OFFICE CENTER

MENLO PARK OFFICE CENTER	REVISED AS OF SEPTEMBER 29, 2015 EXHIBIT C ASSUMED CASE - 2.5% Inflation (5% every 2 years), but in 2017-18 and 2018-19 actual inflation runs only 1.5% annually, then returns to 2018 and 2018-19, and an adjustment for 2019-20 and 2020-21 for the lower inflation in 2017-18 and 2018-19, and modestly thereafter with the 2.5% inflation factor applied to a slightly lower base.	TEMBER 29, 2015 Stment for 2019-20	EXHIBIT C ASSUI D and 2020-21 for	MED CASE - 2.5% the lower inflation	Inflation (5% ever n in 2017-18 and 2	y 2 years), but in 2 2018-19, and mode	2017-18 and 2018-19 estly thereafter with	actual inflation run the 2.5% inflation f	s only 1.5% annually actor applied to a sli	REVISED AS OF SEPTEMBER 29, 2015 EXHIBIT C ASSUMED CASE - 2.5% inflation (5% every 2 years), but in 2017-18 and 2018-19 actual inflation runs only 1.5% annually, then returns to 2.5% thereafter. This causes an adjustment for 2019-20 and 2020-21 for the lower inflation in 2017-18 and 2018-19, and modestly thereafter with the 2.5% inflation factor applied to a slightly lower base.	6 thereafter.	
BLEND AND EXTEND CALCULATION	Nov. 2015 -	May	May	May	May	May	May	May	May	May	May	May
EXISTING PUD APPROVAL BASIS	May 2016 2016-17 2017-18 2018-19	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-4	2024-25	2025-26	2026-27
	\$ 11. 15. 00 \$ 150 00 \$ 100 01	* 550 500 00	200 025 00	100 075 00	À 13.00 A		*			A 100 100 100 100 100 100 100 100 100 10		

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22 years 55 years 11,834,279.33 525,967.97 215,168.72	(330,180.55) 549,924.07	880,104.62	May 2027-28	209,165.00	(125,585.00)	334,750.00	Nov. 2015 - May 2016
	(330,180.55) \$ 549,924.07	\$ 880,104.62	May 2028-29	\$ 418,330.00	(251,170.00)	\$ 669,500.00	May 2016-17
	(346,689.58) \$ 577,420.28	\$ 924,109.85	May 2029-30	\$ 439,246.50	(263,728.50)	\$ 702,975.00	May 2017-18
	(346,689.58) \$ 577,420.28	\$ 924,109.85	May 2030-31	\$ 439,246.50	(263,728.50)	\$ 702,975.00	May 2018-19
	(364,024.06) \$ 606,291.29	\$ 970,315.34	May 2031-32	\$ 452,423.90	(271,640.36)	\$ 724,064.25	May 2019-20
	(364,024.06) \$ 606,291.29	\$ 970,315.34	May 2032-33	\$ 452,423.90	(271,640.36)	\$ 724,064.25	May 2020-21
	(382,225.26)	\$ 1,018,831.11	May 2033-34	\$ 475,045.09	(285,222.37)	\$ 760,267.46	May 2021-22
	(382,225.26) \$ 636,605.85	\$ 1,018,831.11	May 2034-35	\$ 475,045.09	(285,222.37)	\$ 760,267.46	May 2022-23
	(401,336.52) \$ 668,436.15	\$ 1,069,772.67	May 2035-36	\$ 498,797.34	(299,483.49)	\$ 798,280.84	May 2023-4
	(401,336.52) \$ 668,436.15	\$ 1,069,772.67	May 2036-37	\$ 498,797.34	(299,483.49)	\$ 798,280.84	May 2024-25
	(210,701.67) \$ 350,928.98	\$ 561,630.65	May - Nov.	\$ 523,737.21	(314,457.67)	\$ 838,194.88	May 2025-26
				\$ 523,737.21	(314,457.67)	\$ 838,194.88	May 2026-27

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City Manager's Office



STAFF REPORT

City Council
Meeting Date: 11/17/2015
Staff Report Number: 15-178-CC

Consent Calendar: Adopt a Resolution Directing Staff to Join Sister

Cities International, Enter into a Sister City Agreement with Galway Ireland and Establish a Sister City Committee to Help The City Maintain and Provide Direction for The Menlo Park Sister

City Program

Recommendation

Staff recommends that the City Council Adopt a resolution (Attachment A) directing staff to join Sister Cities International, enter into a Sister City agreement with Galway Ireland and establish a Sister City Committee to help the City maintain and provide direction for the Menlo Park Sister City Program.

Policy Issues

This recommendation is consistent with prior action of the Council to develop opportunities for cultural exchange and mutual economic benefit with foreign city governments. It is also consistent with the Economic Development Plan Goals: 1. Diversify and Growing City Revenue Sources and 7. Enhance Cultural and Arts Offerings.

Background

Sister Cities International

Sister Cities International (SCI) is a nonpartisan 501(c)(3) nonprofit which serves as the national membership organization for individual sister cities, counties and states across the U.S. This network unites tens of thousands of citizen diplomats and volunteers in 545 communities with over 2,100 partnerships in 145 countries on six continents. Sister city relationships offer members the opportunity to form connections between communities that are mutually beneficial and which address issues that are most relevant for partners. Programs vary greatly from basic cultural exchange programs to shared research and development projects. Programming can typically be classified in four main areas: Youth and Education, Arts and Culture, Business and Trade and Municipal Exchange and Community Development.

Eighty-three California cities have Sister City programs. Below is a list of the 13 San Mateo and Santa Clara County Cities with Sister City Programs:

Cupertino Milpitas Redwood City South San Francisco

Gilroy Morgan Hill San Jose
Los Altos Mountain View San Mateo
Milbrae Palo Alto Santa Clara

Galway

In 2013, the City in partnership with the Community Organization Two Menlos, investigated and developed a friendship agreement between the City of Menlo Park and the City of Galway, Ireland. The Friendship Agreement (Attachment B) was signed by former Mayor Peter Ohtaki and former Galway Mayor Padraig Conneely on October 17, 2013. Over the last two years there have been multiple visits of representatives from Galway to Menlo Park and of representatives of Menlo Park to Galway. As a result of the strengthening relationship the Galway City Council took action to expand the relationship with the City of Menlo Park to a sister/twinning cities relationship on September 14, 2015. Current Galway Mayor Frank Fahy reported this action to Mayor Carlton in a letter received October 20th (Attachment C).

Sister City Committee

There are a variety of ways that cities organize sister city programs. Sister city organizations may be run by a group of volunteers, representatives from local institutions, the mayor's office or municipal government, or by some combination of these. Most often, sister city organizations are incorporated as 501(c)(3) nonprofits, although the municipal government may have representation or a formal relationship with the group. Many are governed by a board of directors or commission, although the majority of members are volunteers from all sectors of the community. Some sister city organizations are run by local institutions, such as a museum, cultural center or chamber of commerce. Most municipal contacts for sister city organizations are in the office of the mayor, office of tourism/convention and visitors bureau, office of international affairs, office of protocol or office of economic development. Finally, some cities establish a sister cities commission to assist with managing the program and support projects.

Locally, the Cities of Los Altos, San Jose, and Santa Clara Sister City Programs are run by independent nonprofits, while the Cities of Milpitas, Milbrae and Mountain View Sister Cities programs are run by City. The Cities of Milpitas and Milbrae utilize Sister City Commissions of residents, appointed by the City Council to assist with maintaining Sister City relationships and events to support the goals of the City.

Analysis

The further formalizing of the relationship of our two cities will require the City of Menlo Park to join SCI. Staff is recommending that the City join SCI due to the high level of benefits that the City will receive in exchange for a relatively modest annual membership fee. Membership in SCI is scaled by population would be \$580 for 2016. Membership in SCI will provide the City access to the SCI directory of other members, diplomatic and protocol services, as well as professional advice and support for the Menlo Park Sister City Program.

Sister City Committee

Staff recommends that the City begin the Sister City Program by establishing a 5-member committee, appointed by the City Council, consistent with our approach for other committees. As the program evolves it may be appropriate for the Menlo Park Sister Cities Program to establish a nonprofit, but initially Staff feels that the Program can be managed through the City Manager's Office of Economic Development and Housing.

The following list of duties is consistent with those of other Sister Cities commissions; however Staff is soliciting the City Council's feedback on any other duties that may be appropriate:

Staff Report #: 15-178-CC

- 1. 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
- 2. To implement the approved program plan upon request of the City Council
- 3. To keep the community informed concerning the Sister City program
- 4. To advise the City Council on matters pertaining to any Sister City affairs
- 5. To perform such other duties as may be assigned to the Committee by the City Council

Impact on City Resources

Staffing a new committee and maintaining this new level of diplomatic relationships will have both fiscal and staffing impacts. Staff believes that the staffing impact can be absorbed through the City Manager's Office of Economic Development and Housing. The Fiscal Year 2015-16 City Budget allocated funding to support the City Council's efforts to develop friendship agreements with foreign cities. Staff will bring forward any additional necessary funding requests through the Fiscal Year 2016-17 City Budget process.

Environmental Review

This action is not a project under CEQA.

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. Resolution
- B. Galway Friendship Agreement
- C. Mayor Fahy Letter

Report prepared by: Jim Cogan Economic Development and Housing Manager

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RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK JOINING SISTER CITIES INTERNATIONAL, ENTERING INTO A SISTER CITY AGREEMENT WITH GALWAY IRELAND AND ESTABLISHING A SISTER CITY COMMITTEE TO HELP THE CITY MAINTAIN AND PROVIDE DIRECTION FOR THE MENLO PARK SISTER CITY PROGRAM

WHEREAS, Sister Cities International is a nonpartisan 501(c)(3) nonprofit which serves as the national membership organization for individual sister cities, counties, and states across the U.S.; and

WHEREAS, this network unites tens of thousands of citizen diplomats and volunteers in 545 communities with over 2,100 partnerships in 145 countries on six continents; and

WHEREAS, joining Sister Cities International will provide the City of Menlo Park with access to the Sister Cities International directory of members and professional diplomatic and protocol services; and

WHEREAS, entering into a Sister City Agreement with Galway, IR will formalize and strengthen the relationship between our two cities; and

WHEREAS, establishing a Sister City Committee will provide residents an opportunity to help guide the development and support the services of the new Menlo Park Sister Cities Program.

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore do hereby direct staff to join Sister Cities International, enter into a Sister City Agreement with Galway Ireland and establish a Sister Cities Committee consisting of five members.

I, Pamela Aguilar, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the seventeenth day of November 2015, by the following votes:

by said courion on the severiteenth day of November 2010, by the following votes.	
AYES:	
NOES:	
ABSENT:	
ABSTAIN:	

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal said City on this seventeenth day of November 2015.	of
Pamela Aguilar City Clerk	

FRIENDSHIP AGREEMENT

Galway City Council, Ireland And

The City of Menlo Park, California, United States of America

Whereas, the cities of Menlo Park, California USA and Galway, Ireland share an historical bond from over 150 years ago when two Galway-men, Dennis J. Oliver and Daniel C. McGlynn, from the village of Menlo in the city of Galway, travelled to California and purchased a ranch they called Menlo Park; and

Whereas, they believe it is in the best interests of both cities that a 'Friendship Agreement' be advanced and signed between the City of Menlo Park, California and Galway City; and

Whereas, this Friendship Agreement will allow the further development of historical, heritage, educational and economic links between the two cities; and

Whereas, both cities affirm their commitment to the advancement of friendly relations between our local authorities, our local institutions and between our residents.

Now, Therefore, Be It Resolved, that we, the Mayors of the City of Menlo Park, USA and Galway, Ireland affix our signatures on this deglaration of the establishment

of a Friendship Agreement

Peter O**Atakl**, Mayor City of Menlo Park

CITY OF

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Cllr. Padraig Conneely, Mayor

City of Galway

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ATTACHMENT C



Halla na Cathrach Bóthar an Choláiste Gaillimh

City Hall College Road Galway

Ár dTag / Our Ref:

Do Thag/Your Ref:

RECEIVED

OCT 2 0 2015

Catherine Carlton,
Mayor, City of Menlo Park, California,
701 Laurel St,
Menlo Park,
CA 94025,
United States

Mayor Carlton, a chara,

I wish to bring to your attention that Galway City Council at its meeting held on 14th September, 2015 resolved the following Motion;

The following notice of motion was proposed by the Mayor Cllr. Frank Fahy and unanimously agreed by the Elected Council:

"It is hereby proposed that Galway City Council enter a formal twinning/sister cities agreement with the City of Menlo Park, Silicon Valley, San Francisco, California, USA having regard to the historic and cultural linkages between Galway City and Menlo Park and in the context of the unparalleled and unique economic, educational and tourism opportunities that will be afforded to Galway City through a formal twinning agreement".

Mise le meas.

Cllr. Frank Fahy,

Mayor of the City of Galway.

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AGENDA ITEM G-1 Community Development



STAFF REPORT

City Council

Meeting Date: 11/17/2015 Staff Report Number: 15-176-CC

Regular Business: El Camino Real/Downtown Specific Plan – Biennial

Review

Recommendation

Staff recommends that the City Council complete the biennial review of the El Camino Real/Downtown Specific Plan. The review includes consideration of the Maximum Allowable Development status and other informational updates, and direction regarding potential modifications to the Specific Plan. The Planning Commission has previously received public input and provided recommendations to the City Council, and the Council commenced its review on October 6, 2015. Areas where this report has new or significantly revised text, as compared to the October 6 staff report, are highlighted for reference. The City Council should provide direction to staff on whether or not to pursue changes in the following standards:

- Rear Setback
- Maximum Setbacks
- Sidewalks
- Personal Improvement Services Parking Rate
- Transportation Demand Management Programs
- Electric Vehicle Recharging Stations
- Hotel Parking Rate
- Parking Rate Changes in Station Area and Station Area Sphere of Influence
- Maximum Sign Area for Larger Parcels
- · Public Amenity Fund

Policy Issues

The multi-year El Camino Real/Downtown Vision Plan and Specific Plan processes resulted in extensive policy clarifications and changes related to land use and transportation issues, as described in detail in the El Camino Real/Downtown Specific Plan itself. In particular, the adopted Specific Plan is intended to embody the following Guiding Principles:

- Enhance Public Space
- Generate Vibrancy
- Sustain Menlo Park's Village Character
- Enhance Connectivity
- Promote Healthy Living and Sustainability

As discussed in more detail later, the Specific Plan's Ongoing Review requirement was established to ensure that it is functioning as intended, as well as to consider the policy-related implications of various

Plan aspects. The staff-recommended modifications described in this report are intended to support and enhance the adopted Guiding Principles, and the Planning Commission and City Council may consider additional modifications and overall policy issues as part of this review.

The Planning Commission and City Council have separately been considering the General Plan update (also known as ConnectMenlo). Staff has considered the recommended Specific Plan changes with regard to the draft General Plan Goals, Policies and Programs, and believes them to be consistent.

Background

Vision Plan and Specific Plan Development

Between 2007 and 2012, the City conducted an extensive long-range planning project for the El Camino Real corridor and the Downtown area. The commencement of this project represented a reaction to a number of high-visibility vacant parcels and several requests for development-specific General Plan and Zoning Ordinance Amendments, and the resulting desire for an approach that would instead be comprehensive, long-term, and community-focused. The planning process acknowledged from the beginning that Menlo Park is a community with diverse and deeply-held opinions regarding development, but noted that a deliberate and transparent process would provide the best option for a positive outcome.

The project started with a visioning project (Phase I: 2007-2008) to identify the core values and goals of the community and to define the structure of the second phase of planning. The culmination of the first phase of work was the City Council's unanimous acceptance of the Vision Plan in July 2008. The Vision Plan established 12 overarching goals for the project area, which served as the foundation for the subsequent Specific Plan. The Specific Plan process (Phase II: 2009-2012) was an approximately \$1.69 million planning process informed by review of an Environmental Impact Report (EIR) and Fiscal Impact Analysis (FIA). A key Specific Plan goal was the establishment of a comprehensive, action-oriented set of rules, which would establish much greater clarity and specificity with regard to development, both with respect to rights as well as requirements.

Both the Vision Plan and Specific Plan processes benefited from extensive community involvement, with excellent attendance at workshops and related events, as well as regular public review by a diverse Oversight and Outreach Committee. In total, the Vision Plan and/or Specific Plan were an agendized topic of discussion at over 90 public meetings over five years, including at least 28 City Council sessions and 18 Planning Commission sessions. The planning projects were promoted by numerous citywide newsletters/postcards, in addition to promotions at the downtown block parties, updates to Chamber of Commerce, newspaper coverage, and regular email alerts. Each phase of the project was guided by a consulting firm with technical expertise in the required tasks.

In June 2012, the City Council unanimously approved the Plan and related actions, following a unanimous recommendation for approval from the Planning Commission. The 356-page Specific Plan, filled with extensive new standards, guidelines, and illustrations, primarily replaced two zoning districts that together constituted slightly more than two pages of text in the Zoning Ordinance (which itself was last comprehensively revised in 1967). Full information on the Vision and Specific Plan projects (including staff reports, meeting video, environmental and fiscal review documents, analysis memos, and workshop presentations and summaries) is available on the City's web site at: menlopark.org/specificplan.

Initial Review (2013)

The initial implementation of the ongoing review requirement occurred in 2013, one year after the Specific Plan's adoption, at which point the Planning Commission and City Council received public input, discussed a wide range of options, and directed that staff prepare formal amendments for the following topics:

- Revise text to clarify that implementation of the "Burgess Park Linkage/Open Space Plaza" public space improvement is not dependent on the High Speed Rail project;
- Eliminate "Platinum LEED (Leadership in Energy & Environmental Design) Certified Buildings" as a suggested Public Benefit Bonus element; and
- For new medical/dental office uses on El Camino Real, establish an absolute maximum of 33,333 square feet per development project.

Following that direction in late 2013, the Planning Division had a number of staffing changes that delayed work on the Specific Plan amendments, but the formal revisions were presented and approved in October 2014, and are currently in effect.

Biennial Review (2015)

The current review commenced with the Planning Commission conducting a regular business session on the topic on August 3, 2015. The Planning Commission's recommendations are discussed throughout the Analysis section. The Commission's staff report and minutes are available on the City web site:

- Planning Commission August 3, 2015 Staff Report: El Camino Real/Downtown Specific Plan Biennial Review
- Planning Commission August 3, 2015 Minutes

On October 6, 2015, the City Council commenced the Biennial Review. The Council's staff report and minutes are available on the City web site:

- City Council October 6, 2015 Staff Report: El Camino Real/Downtown Specific Plan Biennial Review
- City Council October 6, 2015 Minutes

Due to another agenda item that evening that took more time than projected, the Council was not able to complete the review. The majority of the discussion at this meeting focused on requests from the Pollock Financial Group to consider modifications to the Plan relating to a proposal to construct a new hotel at 1400 El Camino Real. At the meeting, the Council generally relayed that changes to the Major Vertical Façade Modulation requirement would not be supported, and that the applicant should continue to work with staff on gross floor area calculations. Since this meeting, the Pollock Financial Group has been exploring changes to the project that would not require changes to the Specific Plan, in recognition of the lack of clear support from Council at the October 6 meeting, as well as the fact that any Specific Plan changes may not be complete before the 1400 El Camino Real project is scheduled for action.

Since the October 6 meeting, staff has also continued to consider options for additional Plan changes, and has incorporated a few additional topics in this report for the Council's consideration.

Analysis

Ongoing Review Requirement

The approved Specific Plan requires the following as part of Chapter G ("Implementation"):

Ongoing Review of Specific Plan

The Specific Plan constitutes a significant and complex revision of the existing regulations, and there may be aspects of the plan that do not function precisely as intended when applied to actual future development proposals and public improvement projects. In order to address such issues comprehensively, as well as to consider the policy-related implications of various Plan aspects, the Specific Plan recommends that the City conduct an initial review of the Specific Plan one year after adoption. In addition, the Specific Plan recommends that the City conduct an ongoing review every two years after the initial review. Such reviews should be conducted with both the Planning Commission and City Council, and should incorporate public input. Any modifications that result from this review should be formally presented for Planning Commission review and City Council action. Minor technical modifications would generally be anticipated to be covered by the current Program EIR analysis, while substantive changes not covered by the Program EIR would require additional review.

As described by the Specific Plan, the ongoing review is neither explicitly focused nor limited in scope. However, the term "review" itself provides some guidance, in contrast to more active terms like "reconsider" or "reopen." In addition, the reference to whether the Specific Plan is functioning as intended implies that aspects that were clearly discussed (and in many cases, modified from initial drafts) during earlier reviews should not necessarily be revisited in perpetuity.

Maximum Allowable Development and Recent/Current Development Proposals

The Specific Plan establishes a maximum allowable net new development cap, which is intended to reflect likely development over the Specific Plan's intended 20- to 30-year timeframe. Development in excess of these thresholds requires amending the Specific Plan and conducting additional environmental review. Specifically, the approved Specific Plan states the following as part of Chapter G ("Implementation"):

Maximum Allowable Development

The Specific Plan establishes the maximum allowable net new development as follows:

- Residential uses: 680 units; and
- Non-residential uses, including retail, office and hotel: 474,000 Square Feet.

The Specific Plan divides the maximum allowable development between residential and non-residential uses as shown, recognizing the particular impacts from residential development (e.g., on schools and parks) while otherwise allowing market forces to determine the final combination of development types over time.

The Planning Division shall at all times maintain a publicly available record of:

- The total amount of allowable residential units and non-residential square footage under the Specific Plan, as provided above;
- The total number of residential units and non-residential square footage for which entitlements and building permits have been granted;

- The total number of residential units and non-residential square footage removed due to building demolition: and
- The total allowable number of residential units and non-residential square footage remaining available.

The Planning Division shall provide the Planning Commission and City Council with yearly informational updates of this record. After the granting of entitlements or building permits for 80 percent or more of either the maximum residential units or maximum non-residential square footage, the Community Development Director will report to the City Council. The Council would then consider whether it wished to consider amending the Plan and completing the required environmental review, or the Council could choose to make no changes in the Plan. Any development proposal that would result in either more residences or more commercial development than permitted by the Specific Plan would be required to apply for an amendment to the Specific Plan and complete the necessary environmental review.

The biennial review provides an opportunity for an informational update regarding these development thresholds. The project summary table included as Attachment A represents a summary of applications with square footage implications that have been submitted since the Specific Plan became effective. The table has been updated since the Council's October 6 review, in particular with adjustments to the revised 500 El Camino Real project and status updates to the 1020 Alma Street and 133 Encinal Avenue projects. The table does not include applications that only affect the exterior aesthetics of an existing structure. For example, an architectural refresh of the exterior of the building at 1090 El Camino Real (former BBC) was approved in February 2014 as part of a new restaurant use, where existing square footage was reallocated between floors but no net new square footage was proposed. In addition, the table does not include proposals that have not yet submitted a complete project application. For example, two new mixed-use concepts at 706 Santa Cruz Avenue (Union Bank/Juban/Manny's Children's Shoes) and 115 El Camino Real (Stanford Inn) are currently being contemplated, and the respective owners have submitted fee deposits to enable pre-application inquiries and meetings with staff. However, full project plans and other required application elements have not yet been submitted for those potential projects.

As was the case at the initial review in 2013, the Specific Plan area still has not yet benefitted from significant redevelopment. The 612 College Avenue project is the only completely new project to receive both discretionary entitlements and building permits, and it is limited in scale at four dwelling units. Since the 2013 review, seven new projects have been submitted, all of which include comprehensive site redevelopment. Of these seven, four are proposed at the Base density level and three are proposed at the Public Benefit Bonus level. For the three projects proposed at the Public Benefit Bonus level, Planning Commission study sessions have thus far been held for 650 Live Oak Avenue and 1020 Alma Street, and 1020 Alma Street was approved by the Planning Commission on November 2, 2015. The Public Benefit Bonus topic is also discussed in a following section.

Process Improvements

As individual projects have been reviewed, staff identified a need to assist applicants with the significantly more detailed requirements of the Specific Plan, including associated CEQA (California Environmental Quality Act) mitigations. In response, staff has created a Development Guide section of the Specific Plan project page: menlopark.org/956/Development-Guide.

This page describes application submittal requirements, including the Standards/Guidelines Compliance Worksheet that is necessary to confirm adherence to the Plan's detailed design requirements, and identifies typical fees and other unique requirements of development in this area. Staff has also instituted a requirement for a staff-level pre-application design meeting, to ensure that applicants understand key requirements (e.g., the Major Vertical Facade Modulation standard), prior to locking in other aspects of the

proposal. Staff has received positive feedback so far from applicants on the Development Guide and the pre-application design meeting.

Green Building Certification Update

Specific Plan Standard E.3.8.03 requires that all residential and/or mixed use developments of sufficient size, and major alterations of existing buildings be certified at the LEED Silver level or higher. In accordance with the Specific Plan, verification of attainment of LEED Silver level or higher may be achieved through LEED certification through the United States Green Building Council (USGBC) or through a City-approved outside auditor. Currently, projects are required to obtain certification through the USGBC as the City does not have an outside auditor program in place.

As part of the ongoing effort to identify ways to streamline the review process, staff from the Planning and Environmental Programs Divisions explored the possibility of setting up a City-approved outside auditor program, with the intent that the auditor program could result in potential cost and time savings as compared to review and certification through the USGBC. In the course of gathering information, it became apparent that the outside auditor program could incur similar costs and require similar review timelines as the USGBC certification process. Furthermore, the outside auditor program would likely require additional staff resources to oversee its implementation. As there does not appear to be any cost or time savings through setting up an outside auditor program, staff has determined that it would not be advantageous to pursue this option at this time.

Public Space Projects and Events

Although the focus of this report is on private development projects and associated regulations, the Biennial Review also provides an opportunity to discuss public space improvements in the Specific Plan area. Since the adoption of the Specific Plan, the City Council has considered such projects on an ongoing basis through the yearly Capital Improvement Plan (CIP) process, including the following:

- Chestnut Street Paseo: The City recently conducted a six-week trial of this downtown park, following on earlier one-off events (e.g., 2014 State of the City). The pilot implementation included programmed events like the Menlo Movie Series, which was well attended. Staff will be gathering feedback to inform whether/how to implement such an improvement on a more permanent basis.
- Santa Cruz Street Café Pilot Program: Staff is in the process of implementing a program for businesses
 to utilize parking in front of their business for seating or other amenities in partnership with the City. A
 consultant has developed a prototype base design that can be easily adapted to the parallel and angled
 parking configurations present downtown, and staff is evaluating applications by businesses to take
 part in this program.
- El Camino Real Corridor Study: This project is considering potential transportation and safety improvements to El Camino Real. In response to recent City Council direction, the Transportation Division is preparing a proposal for a one-year trial of a bike facility, to be considered by the Council in the coming months.

In addition, the City has supported a number of special events in the Specific Plan area, with the goal of increasing activity and vibrancy. For example, existing events like the Downtown Block Party and Connoisseurs' Marketplace have been joined by the new Off the Grid food truck market and Family Fitness Extravaganza.

Public Benefit Bonus Review

The Specific Plan established two tiers of development: 1) Base: Intended to inherently address key community goals, and 2) Public Benefit Bonus: Absolute maximums subject to provision of negotiated

public benefit. The Public Benefit Bonus process, including background on how the structured negotiation process was selected relative to other procedural options, is described on Specific Plan pages E16-E17. In general, the Plan was developed under the assumption that most development proposals would be at the Base level, with requirements set up to achieve intrinsic benefits and greater certainty for both the community and applicants. However, the Specific Plan allowed for a limited set of uniquely-positive proposals to be considered under the structured Public Benefit Bonus process.

A small Public Benefit Bonus was granted in 2013 for a unique hotel conversion project at 555 Glenwood Avenue. On May 18, 2015, the Planning Commission held study sessions on proposals at 650-660 Live Oak Avenue and 1020 Alma Street, which provided an opportunity to review the applicants' respective proposals and consider an independent financial analysis performed by a consultant overseen by staff. The 1020 Alma Street project was approved by the Planning Commission on November 2, 2015, with an enhanced benefit proposal including the provision of public plazas along Alma Street, a small pavilion for a cafe, two public electric vehicle charging stations, three public bicycle racks, and a one-time financial contribution to the City. The Planning Commission is also scheduled to conduct a public benefit bonus study session on November 16, 2015 for a hotel proposal at 1400 El Camino Real.

For the August 3 Planning Commission meeting, Commissioners Kadvany and Onken submitted a presentation regarding a potential change to how Public Benefit Bonus projects could be valued, which is included as an attachment to the October 6 City Council report. Commissioner Kadvany discussed the concepts in more detail at that meeting. The proposal would not require modifications to the Specific Plan itself, but rather could be a change to how the existing case-by-case Public Benefit Bonus review is implemented. Specifically, the existing 'pro forma' comparison could be supplemented by an additional analysis of the cost of the extra land that would conceptually be needed to achieve the higher Floor Area Ratio (FAR) of the Public Benefit Bonus level development. The Planning Commission as a group did not recommend that such analyses be included with future Public Benefit Bonus proposals, although individual Commissioners could bring such estimates forward for discussion/consideration.

During the August 3 meeting, the Planning Commission in general expressed discomfort/uncertainty with the Public Benefit Bonus process, with some individual Commissioners requesting that the City Council provide more clarity on the topic. As noted earlier, the Specific Plan's Public Benefit Bonus process was established to be a relatively unique occurrence, with most development proposed at the Base level (where it creates intrinsic benefits). For the Specific Plan, greater clarity on the Public Benefit Bonus topic could encourage a greater amount of proposals at the higher level, which could result in the Maximum Allowable Development cap(s) being reached more quickly than anticipated. Staff believes that some of the Planning Commission's lack of comfort with this topic so far may be more the result of underwhelming benefit proposals from applicants, rather than a fundamental issue with the process itself. Regardless, the City Council should note that other public benefit programs (such as for the in-progress General Plan update) can be set up in alternate ways, which may allow greater specificity/certainty.

Options for Specific Plan Modifications

The City Council may consider a range of options, from making limited/no changes to the Specific Plan, to embarking on a completely new multi-year community planning project. As the Council considers potential changes to the Specific Plan, staff recommends keeping in mind:

- What is the basis for the proposed change? In particular, based on the projects that have been approved and/or proposed since the Specific Plan was adopted, why is the change warranted?
- How would the change support the overall project objectives (Vision Plan Goals + Specific Plan Guiding Principles)? A modification may appear to enhance one goal/principle when viewed in isolation, but not when considered in relation to all objectives.

- Within the Specific Plan itself, would the change have any ripple effects for other aspects of the Plan?
 Many elements are interrelated, and what appears to be a small positive change in one area could have negative consequences for another part of the Specific Plan.
- Was the change previously considered during the Specific Plan development process? If so, is there substantive new information justifying the change?
- Could the change affect the Housing Element, the in-progress General Plan update, or other City plans/projects?

Recommended Modifications

As noted in the Specific Plan's "Ongoing Review" section, the Plan is a significant and complex revision of the regulations that previously applied, and there may be unanticipated consequences in how different requirements interact with each other or different development sites. As actual project proposals have been considered, staff has noted several topics that may warrant formal modification. The following list summarizes the issue and relevant case(s) and identifies the general direction of the recommended change. However, staff is not necessarily specifying detailed revisions at this stage, in order to allow for a range of solutions to be considered. The staff recommended changes are identified below by number in order to allow quick reference; the numbering is not intended to relay any particular priority.

The following staff recommendations were supported by the Planning Commission and have not been modified substantially by staff since the August 3 meeting:

1. Rear Setback

Specific Plan Figure E7 clearly relays setback requirements for front and corner side setbacks. However, in districts where a rear setback applies (for example, the ECR SW and ECR NE-R districts, which adjoin lower-density residential districts and which have such setbacks to provide an appropriate transition), a parcel's orientation may make it unclear where the rear setback applies. For example, an initial concept for the 612 College Avenue proposal made an incorrect assumption as to the location of the rear of the property, as the parcel's primary usable front is located perpendicular to the Specific Plan area boundary. That proposal was corrected, but new text and a basic summary graphic could help relay that the rear setback applies to the boundary between a Specific Plan parcel and an adjacent residential area. This concept was identified during the 2013 initial review as something that could potentially be addressed in a clarification/interpretation memo, but staff now believes that it would be best incorporated into the Specific Plan itself.

2. Maximum Setbacks

The Zoning Ordinance has long had minimum setback requirements, but the Specific Plan also introduced new standards for maximum front and interior side setbacks, which are intended to ensure a consistent building form in this area. Staff believes the maximum front and side setbacks are working as intended with regard to urban design, but has identified an issue with how the maximum front and side setbacks interact with other portions of the Zoning Ordinance to create unintended consequences. Specifically, during review of the 1020 Alma Street project, the applicant and staff determined that the maximum side setback standard (25 feet) would require the removal of a heritage tree on one side of the property, which was not the preference of the applicant or staff. In concept, this initially seemed like an opportunity to consider a variance due to the unique hardship of the heritage tree location. However, variances are limited to no more than 50 percent of the standard in question, which for this project means that a 37.5-foot setback is the maximum that could be requested, which is still not sufficient to preserve this tree. For the 1020 Alma Street proposal specifically, staff has identified a potential workaround for a tree protection easement, which would permit the building setback to be measured from the easement edge, but this is not necessarily an ideal solution for all projects. At the August 3rd Planning Commission meeting, staff

had only contemplated potential conflicts with the side setback standard, however, since that meeting, a potential hotel project at 1704 El Camino Real has brought to light the potential for conflicts with the maximum front setback standard as well. Early designs for this project have shown that the front setback standard would potentially impede the site's ability to comply with emergency access requirements and the preservation of existing heritage trees due to the site's unique configuration.

As a result, staff is recommending that the Specific Plan (and/or the Zoning Ordinance) be amended to specify that the 50 percent limit no longer apply to the maximum front and side setback requirements. If approved, such a change would potentially enable such projects to preserve heritage trees or address other unique site conditions, subject to case-by-case variance review.

3. Sidewalks

The Specific Plan currently requires 11- to 15-foot wide sidewalks along most public right-of-ways, where 15 feet is typically required east of El Camino Real and 11 to 12 feet is typically required west of El Camino Real. The Specific Plan is silent on the sidewalk requirements on some side streets, such as Glenwood Avenue within the ECR NE (El Camino Real North-East) and ECR NE-R (El Camino Real North-East – Residential Emphasis) districts, as well as a few others within the Specific Plan area. These appear to be accidental omissions. In order to provide clarity on the sidewalk requirements for future projects along the omitted streets, staff recommends amending the development standards in the affected Specific Plan zoning districts to include sidewalk standards for all streets that currently do not have such standards. Existing sidewalk standards would remain unchanged. Staff anticipates that the recommended sidewalk widths would fall within the current range of 11 to 15 feet.

The proposed hotel project at 1400 El Camino Real, located at the corner of El Camino Real and Glenwood Avenue, is directly affected by the lack of clear sidewalk standards along Glenwood Avenue. For this project, staff has been working with the applicant to determine the appropriate sidewalk width in consideration of a unique addition of a right turn pocket that would be required along the site's Glenwood Avenue frontage. Due to this proposal being submitted prior to the sidewalk standard omissions being identified, it would be able to be reviewed and acted on prior to the sidewalk clarifications being addressed in the Specific Plan.

4. Personal Improvement Services Parking Rate

Specific Plan Table F2 establishes the parking rates for residential and commercial uses most frequently occurring within the Specific Plan area. One use for which staff has received regular inquiries is personal improvement services, which is defined as follows:

Provision of instructional services or related facilities, including photography, fine arts, crafts, dance, or music studios; driving schools; and diet centers, reducing salons, spas, and single-purpose fitness studios, such as yoga studios or aerobics studios. This classification is intended for more small-scale storefront locations and is distinguishable from small-scale commercial recreation uses that tend to occupy larger sites and generate more noise.

Personal improvement services are permitted in all Specific Plan land use designations, subject to restrictions in most designations, including limitations on the size of individual establishments (i.e., no more than 5,000 square feet in the El Camino Real Mixed Use/Residential, Downtown/Station Area Retail/Mixed Use, and Downtown Adjacent Office/Residential land use designations) or location (i.e., allowed only on the upper floors within the Downtown/Station Area Main Street Overlay). Overall, personal improvement services offer community-serving amenities, and many establishments have the ability to exert some control over its parking demand through appointment-based and/or regularly scheduled services. As there is no established parking rate for personal improvement service uses, any such use proposing to occupy a tenant space that previously had a non-personal-improvement (which is most often

the case) currently triggers the need for a parking analysis to evaluate parking demand and any potential parking impacts. Such parking analyses are reviewed by Transportation Division staff on a case-by-case basis. Case-by-case review is time-consuming for staff and results in uncertainty for potential applicants. Staff recommends the establishment of a parking rate for personal improvement services to streamline review of these uses.

5. Transportation Demand Management Programs

The Specific Plan EIR Mitigation Measure TR-2 requires new developments to have a City-approved Transportation Demand Management (TDM) program in place prior to project occupancy in order to mitigate traffic impacts on roadway segments and intersections. In implementing this requirement, the Transportation Division applies a methodology outlined in the City's TDM Guidelines, which is consistent with those adopted by the San Mateo City/County Association of Governments (C/CAG), the Congestion Management Agency for San Mateo County. The Guidelines provide a framework in which to determine if a combination of acceptable options/measures will result in sufficient trip "credits" to reduce the net number of new trips on the City's circulation network anticipated to be generated by the proposed project. While the TDM Guidelines have been adopted by the City Council, the City's TDM program objective/criteria of attaining sufficient trip credits to account for all net new trips is not currently formally documented under Mitigation Measure TR-2. In order to provide clarification on the implementation of Mitigation Measure TR-2, staff recommends formalizing the City's TDM program criteria as part of this mitigation measure and/or elsewhere in the Specific Plan.

6. Electric Vehicle Recharging Stations

As part of Specific Plan Standard E.3.8.03, all residential and/or mixed use developments of sufficient size are required to install dedicated electric vehicle/plug-in hybrid electric vehicle recharging stations. This requirement currently does not extend to any commercial-only developments, such as the proposed 1020 Alma Street office project. Installation of electric vehicle recharging stations encourages the use of low/zero emissions, fuel-efficient vehicles through improving the vehicle recharging infrastructure network, and is one of the strategies identified in the Climate Action Plan to help reduce greenhouse gas emissions. Staff recommends the modification of Standard E.3.8.03 to extend the requirement for installation of electric vehicle recharging stations to include commercial-only developments. As part of this suggestion, staff will review other standard requirements (e.g. CALGreen) to make sure that any new Specific Plan standards would not be inconsistent/duplicative.

The following staff recommendations were not supported by a majority of the Planning Commission. Staff has added some additional context/discussion for the City Council's consideration.

7. Hotel Parking Rate

Specific Plan Table F2 establishes a single parking rate for hotels of 1.25 spaces per room. This parking rate is based on hotels with supporting facilities that are publicly accessible, such as conference rooms, restaurants, bars, and independent health club facilities. During review of the 555 Glenwood Avenue (Marriott Residence Inn) and 727 El Camino Real (Mermaid Inn), both of which are approved, staff determined that these hotel uses are materially distinct from the Specific Plan's listed hotel rate due to limited provision of publicly-accessible support facilities. For both projects, the Transportation Manager approved the use of a lower parking rate for limited-service hotel uses, using the Specific Plan's authorization to approve parking rates for uses not listed in Table F2. A similar rate is under consideration for the boutique hotel project at 1400 El Camino Real, which also proposes partially limited support facilities.

The continued application of a reduced parking rate appropriate for similar limited-service hotel use does not require any change to the Specific Plan, but staff believes a more formal clarification would benefit

potential applicants proposing similar hotel types. The recently adopted Economic Development Plan includes recommendations to encourage hotel development in order to grow and diversify the City's revenue source. Staff recommended to the Planning Commission that lower parking rates for limited-service hotel uses be formalized to better reflect actual parking needs, as well as to encourage hotel development. Reducing the parking requirement for limited-service hotel developments could incentivize this use by reducing overall costs associated with development.

At the August 3 meeting, the Planning Commission expressed concern about a strict change to the hotel rate, in particular as it might relate to a hotel developer receiving a lower parking rate for limited amenities/events, but then later adding such features/activities to the facility. However, the Planning Commission stated that the existing case-by-case review of alternate hotel parking rates is still acceptable.

In response, instead of new limited-service hotel parking rate, staff is now recommending that the hotel parking requirement be expressed as a range (likely between 0.8 and 1.25 spaces per room), with a note that the determination would be made as part of the overall project approval. Staff believes this would address the Planning Commission's concerns, while also signaling to hotel developers that the current 1.25 spaces per room standard is not the only option.

8. Parking Rate Changes in Station Area and Station Area Sphere of Influence

As noted above, the Specific Plan specifies parking rates for different uses via Table F2. In addition, the Specific Plan allows for Shared Parking Reductions throughout the Plan area, subject to a detailed Urban Land Institute (ULI) methodology. Such reductions are typically applied to projects with uses that have peak demand at different times. For example, office uses have highest use during weekdays, so they can align well with residential uses, which require more use at night and on weekends. No project has yet been approved with a Shared Parking Reduction, although the 1300 El Camino Real proposal may include such an element.

Staff believes the Shared Parking Reduction allowance is worth retaining, but identified potential room for improvement during initial review of the 1020 Alma Street project. During the project's study session, individual Planning Commissioners inquired about the potential for a more robust retail component (since the project has excess Floor Area Ratio (FAR) that conceptually could be used for that purpose), and generally encouraged the potential for providing less office parking (given the project's location directly adjacent to the Caltrain station). The applicant noted that they are limited by the site constraints and parking requirements, and that the Shared Parking Reduction wouldn't allow for a significant improvement, since retail and office have similar peak demand times.

In response to the Commission's study session discussion of this project, on August 3, 2015 staff recommended to the Planning Commission that additional flexibility be allowed for parking ratios to be reduced for mixed-use projects in the "Station Area Sphere of Influence" (see Specific Plan Figure F5, page F21). This proposal was intended to enable case-by-case review of parking demand in the Plan area best served by transit, and to help incentivize retail/restaurant/personal service uses.

At the August 3 meeting, a Planning Commission "straw poll" regarding this recommendation failed on a 3-4 vote (Commissioners Combs, Ferrick, and Goodhue in support; Commissioners Kadvany, Kahle, Onken, and Strehl in opposition). Staff believes some of the opposition was related to the proposal being somewhat unclear, as well as due to a perception that the Station Area Sphere of Influence is a relatively large percentage of the Plan area.

In response to this lack of Planning Commission majority support, and as a result of the Planning Commission's subsequent discussion during their recent approval of the 1020 Alma Street project, staff is now recommending a simpler approach to revise commercial parking ratios to reflect proximity to the

Caltrain station. The precise revisions have not been determined, but it may take the form of a three-tier parking rate for certain uses, for: 1) Station Area, 2) Station Area Sphere of Influence, and 3) all other Plan areas. This finer-grained approach could be clearer for applicants, and would help ensure that projects closest to transit would not provide unnecessary parking. Staff believes that such a revision could help support a recommendation of the Economic Development Plan to relax on-site parking requirements for new development in areas well-served by transit, in order to activate downtown. The concept of continuing to refine commercial parking ratios is also supported by correspondence regarding recent studies conducted in Palo Alto (as noted in the Correspondence section).

In addition to the above items, staff has also identified two additional recommendations since the earlier Planning Commission and City Council deliberations:

9. Maximum Sign Area for Larger Parcels

During review of the 500 El Camino Real ("Middle Plaza") and 1300 El Camino Real ("Station 1300") proposals, staff has determined that revisions to add flexibility regarding sign area may be warranted. For reference, the Zoning Ordinance limits commercial sign area based on lot frontage, with signage maxing out at 100 square feet for a parcel with lot frontage of 80 feet or more. The 500 and 1300 El Camino Real proposals both involve the mergers of multiple parcels to create comprehensive redevelopments with lot frontages of multiple hundreds of feet, for which 100 square feet of sign area is likely insufficient.

Prior to adoption of the Specific Plan, developments of this scale could have applied for a Conditional Development Permit (CDP), which allows flexibility from certain requirements, including sign area. The Safeway redevelopment at 525 El Camino Real included a CDP sign area adjustment, for example. Similarly, recent projects elsewhere in the city, such as the Commonwealth Corporate Center, have established larger sign areas in their CDPs. However, the Specific Plan specifies that CDPs are no longer permitted within this area. This change was made to prevent projects from modifying key development standards (such as building height or setbacks) that were carefully established during the multi-year Specific Plan development, but it has also resulted in this inadvertent limit on signage area for larger parcels.

In response, staff is recommending that the Specific Plan and/or Zoning Ordinance be modified to allow larger Specific Plan parcels to apply for signage relief as part of their architectural control review. This would allow the specific signage proposal to be considered comprehensively along with the building, to ensure that the sign area is compatible with the overall proposal, its particular lot frontage, and the surrounding context. Such a change would help ensure that commercial developments on this corridor (in particular: retail, personal service, and restaurant spaces) are successful.

10. Public Amenity Fund

The 1020 Alma Street project action by the Planning Commission included approval a one-time applicant contribution of \$185,816. At the November 2 meeting, Planning Commissioners suggested that these funds be prioritized for public projects in the Specific Plan area, in particular transportation-related projects. Currently, such contributions would go into the General Fund, but the Specific Plan on p. G24 recommends that a "public amenity fund" be created to accept and direct funds such as this type of public benefit bonus payment. Staff recommends that this concept be fleshed out with the Finance Department to see if it or a similar mechanism would help ensure such funds are productively used.

Staff believes that all of the recommended changes, because they support existing core principles of the Plan and require limited graphical changes, could be accomplished through a "modest modification" of the Specific Plan. The Specific Plan was adopted by resolution of the City Council, following review/recommendation by the Planning Commission. Specific Plan amendments can be conducted

following the same general procedure. City Council Resolutions require a majority action of the Council Members present and eligible to vote.

These types of changes would require some level of CEQA consideration, but based on the experience with the amendments conducted in 2014, staff believes they could take the form of a Negative Declaration, which has limited noticing and circulation requirements relative to an EIR. CEQA options are also discussed in a following section.

Staff believes that modest modifications could potentially occur within an approximately five- to sevenmonth timeframe, following City Council recommendation on the overall direction. This process would include:

- Refinement of the Commission/Council's direction (wording, etc.)
- Draft revisions of the Specific Plan document
- Environmental Review
- Planning Commission meeting (with public notice)
- City Council meeting (with public notice)
- Final revisions of the Specific Plan document, including web posting and printing

During this time, development proposals would remain under consideration, with the existing Specific Plan in effect.

By contrast, potential Specific Plan changes that would affect multiple graphics and/or revisit core principles of the Plan, such as changes to FAR standards, would require a more extensive process, and would be considered a "major modification". Such major Plan revisions would likely require specialized services for graphics and potentially additional environmental review. Such a process could also include an iterative, public process that allows for more careful and comprehensive consideration of options, which would appear appropriate given that the Specific Plan itself was developed through a community-oriented, transparent process. In general, staff believes that major modifications to the Specific Plan could take upwards of 12 months to complete, and would likely affect other plans/projects, with regard to staff and Commission/Council resources.

Correspondence

Adina Levin has submitted correspondence regarding parking and traffic (Attachment B), including information about a study conducted by Palo Alto about downtown businesses and their actual parking usage. Staff believes this correspondence generally supports the recommendations described earlier about parking and TDM plans, although some of the suggestions regarding parking in-lieu fees would require more research and discussion.

Conclusion

Staff believes the proposed Specific Plan changes as recommended by staff would provide clarification on how specific aspects would be implemented, and would constitute modest modifications to the Specific Plan. The proposed modifications are based on experiences with actual project proposals, including detailed Planning Commission input. Staff recommends that the City Council provide direction on the proposed changes. The City Council may also consider whether to recommend additional modifications to the Specific Plan and/or its implementation procedures.

Impact on City Resources

As part of the Specific Plan adoption, an El Camino Real/Downtown Specific Plan Preparation Fee was approved. This fee is charged to projects adding square footage, to recover the costs associated with the preparation of the Specific Plan.

Staff believes the work required for the Specific Plan modifications recommended by staff could likely be absorbed within the Community Development Department budget, although it would affect somewhat the Planning Division's ability to address other projects and plans. This determination assumes that the Planning Division is able to successfully recruit and hire for a number of approved positions that are currently vacant. These modifications would require some consultant services to format the changes into the graphically-unique Specific Plan, but these are likely to be absorbed into existing consultant services budgets.

The work required for more significant modifications to the Specific Plan could require consideration of a new budget appropriation for more significant technical consultant services, as well as more formal direction from the Council on how the revisions relate to other priorities of the Planning Division.

Environmental Review

Specific Plan Program EIR

The Specific Plan process included detailed review of projected environmental impacts through a program Environmental Impact Report (EIR), as required by the California Environmental Quality Act (CEQA). In compliance with CEQA requirements, the Draft EIR was released in April 2011, with a public comment period that closed in June 2011. The Final EIR, incorporating responses to Draft EIR comments, as well as text changes to parts of the Draft EIR itself, was released in April 2012, and certified along with the final Plan approvals in June 2012.

Project-Level Review under the Specific Plan

As specified in the Specific Plan EIR and the CEQA Guidelines, program EIRs provide the initial framework for review of discrete projects. Aside from smaller projects that are categorically exempt from CEQA and require no further analysis (for example, the four-unit 612 College Avenue proposal), most new proposals are required to be analyzed with regard to whether they would have impacts not examined in the program EIR. This typically takes the form of a checklist that analyzes the project in relation to each environmental category in appropriate detail. Depending on the results of such analysis, the City could determine that the program EIR adequately considered the project, or the City could determine that additional environmental review is required. For example, the 1300 El Camino Real project is conducting a project-level EIR for certain topics that were not fully analyzed in the program EIR.

Regardless of the CEQA review process, all projects must incorporate feasible mitigation measures included in the Specific Plan EIR's Mitigation Monitoring Program. Examples of such mitigations include:

- Payment of fees for transportation improvements;
- Incorporation of Transportation Demand Management (TDM) programs;
- Surveys and avoidance programs for special-status animal species; and
- Training programs and protection measures for archaeological resources.

CEQA Requirements for Potential Changes to the Specific Plan

As noted earlier, potential changes to the Specific Plan would require consideration under CEQA, although this may vary based on the nature and extent of the changes. Based on the experience with the 2014 changes, staff believes that the currently-recommended revisions could potentially be considered under a Negative Declaration process, as a result of their nature as enhancements to existing Plan objectives. However, this is not certain until the required Initial Study is conducted. More substantive changes to the Specific Plan, in particular those that could potentially intensify environmental impacts, could require a more extensive review process.

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. El Camino Real/Downtown Specific Plan Project Summary November 2015
- B. Correspondence

Report prepared by:

Thomas Rogers, Interim Principal Planner

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Project	<u>Address</u>	<u>Description</u>	<u>Development</u> <u>Level</u>	Entitlement Status	Building Permit Status	Net New Res. Units	Net New Non- Res. SF	<u>Notes</u>
Marriott Residence Inn	555 Glenwood Avenue	Conversion of a senior citizens retirement living center to a 138-room limited-service, business-oriented hotel	Public Benefit Bonus	Approved	Issued 11/12/13; Completed 4/30/15	0	71,921	No new square footage was constructed, but the net new vehicle trips associated with the conversion are considered equivalent to the listed square footage
	727 El Camino	Comprehensive renovation of an existing hotel, including an eight-			Issued 5/14/14; Construction in			
Mermaid Inn	Real	room expansion	Base	Approved	progress	0	3,497	
612 College	612 College Avenue	Demolition of a residence and a commercial warehouse building, and construction of four new residential units	Base	Approved	Issued 9/29/15	3	-1,620	
1295 El Camino Real	1283-1295 El Camino Real	Demolition of two commercial buildings and construction of a new mixed-use residential and commercial development	Base	Approved	No application yet	15	-4,474	
Callillo Real	Carrillo Real	Demolition of existing	Dase	Approved	yeı	10	-4,474	
1020 Alma St	1010-1026 Alma St	•	Public Benefit Bonus	Approved	No application yet	0	15,208	Currently in Planning Commission action appeal period.
133 Encinal Ave	133 Encinal Ave	Demolition of several commercial buildings and construction of a new townhome-style development	Base	Proposed	n/a	24	-6,166	Recommended for approval by the Planning Commission on 10/19/2015, and to be reviewed by City Council in coming months.
500 El Camino Real		Construction of a new mixed-use office, residential, and retail development	Base	Proposed	n/a	215		Existing square footage needs to be double-checked
1300 El Camino Real	1258-1300 El Camino Real, 550- 580 Oak Grove Avenue, and 540- 570 Derry Lane	Construction of a new mixed-use office, residential, and retail development	Public Benefit Bonus	Proposed	n/a	202	97 835	The approved 1300 El Camino Real project is credited like an existing building, since it received full CEQA clearance; active square footage also credited
840 Menlo Avenue	•	Construction of a new mixed-use office and residential development on a vacant parcel	Base	Proposed	n/a	3	6,936	oconco
650 Live Oak	650 Live Oak Ave	Demolition of commercial building and construction of new office-residential development	Public Benefit Bonus	Proposed	n/a	15		Linked with 660 Live Oak Ave proposal, although that parcel is not in the Specific Plan area and as such is not included in this table.
1400 EI Camino Real	1400 El Camino Real	Construction of new 63-room hotel	Public Benefit Bonus	Proposed	n/a	0	31,781	
1275 El Camino Real	1275 El Camino Real	Construction of new mixed-use development on a vacant site	Base	Proposed	n/a	3	12,197	
		Percentage of	Specific Plan Max		nents Approved ble Development	18 3%	84,532 18%	
		Percentage of	Specific Plan Max		nents Proposed ble Development	462 68%	278,692 59%	
		Percentage of	Total Entitleme Specific Plan Max	• • •	d and Proposed ble Development	480 71%	363,224 77%	
		Percentage of	T Specific Plan Max		Permits Issued ole Development	3 0%	73,798 16%	
		<u>Sp</u>	ecific Plan Maxir	num Allowab	le Development	<u>680</u>	<u>474,000</u>	

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From: Adina Levin [aldeivnian@gmail.com] Sent: Wednesday, November 11, 2015 3:24 PM

To: CCIN

Cc: Rogers, Thomas H; Nagaya, Nicole H

Subject: ECR/Downtown Plan review, parking and multi-modal transportation policies

Dear Council Members,

Thank you for providing periodic review of the El Camino Real/Downtown Specific Plan to evaluate how well it is achieving the goals and to take advantage of current information. Following is some new information that has become available since the last plan review, and some suggestions for using the information to achieve the city's goals with the plan.

How much parking needed near Caltrain?

Since the ECR/Downtown Plan was approved, we have more robust data about the transportation behavior and preferences of Class A office tenants nearby. The newer information suggests that Menlo Park's parking requirements for new office buildings is substantially higher than the amount that tenants are likely to demand.

As part of Palo Alto's planning for a Transportation Management Association and TDM programs to reduce driving, the city conducted a robust survey of downtown businesses, and also heard specific comments from mid-sized tech companies downtown. Tech companies including SurveyMonkey, Palantir, and RelateIQ reported driving rates under 40%, and utilize about 225 square feet per employee. Among all downtown businesses, including retail and restaurants, the driving rate overall is 55%, even before any additional TDM programs. (see attached documents).

According to the Menlo Park Specific Plan, the requirement for office space in the Menlo Park is 3.8 spaces per 1000 square feet. If we attract tenants similar to those in Downtown Palo Alto, we are requiring nearly twice the amount of parking that will be needed.

What we hear from employers who are attracted to locations near the Caltrain - including SRI in Menlo Park - is that many of employees prefer not to drive, and instead value transportation benefits that help them to commute without driving, such as Caltrain GoPasses, secure bicycle parking and showers, ZipCars to run errands mid-day, and other such benefits.

The El Camino Real/Downtown Plan should be updated to take into account current information about the amount of parking likely to be needed for office developments

Parking and TDM updates

To incorporate the new information about parking requirements for new office developments, I would encourage the parking requirement be set for a driving ratio of 50% or less based on information regarding comparable sites (if staff and the city's transportation consultants agree with this assessment of comparables); for developments to be required to implement TDM to achieve that realistic level; and to contribute funding and facilities for Downtown TDM programs.

Since the plan was passed, the City Council has called for a Transportation Management Association, and the City is

currently in the process of hiring staff to be in charge of gathering the data and working on programs to reduce the drivealone rate. This creates opportunities to step up implementation of vehicle trip reduction programs.

In lieu fees for multi-modal access

While there are development plans for larger parcels in the plan area, there are some challenges for smaller parcels. In order to be able to redevelop smaller parcels in the Plan area, it will be helpful to have in-lieu fees that allow developers to make shared contributions, rather than to try and shoehorn parking into a small footprint.

Other nearby cities including San Mateo and Redwood City allow in lieu fees to be used for vehicle trip reduction, in addition to creating new parking supply. This makes sense because reducing parking demand reduces the expense of creating parking structures. This can help jumpstart development of smaller properties, and also help reduce traffic and parking demand.

When 50-60% of employees get to work without driving, they benefit from transit, bike infrastructure, carshare, and other services that make it easier to get to Menlo Park without driving. Developers who provide less parking can and should also contribute in-lieu fees that help reduce driving and traffic.

How to mitigate risks and concerns: traffic and parking overflow

Concerns that developers will promise strong TDM programs, and then neglect to deliver, can be addressed with measurement and reporting requirements, such as we have with Facebook, and such as the City of San Mateo requires of developments in the Rail Corridor, and Mountain View requires in North Bayshore.

A common community concern with the implementation of the Specific Plan is traffic - the amount of traffic associated with new developments can be reduced by addressing the current market demand for access benefits supporting more multi-modal access and less driving.

Concerns about the risk of overflow parking in neighborhoods can (and will eventually need to be) addressed with residential parking permits, if the situation occurs.

Incorporating these policies into the El Camino Real / Downtown Specific Plan can help the city achieve its goals of economic development and vibrancy, while reducing environmental and traffic impacts.

Thanks for your consideration,

- Adina

Adina Levin Menlo Park Resident 650-646-4344<tel:650-646-4344>





Downtown Palo Alto Mode Split Survey

May 2015

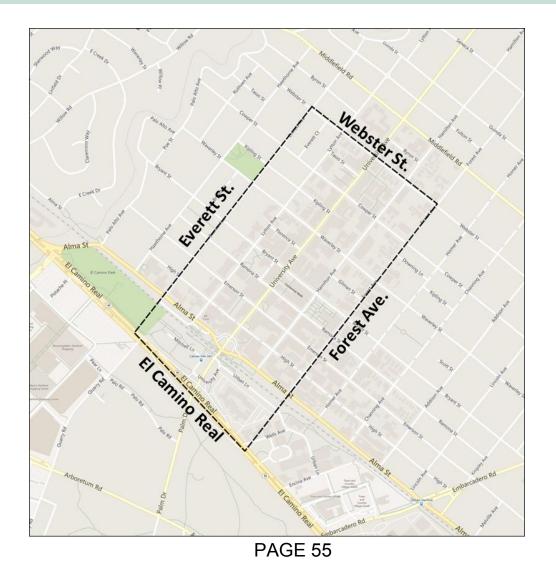
DRAFT: 6/8/15

Methodology

- 1,173 surveys conducted with employees at businesses located within an area of Downtown Palo Alto bound by El Camino Real, Webster Street, Everett Avenue, and Forest Avenue.
- The survey participation rate was 44%, which represents the total number of completed surveys compared to the total number of employees at participating businesses. The overall response rate was 12%, which represents the total number of completed surveys compared to the total number of employees in Downtown Palo Alto.
- A stratified random sample of worksites was pulled by worksite size, including small, medium and large businesses. Sampled worksites were contacted directly to identify and recruit an onsite survey coordinator who distributed the surveys to all employees at their respective worksites.
- The survey was offered in online and paper formats for employees of businesses with 5 or more employees, and was conducted by telephone with employees of businesses with 4 or fewer employees.
- Data collection began May 4th and ended the week of May 25th. Each respondent was asked commute mode questions for one calendar week previous to the date on which they took the survey.

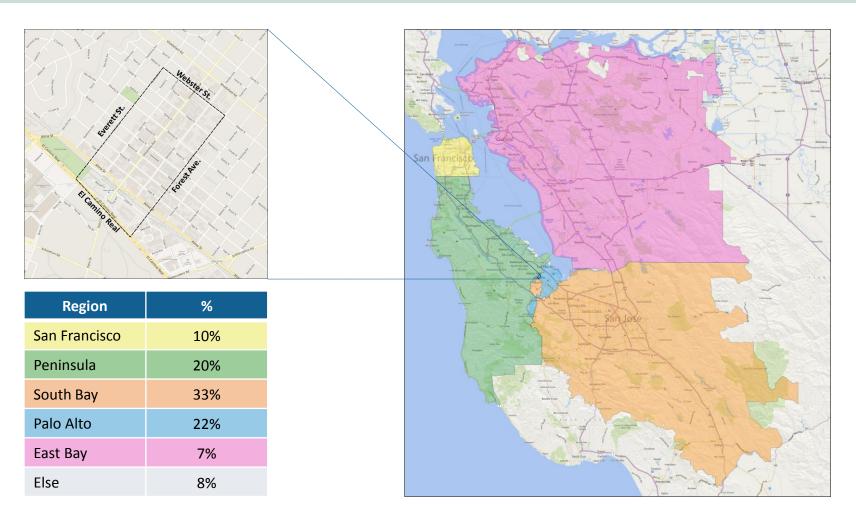
Downtown Palo Alto

For this study, Downtown Palo Alto was defined as the area bound by El Camino Real, Webster Street, Everett Avenue, and Forest Avenue.



Home Regions

Survey respondents were categorized into home regions based on zip code data; more than half of downtown employees live in the South Bay region and Palo Alto.



Worksite Size

The survey sample was stratified and the data weighted to reflect the distribution of businesses by worksite size.

Business Size (Survey Sample)	% of survey sample (weighted)	Business Size (City Registry)	% of total employees (based on self-reported average employees per worksite)
1 to 25 employees	24%	1 to 25 employees	24%
26 to 100 employees	32%	26 to 100 employees	32%
101+ employees	44%	101+ employees	44%

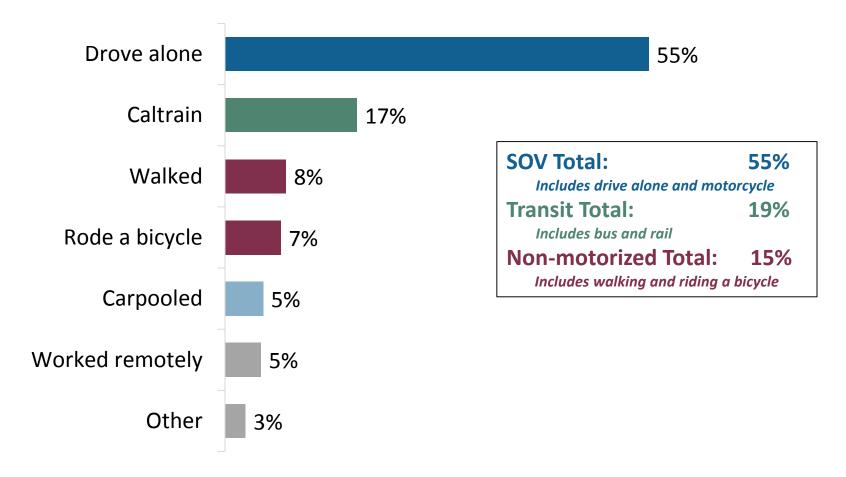


Modes of Transportation

Mode Share - Overall

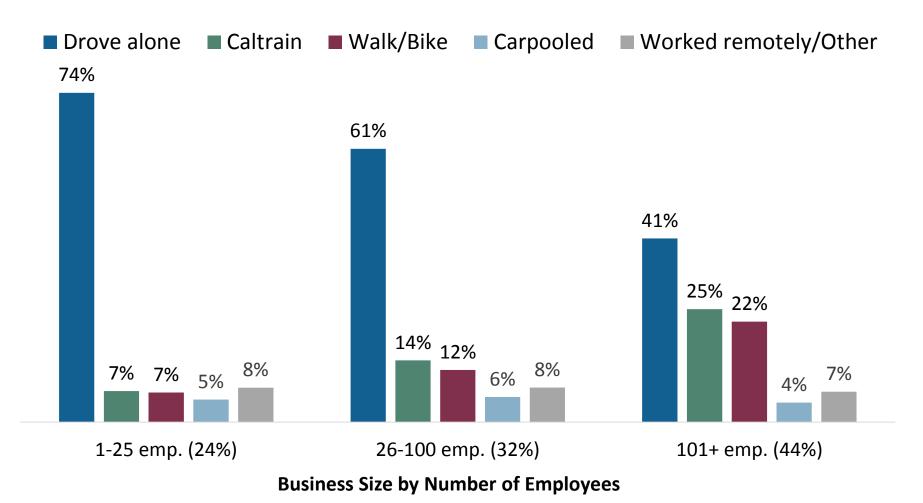
More than half (55%) of the trips taken into downtown are single-occupant-vehicle trips.

%'s reflect the total amount of trips taken during the week



Mode Share by Worksite Size

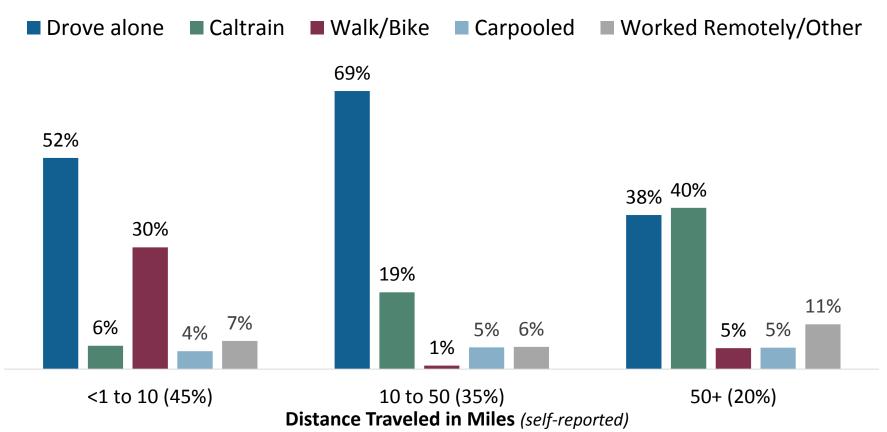
As business size decreases, the percentage of SOV trips increases.



Numbers in parentheses represent the percentage of the sample for each respective subgroup.

Mode Share by Self-Reported Commute Distance

As the distance from Downtown increases, mode shifts toward transit.



Numbers in parentheses represent the percentage of the sample for each respective subgroup.

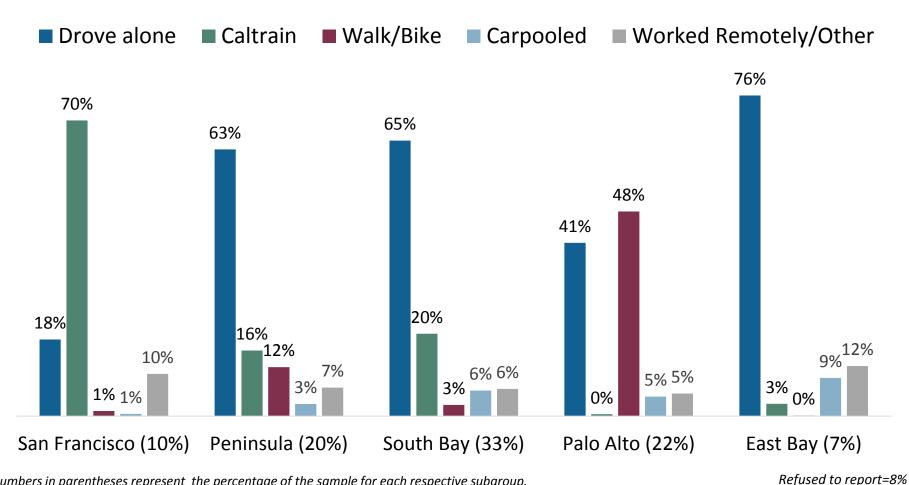
Average Distance Traveled:

Overall = 15.8 miles | SOV = 15.9 miles | Transit = 23.5 miles



Mode Share by Home Geography

Commuters from San Francisco are the least likely to drive.

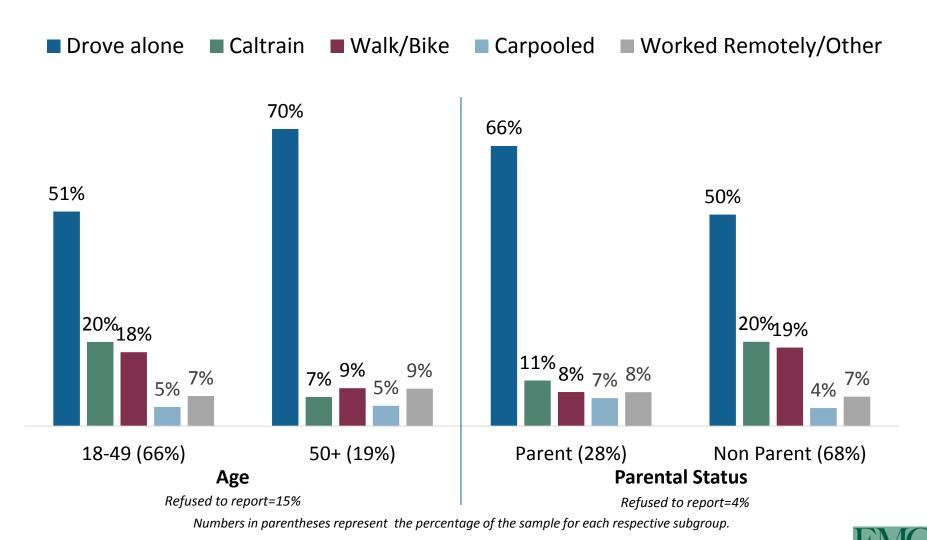


Numbers in parentheses represent the percentage of the sample for each respective subgroup.

15-5591 Palo Alto TMA

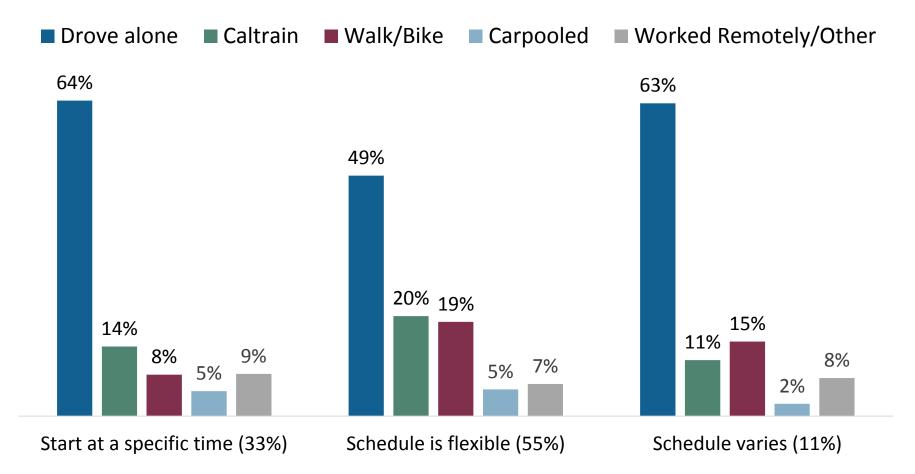
Mode Share by Age and Parental Status

Older commuters and Parents are more likely to drive alone to work.



Mode Share by Work Start Time

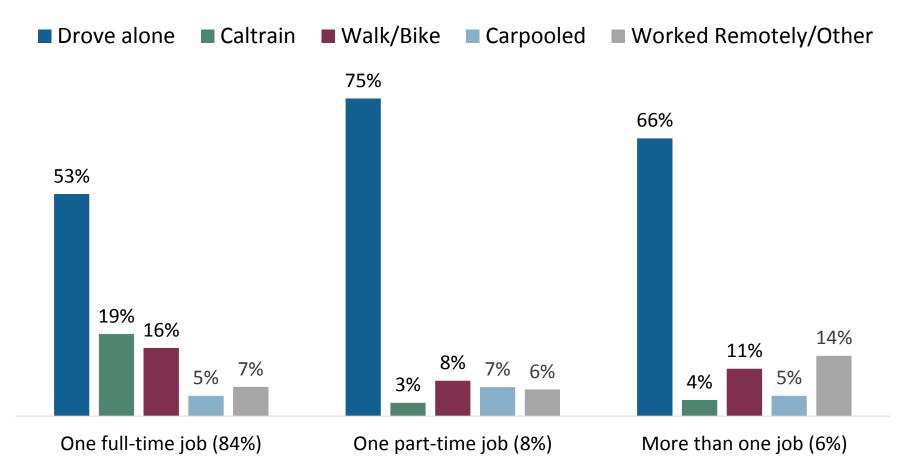
Commuters with flexible schedules are less likely to drive.



Numbers in parentheses represent the percentage of the sample for each respective subgroup.

Mode Share by Job Status

Part-time employees are more likely to drive.

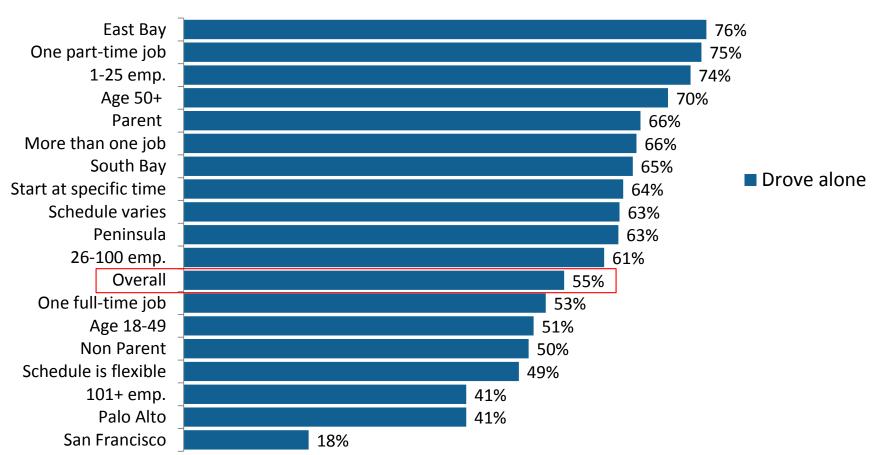


Numbers in parentheses represent the percentage of the sample for each respective subgroup.

Drive Alone Mode Ranked

Respondents who live in the East Bay, are employed part time, and work at a small company are more likely to drive alone.

Percentages represent the amount of people who drove during the week within each demographic

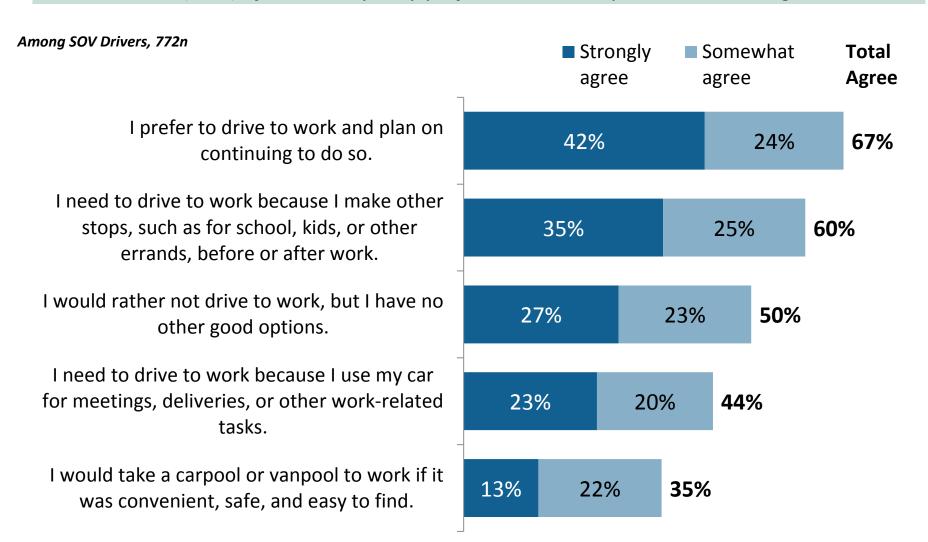




Transportation Attitudes

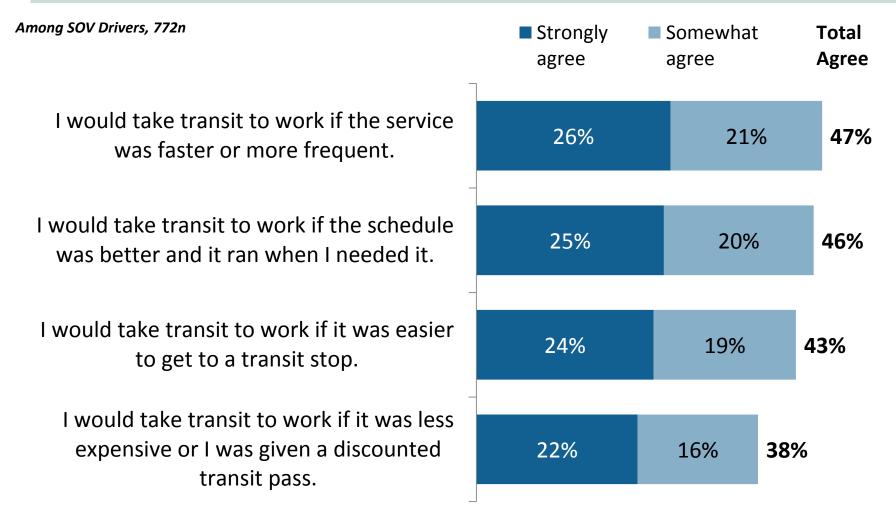
Driving Attitudes

Two-thirds (67%) of drivers say they prefer to drive and plan on continuing to do so.



Transit Attitudes

Schedule, frequency, and convenience appear to be slightly larger obstacles to increasing transit ridership than cost.



Agree: Would Rather Not Drive

Drivers who feel they have no other good options believe transit will not fit their schedule or is not convenient for them.

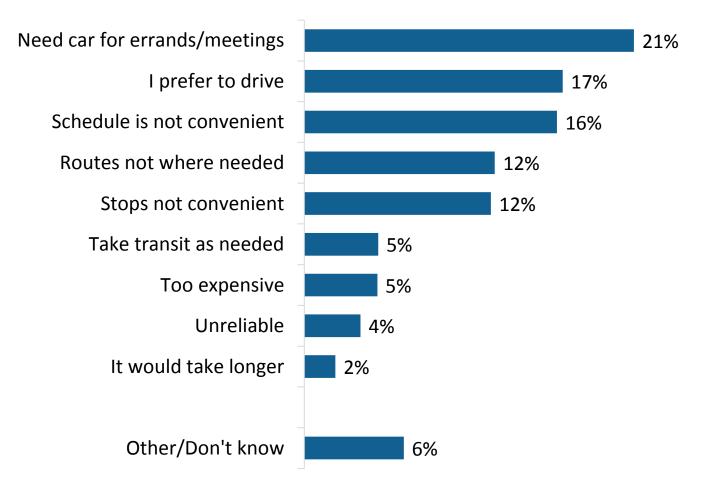
Among the 50% of SOV Drivers who would prefer not to drive but feel they have no other good options.

	Agree
I would take transit if service was faster/more frequent	63%
I would take transit if the schedule was better/it ran when I need it	61%
I would take transit if it was easier to get to a stop	59%
I would take transit if it was less expensive or I received a discounted pass	47%

Reasons for NOT Taking Transit

Need of a car, personal preference, and lack of convenience are the primary reasons drivers do not take transit more often.

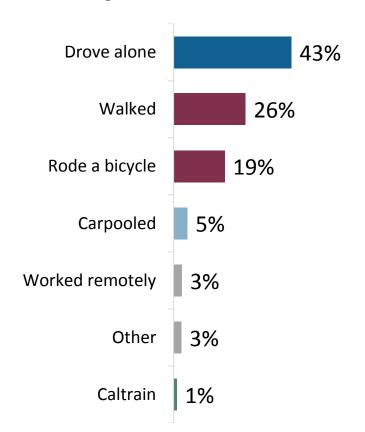
Among SOV Drivers, 772n

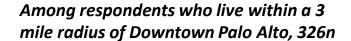


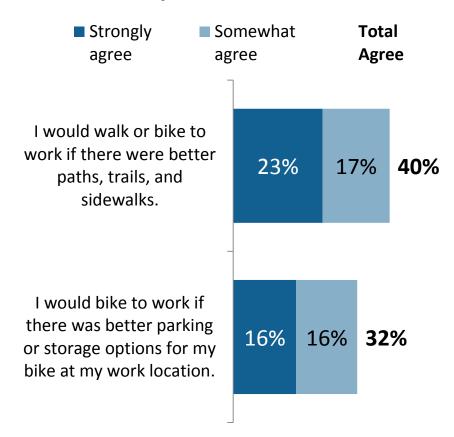
Biking and Walking Attitudes

Better routes and better parking/storage options appear to be a factor for some commuters who potentially live close enough to walk or bike to work.

%'s reflect the <u>total amount of trips taken</u> during the week among those who live within a 3 mile radius





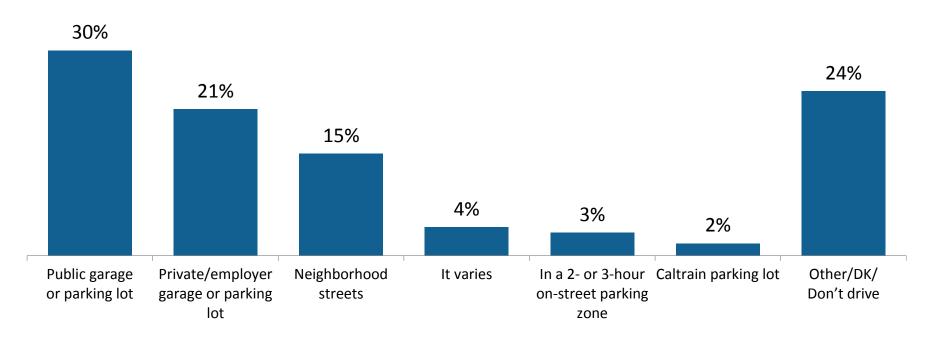




Parking

Parking

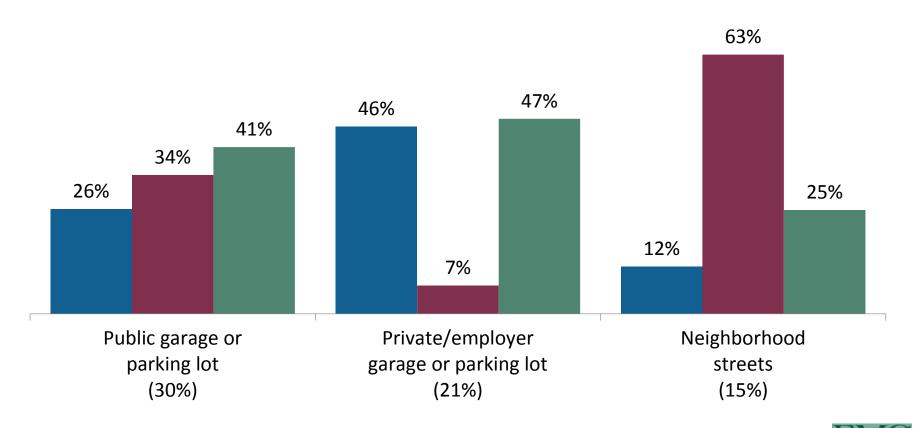
More than half of commuters park in public or private garages or lots; fifteen percent park on neighborhood streets.



Parking by Worksite Size

Commuters who park on neighborhood streets are most likely to work for a medium-sized business.

> Business Size by Number of Employees **26-100 1-25 101+**

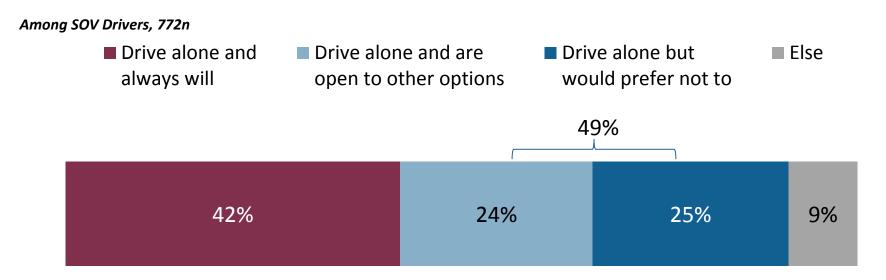




Commuter Segmentations

Driver Segmentation

About half (49%) of drivers are open to alternatives to driving.



Drive alone and always will: Drive alone at least once a week and strongly agree that they prefer to drive and plan on continuing to do so.

Drive alone and are open to other options: Drive alone at least once a week and somewhat agree that they prefer to drive and plan on continuing to do so.

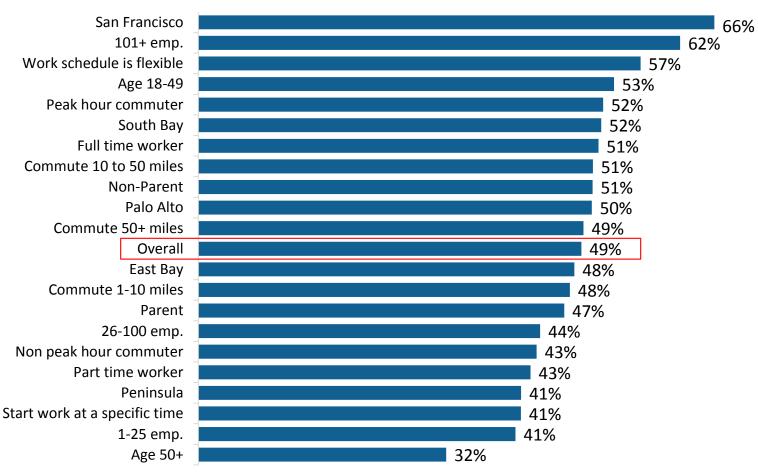
Drive alone but would prefer not to: Drive alone at least once a week and disagree that they prefer to drive and plan on continuing to do so.

Else: Drive alone at least once a week and did not answer that they prefer to drive and plan on continuing to do so.

Demographics That Are Most Likely to Change Habits

Drivers in San Francisco, who work for a large company, have flexible work schedules and are younger are more likely to consider other transportation options.

% of SOV drivers who would prefer not to drive, by demos





Conclusions

Conclusions

- Currently just more than half (55%) of employee trips into Downtown Palo Alto are SOV trips.
 - Nearly half (49%) of these SOV drivers expressed an interest in seeking alternative transportation options.
 - Those most likely to seek alternative options are more likely to be younger, work for large companies (101+ employees), live more than 10 miles from Palo Alto, and have a flexible work schedule.
 - They have concerns about transit as an alternative, with primary concerns being a real or perceived lack of convenience for routes, schedules, and locations of stops.
 Cost is also a concern for some.

Contact Information



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Doug MacDowell doug@emcresearch.com 614.827.9673

January 20, 2015

To Palo Alto City Planning Staff/ Planning and Transportation Commissioners:

Thank you for all of the work that you have put into the downtown cap study, and for kicking off the work for a Transportation Management Authority. We think that both initiatives will be helpful for Palo Alto residents and businesses.

There have been repeated calls by Council, the Planning and Transportation Commission, and City Staff to get more data related to downtown employment. As a result, several large downtown employers—Survey Monkey, RelateIQ, and Palantir—have come together to provide our data on employee numbers, density, mode share, etc., to assist you with your planning efforts.

In particular, we would like to help with the following questions:

- "employment intensity": how many employees we have per square foot of office space
- "parking intensity": how many parking spaces we have per square foot of office space and per employee
- employee mode share: how employees get to work
- employee local spend: how much local employees contribute to the local economy

Some notes on the data below:

Data sources: there are three main data sources:

- a survey that we conducted from Nov 18-Jan 8 (with a total of 759 respondents out of our combined 1186 local staff)
- non-survey data (actual number of staff, square footage of office space, and parking spaces in Palo Alto) reported by facilities staff at each company
- spot checks (by security staff) of unoccupied parking spaces to determine capacity utilization

Baseline data—employees and space utilization:

Metric	Total
Total employees (#)	1088
Total contractors(#)	98
Total workers (#)	1186
Total office space (SQFT)	270,725
SQFT/head	228

This metric likely somewhat overstates employee density. For example, Survey Monkey has a policy whereby all engineers work from home 1 day/week (so the actual number of people in the office on any given day may be lower). Palantir's business model (a large amount of development work performed at client site) similarly means that many Palo Alto-based employees would not be in the local office on any given day.

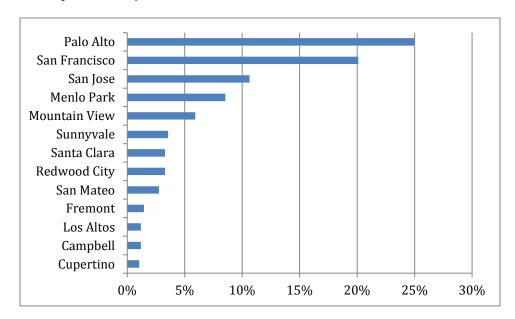
Baseline data—parking:

Note: the following data excludes RelateIQ's parking utilization rates.

Metric	Total
Surface parking spaces	381
In-building parking spaces	242
Total parking spaces	623
Office SQFT/parking space	434
Capacity utilization	67%
Daily cars parked	390
Cars/employee	0.37

The number of cars/ employee (0.37) suggests a 37% mode share for drivers. The capacity utilization rate (67%) suggests that many employees regularly drive at least one day per week but fewer than five days per week. These numbers roughly correlate with the mode share survey data below.

Survey data: respondent home location



Palo Alto was the most common home zip code (25%), followed by San Francisco (20%) and San Jose (11%). Significant proportion of employees also lived in neighboring cities: Menlo Park (9%) and Mountain View (6%).

Survey data: Mode share (mode by number of days/week used)

	53br3more	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
Walk	102	15	14	17	30
Bike	43	23	22	27	31
Caltrain	157	51	22	22	46
Bus@br@bther@public@tra	13	3	0	3	13
Carpool	16	8	9	22	28
Car i individual)	226	37	38	43	95

n= 761 responses

We looked at the total number of trips generated by multiplying each mode by the number of days the respondent reported using that mode). This generates the "total share"; individual cars account for 38% of total trips.

Mode	Total share
Walk	16%
Bike	11%
Caltrain	28%
Bus or other public transportation	2%
Carpool	5%
Car (individual)	38%

Survey data: Mode share by home zip code

		San Francisco/		South Bay-Non	
% of overall days (traveling	Local	Peninsula	San Jose	San Jose	East Bay
Walk	26%	7%	5%	3%	4%
`Bike	19%	5%	0%	1%	1%
Caltrain	10%	64%	33%	14%	5%
Bus or other public transpol	1%	6%	2%	0%	4%
Carpool	5%	1%	7%	13%	9%
Car (individual)	38%	17%	53%	70%	76%

Mode share is obviously highly dependent on where the respondent is traveling from. Individual car share is very high in places with poor Caltrain access. Proximity to work (which allows for walking and biking) and access to Caltrain are two major factors in determining mode share.

Survey data: Employee spend

One of the main reasons for businesses to be located in Palo Alto is that our employees like to be in a "real city". They like to go to local restaurants and bars, stay in interesting hotels, and be a part of a community.

Our employees are major patrons of downtown services. 78% go to restaurants and bars at least one day per week, while 65% go to café and specialty drink shops at least one day per week.

Category of spend	% at least 1x/week
Restaurants and Bars	78%
Cafes and Specialty Drink Shops	65%
Grocery Stores	43%
Retail/Shopping	40%
Health and Wellness Services	25%
Professional Services (legal, financial, etc.)	7%

We additionally asked employees how much they spent per week on different categories of services. Again, restaurants and bars came out on top with \$50/week, with grocery close behind at \$48/week.

Category of spend	\$/week
Restaurants and Bars	50
Cafes and Specialty Drink Shops	19
Grocery Stores	48
Retail/Shopping	39
Health and Wellness Services	30
Professional Services (legal, financial, etc.)	24

We are happy to continue to collect data and help the city in your planning efforts.

In the meantime, please do let us know if we can answer any of your questions or be helpful in any way.

Best regards,

John Redgrave

78EA0A4474154FD...

John Redgrave

Global Operations Lead, Palantir Technologies

Terry McCartly 24FF2C84B67C438...

Terry McCarthy

Facilities Manager, Survey Monkey

Stephen Ehikian

Stephen Elikian

COO, RelatelQ

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AGENDA ITEM H-1 Community Development



STAFF REPORT

City Council
Meeting Date: 11/17/2015
Staff Report Number: 15-167-CC

Informational Item: Overview of the Proposed Public Meeting and

Development Agreement Negotiation Process for the Facebook Campus Expansion Project Located

at 301-309 Constitution Drive

Recommendation

This is an informational item and no action is required.

Policy Issues

The proposed project will ultimately require the City Council to consider certain land use entitlements. Staff will be identifying policy issues during the Council's review of the project and public benefit related to the Development Agreement.

Background

On March 31, 2015, Hibiscus Properties LLC, on behalf of Facebook, Inc. submitted an application for the proposed redevelopment of the former TE Connectivity Campus. The campus is located at 301-309 Constitution Drive, along Bayfront Expressway, between Chilco Street and the recently completed Building 20 (formerly identified as the Facebook West Campus). A location map is included as Attachment A and select plan sheets from the current submittal are included as Attachment B.

In December 2014, Facebook received Planning Commission approval of a use permit to convert an existing approximately 180,100 square foot warehouse and distribution building to offices and ancillary employee amenities, located at 300 Constitution Drive (now referred to as Building 23), near the Constitution Drive entrance to the site, along Chilco Street. Building 23 is currently under construction and completion is anticipated for summer 2016. While located on the project site, Building 23 is not considered part of the proposed project as it previously received the appropriate land use entitlements.

The proposed Facebook Campus Expansion Project includes the demolition of existing buildings and the construction of two new office buildings, encompassing approximately 962,400 square feet (a net increase of approximately 126,600 square feet of offices). The buildings would be constructed over surface parking that would contain approximately 4,055 parking spaces. The buildings would generally have a similar architectural style, height, and massing as Building 20. The project also includes a potential 200-room limited service hotel of approximately 174,800 square feet. The hotel is anticipated to be located near the corner of Chilco Street and Bayfront Expressway. The project would include publicly accessible open space and a new pedestrian/bicycle bridge over Bayfront Expressway, providing a more direct connection from the campus and the Belle Haven neighborhood to the Bay Trail. The project would be constructed in

phases, based on when the existing tenants (Pentair and TE Connectivity) vacate the property, with Building 21 being constructed first.

The proposed project is consistent with the General Plan Land Use designation of Limited Industry. However, the proposed hotel would require a Zoning Ordinance text amendment to conditionally permit hotels in the M-2 Zoning District. In addition, the height of the proposed buildings would exceed the 35-foot height limit and the project would exceed the 50 percent building coverage maximum, and as such a rezone of the entire site from M-2 (General Industrial) to M-2-X (General Industrial, Conditional Development) plus approval of a Conditional Development Permit (CDP) would be required to allow the increase in height and building coverage.

The entitlement process for the Facebook Campus Expansion Project includes the following review and permit approvals:

- Rezone from M-2 (General Industrial District) to M-2-X (General Industrial District, Conditional Development) and Conditional Development Permit: to permit the proposal to diverge from standard M-2 zoning district requirements, specifically related to building height and building coverage. In addition, in the M-2 zone, the construction of a new structure requires use permit approval. In this case, the CDP takes the place of the required use permit;
- **Zoning Ordinance Text Amendment:** to include hotels as conditional uses within the M-2 zoning district. The text amendment would be consistent with the Limited Industry Land Use Designation of the existing General Plan;
- **Development Agreement:** which results in the provision of overall benefits to the City and adequate development controls in exchange for vested rights for the Facebook Campus Expansion Project approvals:
- **Heritage Tree Removal Permits:** to permit the removal of heritage trees associated with the proposed project;
- Below Market Rate Housing Agreement: per the requirements of the City's Municipal Code, a Below Market Rate (BMR) Housing Agreement is required, which would help increase the affordable housing supply by requiring the applicant to provide monies for the BMR fund or by procuring off-site BMR units;
- Lot Reconfiguration: potentially to modify the location of two legal lots or merge the legal lots that comprise the project site and the adjacent lot for Building 20;
- Environmental Review: an Environmental Impact Report (EIR) is being prepared given the increase of approximately 301,400 square feet of gross floor area; and
- **Fiscal Impact Analysis (FIA):** to analyze the project's revenue and cost effects on the City and applicable outside agencies.

Analysis

Staff developed a draft schedule for the public outreach and development agreement negotiation, which is included as Attachment C. The schedule of the proposed milestones and public meetings would generally by consistent with the previous Facebook Campus Project. The proposed schedule is relatively aggressive, targeting completion of land use entitlements for the Facebook Campus Expansion Project by the end of July 2016. The anticipated schedule reflects the opportunity to leverage work and public outreach already completed as part of the previous Facebook Campus Project review process, as well as part of the ConnectMenlo process. This Project, as proposed, does not include a general plan amendment and therefore, can be processed concurrently with the ConnectMenlo General Plan update. However, the transportation study and water analyses for the proposed project and the General Plan update are being

highly coordinated to ensure consistency and address both near-term and long-term needs and impacts of both projects.

At this juncture in the process, the draft schedule includes an expected 15 additional public meetings, inclusive of seven City Council meetings. If needed, additional meetings could be added to this framework, but the goal would be that additional meetings would be special meetings of the body and would not extend the overall timeline. It is anticipated that the Draft EIR and Draft FIA would be released by March 31, 2016, and that the Final EIR, Final FIA, land use entitlements, and development agreement would be reviewed by the Council in late July of 2016. It should be noted that all proposed meetings in 2016 are tentative dates, as the Council and Commissions will not adopt the 2016 meeting calendars until later this year.

The proposed schedule includes a series of seven meetings during the 45-day review period on the Draft EIR. The meetings would include a public outreach meeting to introduce members of the public and Commissioners to the Draft EIR followed by Commission meetings on the Draft EIR, which is expected to take approximately seven weeks and would take place prior to City Council direction on the project. After the close of the Draft EIR review period, the Council would consider all of the input and provide direction for negotiating the development agreement. In order to maintain the schedule, the terms of the development agreement would need to be negotiated in three weeks, which is a relatively quick process in comparison to previous negotiations. Delays to the release of the Draft EIR, extensive comments on the Draft EIR, or prolonged development agreement negotiations would impact the overall timeline.

The City Manager would lead the negotiations with a team comprised of the City Attorney and other City staff. In addition, a two-member Council Subcommittee would provide assistance and general guidance to the negotiating team utilizing parameters established by the full Council. The Council Subcommittee would meet with the negotiating team on an as-needed basis to serve as a liaison between the Council and the City negotiating team. The Subcommittee would not actively participate in the negotiating sessions. Staff recommends the Council form a Subcommittee at its December 15th meeting when it decides on appointments of City Council representatives to various regional agencies and as liaisons to City advisory bodies and Council subcommittees.

If the Council would like to discuss the draft process in more detail to consider major changes, then the Council could agendize this topic as a regular business item at a future meeting.

Public Notice

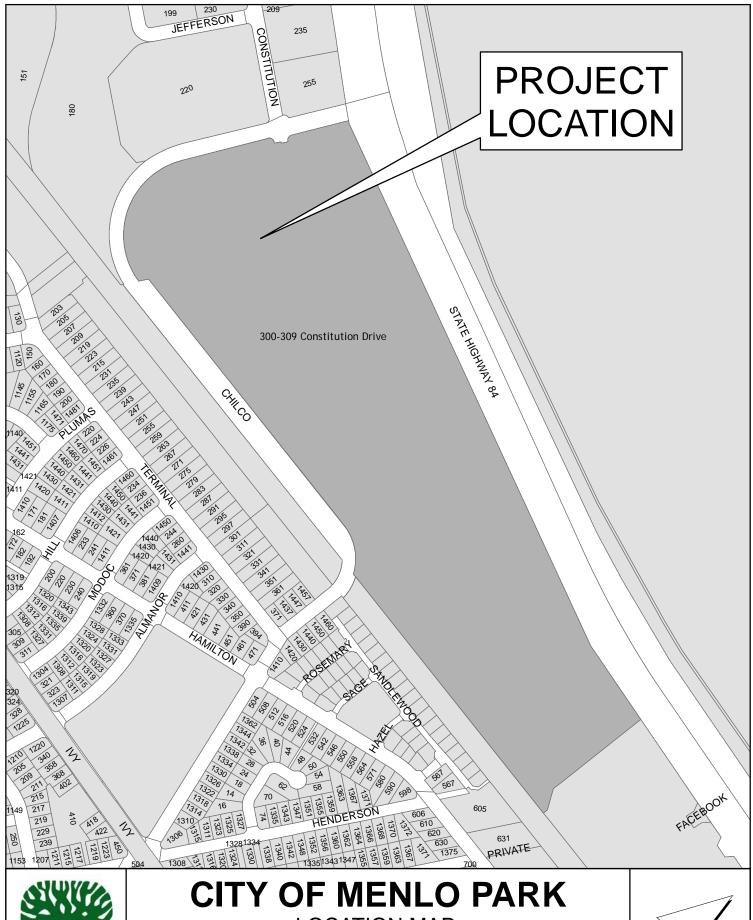
Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Project Location Map
- B. Project Plans (Select Sheets)
- C. Public Outreach and Development Agreement Negotiation Process Schedule

Report prepared by: Kyle Perata, Associate Planner

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CITY OF MENLO PARK

LOCATION MAP 301-309 CONSTITUTION DRIVE

DRAWN: KTP CHECKED: KTP DATE: 11/10/15 SCALE: 1" = 300' SHEET: 1

PAGE 91

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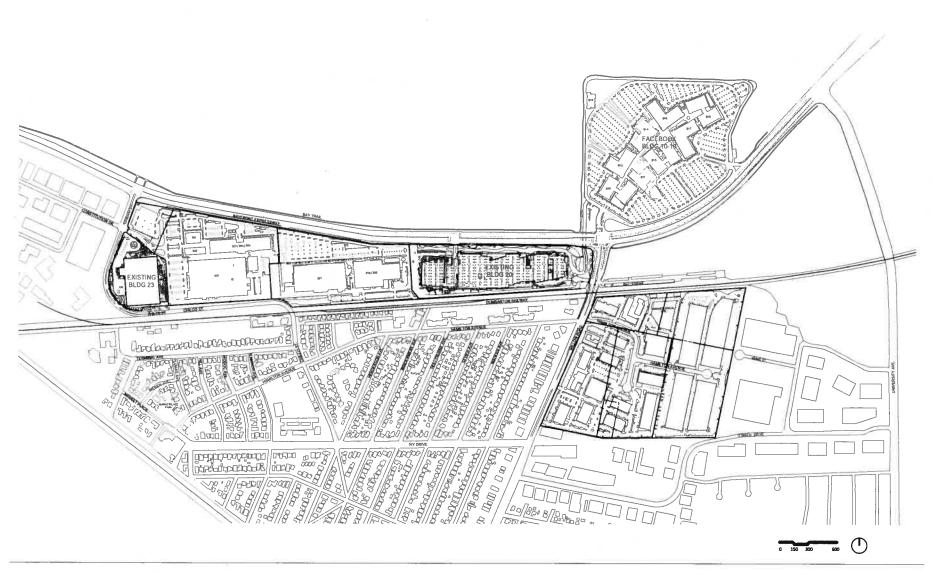


FOR REFERENCE ONLY - HAS BEEN SUBMITTED PREVIOUSLY

Facebook Campus Expansion
Buildings 21, 22 & Hotel Site
301-309 Constitution Drive, Menlo Park, California
Gehry Partners, LLP

AERIAL REGIONAL SITE VIEW | A0-02 SCALE : 1*= 300' 11X17 SCALE IS 1*= 600'

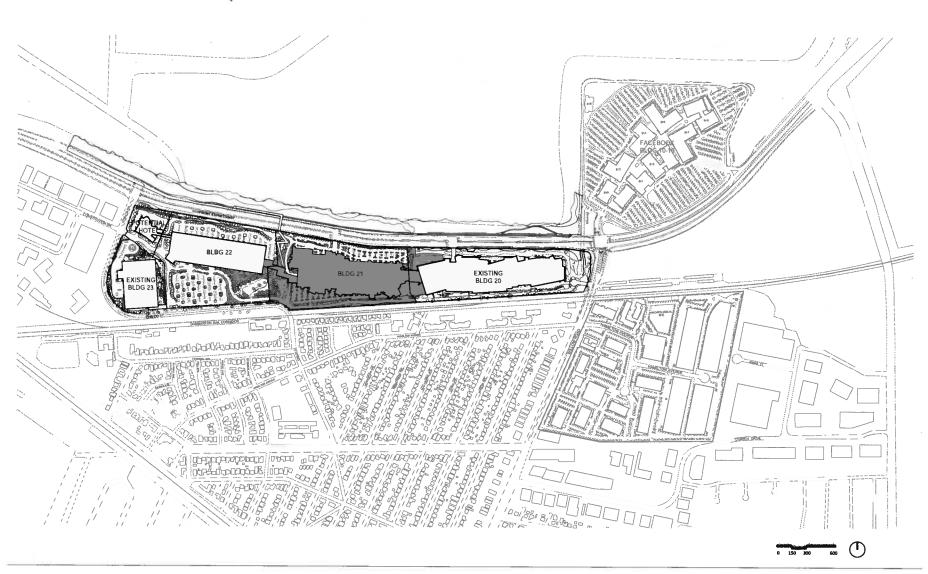
JULY 17, 2015



Facebook Campus Expansion
Buildings 21, 22 & Hotel Site
301-309 Constitution Drive, Menlo Park, California Gehry Partners, LLP

EXISTING REGIONAL PLAN | A1-01

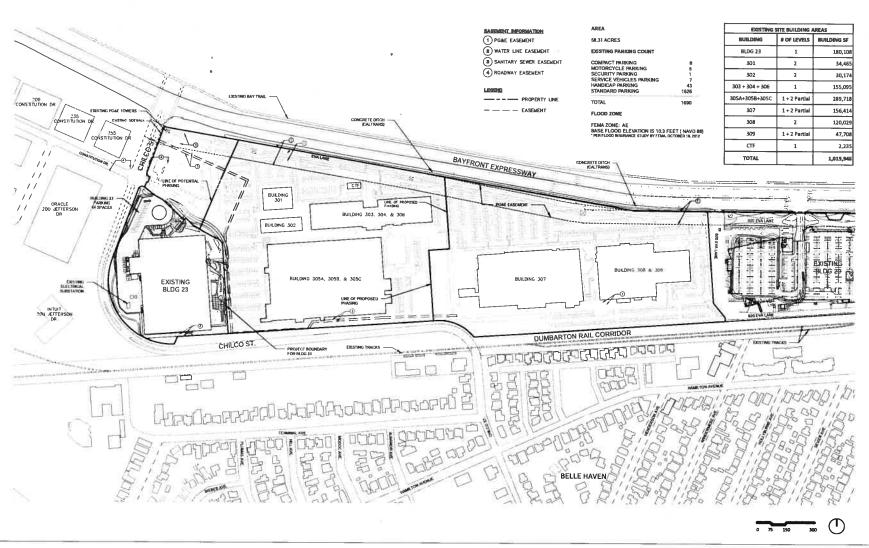
SCALE: 1"= 300' 11X17 SCALE IS 1"= 600" **NOVEMBER 04, 2015**



Facebook Campus Expansion
Buildings 21, 22 & Hotel Site
301-309 Constitution Drive, Menlo Park, California Gehry Partners, LLP

PROPOSED REGIONAL PLAN | A1-02 SCALE : 1"= 300'

11X17 SCALE IS 1"= 600' NOVEMBER 04, 2015

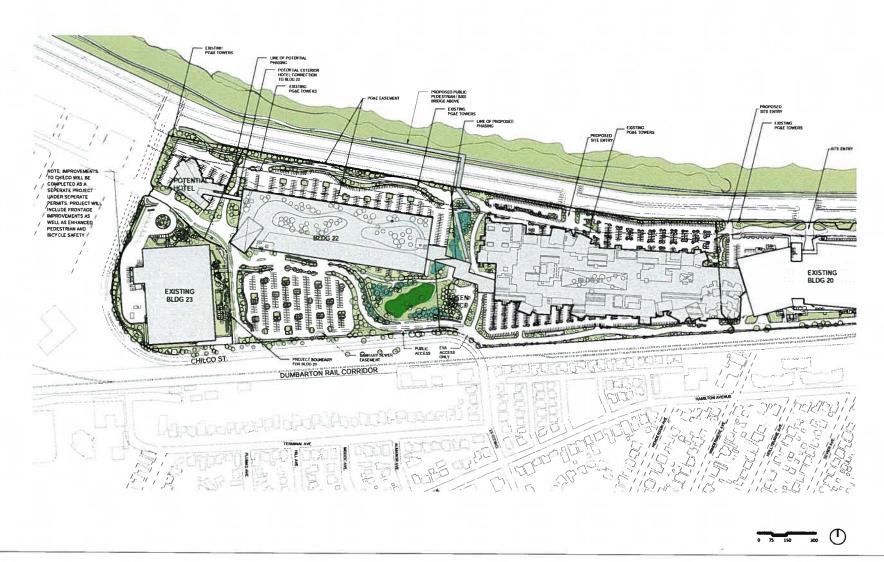


Facebook Campus Expansion Buildings 21, 22 & Hotel Site 301-309 Constitution Drive, Menlo Park, California

Gehry Partners, LLP

EXISTING SITE PLAN | A2-01

SCALE: 1"= 150' 11X17 SCALE IS 1"=300" **NOVEMBER 04, 2015**



Facebook Campus Expansion
Buildings 21, 22 & Hotel Site
301-309 Constitution Drive, Menlo Park, California
Gehry Partners, LLP

PROPOSED SITE PLAN | A2-02 SCALE : 1"= 150'

11X17 SCALE IS 1"=300" **NOVEMBER 04, 2015**



TOTAL VEHICLE PARKING	BLDG 21	B1,DG 22	BLDG 23	POTENTIAL HOTEL	TOTAL
REGULAR STALLS	1562	1355	533	221	3656
ENRGY EFFICIENT VEHICLE STALLS (EEV)	120	120	48	(197	323
ADA COMPLIANT VEHICLE STALLS	24	21	12	4	65
ADA COMPLIANT VAN STALLS	4	4	2	1	11
TOTAL VEHICLE PARKING	1710	1500	600	245	4055
BICYCLE PARKING	196	168	30	12	406



Facebook Campus Expansion Buildings 21, 22 & Hotel Site 301-309 Constitution Drive, Menlo Park, California

Gehry Partners, LLP

GROUND LEVEL PLAN / PARKING DATA | A2-03

SCALE : 1"= 150' 11X17 SCALE IS 1"=300" **NOVEMBER 04, 2015**



NOTE: IMPROVEMENTS TO CHILCO WILL BE COMPLETED AS A SEPERATE PROJECT UNDER SEPERATE PERMITS, PROJECT WILL INCLUDE FRONTAGE IMPROVEMENTS AS WELL AS ENHANCED PEDESTRIAN AND BICYCLE SAFETY



Facebook Campus Expansion
Buildings 21, 22 & Hotel Site
301-309 Constitution Drive, Menlo Park, California
Gehry Partners, LLP

LEVEL 01 OFFICE PLAN | A2-04

SCALE: 1"= 150' 11X17 SCALE IS 1"=300" **NOVEMBER 04, 2015**

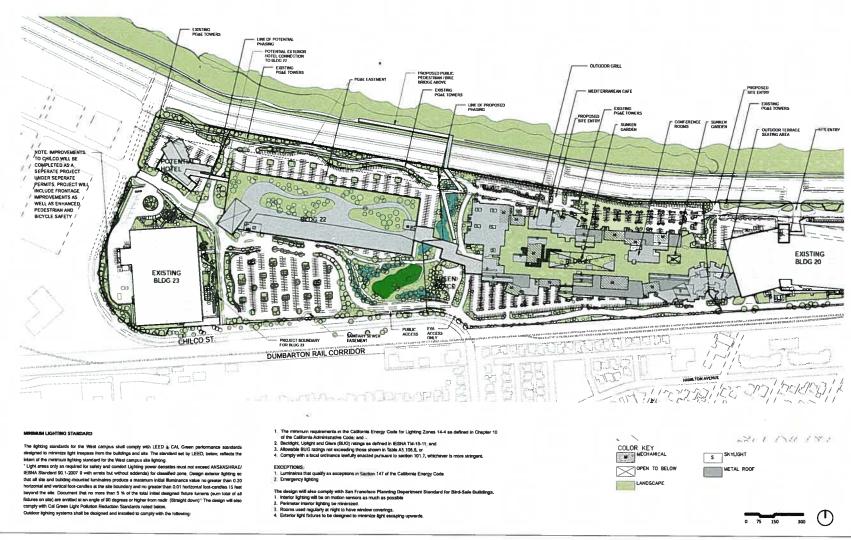


Facebook Campus Expansion Buildings 21, 22 & Hotel Site 301-309 Constitution Drive, Menlo Park, California

Gehry Partners, LLP

LEVEL 01 MEZZANINE PLAN | A2-05 SCALE : 1"= 150'

11X17 SCALE IS 1"=300" **NOVEMBER 04, 2015**

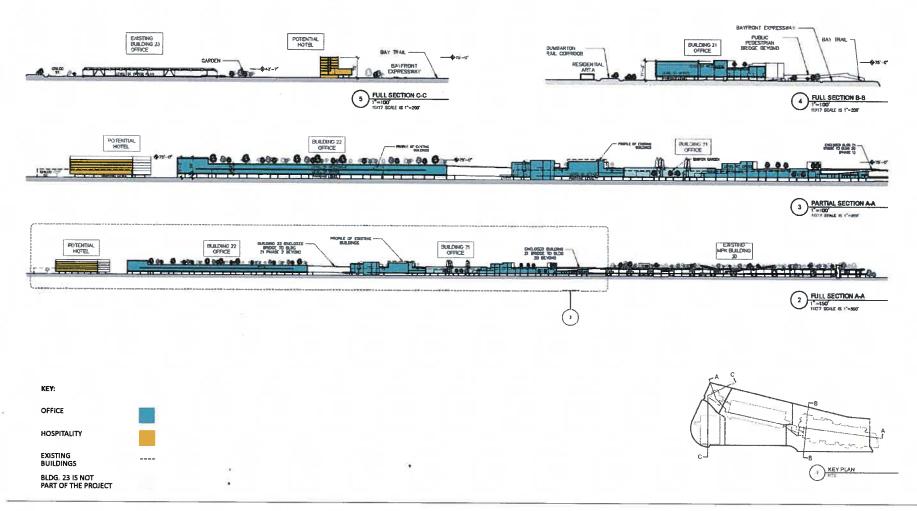


Facebook Campus Expansion Buildings 21, 22 & Hotel Site

Buildings 21, 22 & Hotel Site
301-309 Constitution Drive, Menlo Park, California
Gehry Partners, LLP

ROOF PLAN / LIGHTING DATA | A2-06 SCALE: 1*= 150'

SCALE: 1"= 150' 11X17 SCALE IS 1"=300' NOVEMBER 04, 2015

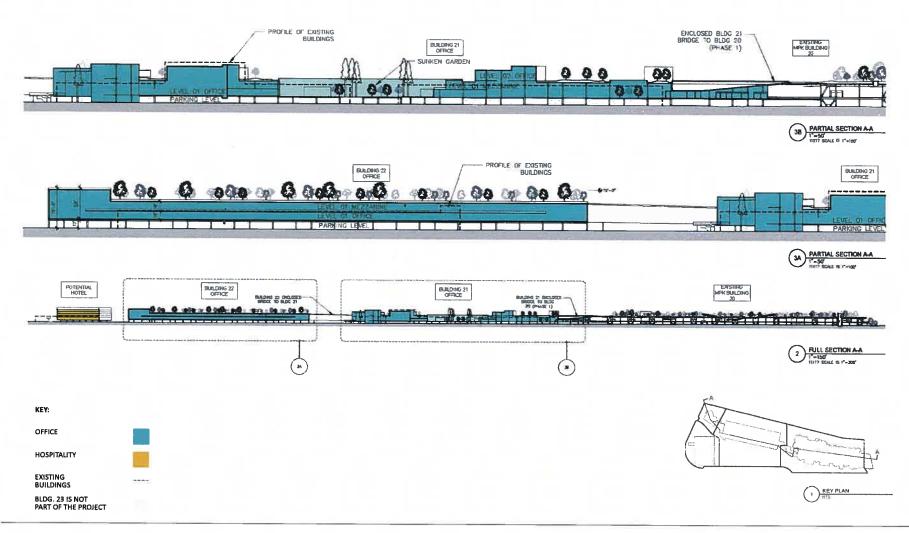


Facebook Campus Expansion Buildings 21, 22 & Hotel Site 301-309 Constitution Drive, Menlo Park, California

Gehry Partners, LLP

SITE SECTIONS | A3-01 SCALE : AS NOTED 11X17 SCALE IS AS NOTED

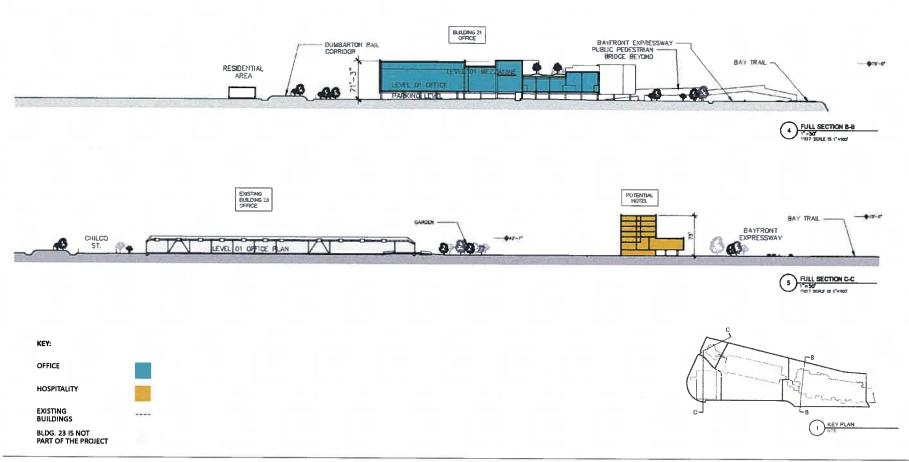
NOVEMBER 04, 2015



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Buildings 21, 22 & Hotel Site
301-309 Constitution Drive, Menlo Park, California
Gehry Partners, LLP

SITE SECTIONS | A3-02

SCALE : AS NOTED 11X17 SCALE IS AS NOTED **NOVEMBER 04, 2015**



Facebook Campus Expansion Buildings 21, 22 & Hotel Site 301-309 Constitution Drive, Menlo Park, California

Gehry Partners, LLP

SITE SECTIONS | A3-03

SCALE : AS NOTED 11X17 SCALE IS AS NOTED **NOVEMBER 04, 2015**

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Public Outreach and Development Agreement Negotiation Process Facebook Campus Expansion Project (301-309 Constitution Drive)

No.	Meeting/Milestone Description	Notes	Proposed Dates
1.	Milestone: Application submittal	Facebook submitted preliminary application to commence environmental review	March 31, 2015
2.	City Council Meeting: Information item	Provide information on Draft Public Outreach and Development Agreement Negotiation Process	May 19, 2015
3.	City Council Meeting: Authorization for City Manager to enter into consultant contract for environmental review and fiscal impact analysis for phase two (consent calendar)	Phase one of the environmental review authorized by City Manager based on purchase cost below \$56,000 threshold	June 16, 2015
4.	Milestone: Release Notice of Preparation (NOP)	Begin 30-day Scoping Period	June 18, 2015
5.	Planning Commission Meeting: EIR scoping session and study session	During NOP comment period	July 13, 2015
6.	City Council Meeting: Information Item	Provide information on draft project schedule	November 10, 2015
7.	City Council Meeting: Appointment of a Council subcommittee	Approximately three months prior to release of Draft EIR and Draft FIA	December 15, 2015
8.	City Council Meeting: Adopt water supply assessment (WSA)	Approximately two months prior to release of Draft EIR and Draft FIA	January 12, 2016
9.	Milestone: Release Draft EIR and Draft FIA	Begin 45-day review period	March 31, 2016

DRAFTPublic Outreach and Development Agreement Negotiation Process

Facebook Campus Expansion Project (301-309 Constitution Drive)

No.	Meeting/Milestone Description	Notes	Proposed Dates
10.	Public Outreach Meeting: Inform the community about the proposed project and the documents available for review	Prior to individual commissions' reviews and one week after release of DEIR. (Meeting is not intended to receive comments, but to let	April 7, 2016
	(Note: Meeting is open to the public and may be attended by any or all Council Members or Commissioners)	people know how they can submit comments)	
11.	Combined Bicycle and Transportation Commission Meeting: Overview of the project and introduction to the Draft EIR. Comments to be provided at individual Commission meetings	Special combined meeting held during Draft EIR review period	April 11, 2016
	(Note: Meeting will be televised/recorded to encourage viewing/attendance by other Commissioners)		
12.	Transportation Commission Meeting : Review the Draft EIR summary and the Transportation chapter	During Draft EIR review period	April 13, 2016
13.	Bicycle Commission Meeting: Review the Draft EIR summary and the Transportation chapter	Special meeting held during Draft EIR review period	April 18, 2016
14.	Environmental Quality Commission Meeting: Review the Draft EIR summary, Greenhouse Gas Emissions chapter, and the requested heritage tree removals	During Draft EIR review period	April 27, 2016
15.	Planning Commission Meeting: Public hearing regarding the Draft EIR and study session item to discuss Draft FIA and the project	During Draft EIR review period	May 2, 2016
16.	Housing Commission Meeting: Review and provide a recommendation on the Below Market Rate (BMR) Housing Agreement	During Draft EIR review period	May 4, 2016

DRAFT
Public Outreach and Development Agreement Negotiation Process
Facebook Campus Expansion Project (301-309 Constitution Drive)

No.	Meeting/Milestone Description	Notes	Proposed Dates	
17.	City Council Meeting: Intended to learn more about the project and identify any other information needed to ultimately make a decision on the project and consider feedback from the Commissions, discuss environmental impacts and mitigations, public benefit, fiscal impacts, development program, and provide direction or parameters to guide development agreement negotiations	After the close of the Draft EIR comment period	May 17, 2016	
18.	Milestone: Prepare Final EIR, Final FIA, and negotiate draft development agreement	Timing depends on extent of comments received and development agreement negotiations (more time may be needed)	May/June 2016	
19.	City Council Meeting: Regular item to review business terms of development agreement	If negotiations are successful	June 7, 2016	
20.	Milestone: Publish Final EIR and Final FIA	Begin public review period	June 15, 2016	
21.	Planning Commission Meeting: Public hearing for recommendation on Final EIR, Final FIA, and requested land use entitlements and associated agreements	Approximately two to three weeks after Council review of the business terms of the Development Agreement	June 20, 2016	
22.	City Council Meeting: Public hearing for review of and initial action on Final EIR, Final FIA, and requested land use entitlements and agreements	Approximately three (3) weeks after Planning Commission recommendation	July 12, 2016	
23.	City Council Meeting: Second reading of the ordinance for the Development Agreement, Rezoning, and Zoning Ordinance Amendment (consent item)	Next available Council meeting after first reading	July 19, 2016	

Note: all dates tentative and subject to revision.

Note: all Commissioners and members of the public may submit individual written comments to the City throughout the project review.

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Community Services



STAFF REPORT

City Council
Meeting Date: 11/17/2015
Staff Report Number: 15-177-CC

Informational Item: Update on the Belle Haven Visioning Process and

Neighborhood Action Plan

Recommendation

This is an information item and does not require City Council action.

Policy Issues

Supporting Belle Haven residents and businesses in improving the Belle Haven area is consistent with existing City Council policies and goals.

Background

Led by the City of Menlo Park's Community Services staff and consultants from MIG, Inc. (MIG), the Belle Haven neighborhood participated in a visioning process that began in January 2013 and concluded in July 2013. The visioning process built on the work initiated by the City and sought to engage a broader cross-section of the Belle Haven neighborhood than had been involved with earlier planning processes. It was designed to identify community values, prioritize services and programs, identify needed improvements, and build capacity and better position Belle Haven residents to work with the City of Menlo Park, community partners and other stakeholders to advocate for the neighborhood's interests.

The six-month community visioning process included multiple strategies for engaging and gathering input from Belle Haven residents and other community members. The culmination of the work has led to the development of a Belle Haven Neighborhood Action Plan (Attachment A) which outlines and highlights high-level action items for the City, Belle Haven residents and stakeholder groups to guide implementation of next steps. The plan emphasizes a small number of action items for each topic so that residents and the City can take on a manageable number of actions and achieve "quick wins" while organizing toward longer-term goals. This approach will further neighborhood capacity building and leadership development which will be essential for achieving the long-term neighborhood goals.

On August 20, 2013, the City Council received and approved the Neighborhood Action Plan and proposed next steps. The next steps focused on helping convene resident action teams and stakeholders, developing and strengthening resident capacity to achieve short and long-term goals, building infrastructure for continued engagement and support, as well as addressing some of the particular action items where resources and strategies may be more easily identified. At this meeting, the Council requested measurable outcomes for the project and directed Staff to return to provide a progress report on those outcomes. A progress summary of outcomes and measures can be found as part of the Belle Haven Action Plan Outcome Measures Table (Attachment B).

Following City Council approval of the Action Plan, the next four months were devoted to extensive planning including developing Requests for Proposals (RFPs) and seeking bids from qualified consultants who could support City staff and neighborhood residents and begin working on the Action Plan. Two RFPs addressed the early stages of work in the Neighborhood Action Plan that include the <u>Belle Haven Action Team Support and Community Capacity Building</u> and <u>Youth and Neighborhood Engagement</u>. After consultants were selected for the project, work plans were developed and refined based on the approved Action Plan goals. The Peninsula Conflict Resolution Center (PCRC) is focusing on the facilitation of action teams, neighborhood community building and leadership development as well as support for youth development and diversion. The other consultant is Alejandro Vilchez (AV Consulting), who was selected as the Community Connector focusing on community engagement, resource and referral and neighborhood safety. The combined scope of work for the consultants which includes specific strategies, corresponding measurable outcomes and proposed timelines was presented to Council on January 23, 2014.

Also during this planning period, City staff laid the ground work for a number of projects in support of the Neighborhood Action Plan which include working with the Silicon Valley Community Foundation and Belle Haven Community Development Fund to finalize the details of the Council approved mini-grant program, collaborated with the Menlo Park Rotary for the development of the Belle Haven Community Garden and seeing the opening of the Belle Haven Neighborhood Services Center (Police Substation). The launch of the Neighborhood Action Plan work began officially with a kickoff event that was held at the Menlo Park Senior Center on Thursday, February 13, 2014.

The first six months of the Neighborhood Action Plan implementation focused on developing and strengthening the neighborhood's capacity to achieve its short-term goals, while creating the foundation and organization to achieve the longer-term goals. This initial investment has focused on training and preparation which will lead to goal attainment and a neighborhood whose residents are stronger and in a better position to advocate for their needs, now and in the future. During this short period of time, new resident leaders and representative groups emerged to compliment many of the long time active resident leaders that already existed. A complete progress report and summary of early work on the Neighborhood Action Plan was presented to the City Council at their meeting on August 26, 2014 which includes the staff report and Belle Haven Action Plan Outcomes and Measures Table (Attachment B).

The work on the Neighborhood Action Plan continued in Fiscal Year 2014-15 with significant progress on Action Plan goals. The overall focus continued to be on strengthening the neighborhood's capacity to achieve its high priority outcomes. As more resident leaders and groups form and are strengthened by their experience and successes in their partnership with the City and other stakeholders, it is expected that the City's role as a "convener" will eventually be assumed by these resident leaders and groups. Over time, representative neighborhood groups can take on the responsibility of convening and advocating on behalf of residents with the leadership and capacity to accomplish many of the neighborhood's long-term goals. The following analysis contains a summary of the work completed in FY 2014-15 and a status update for this fiscal year as we enter the final and transitional year of the consultant supported work.

Staff Report #: 15-177-CC

Analysis

During FY 2014-15, work on the Neighborhood Action Plan continued similarly as it did in the first year but with special focus on activities strengthening communication, addressing neighborhood safety and fostering resident capacity and initiative. New partners were also introduced into the visioning process which included local merchants and youth service providers.

The Belle Haven Action Plan Outcomes and Measures Table for FY 2014-15 (Attachment C) is included which details the various actions taken in addressing the goals and high priority outcomes that were developed by neighborhood residents. In addition, listed here are some of the highlights during last year on behalf of Belle Haven residents, community partners and other stakeholders.

Summer

- July 16 Belle Haven Photovoice Dialogue
- July 31 Neighborhood Watch Community Meeting
- August 14 Belle Haven Neighborhood Meeting
- September 18 Youth Dialogue with local police chiefs (Menlo Park, Palo Alto, East Palo Alto)
- September 22 Community Garden planning meeting

Fall

- October 23 San Mateo Credit Union Meet & Greet Financial Workshop
- October 31 Halloween event at Neighborhood Services Center and Substation with local merchants
- November 1 Community Garden Orientation
- November 5 Connect Menlo Open House
- November 8 Community Garden Workday
- November 18 SMCU Financial Workshop
- November 22 Community Garden Grand Opening
- December 4 Belle Haven Merchants Meeting
- December 18 Connect Menlo Neighborhood Meeting

Winter

- January 8 Connect Menlo Neighborhood Meeting
- January 22 Code Enforcement Dialogue
- January 30 Mini-Grants Orientation
- February 5 SMCU Financial Workshop
- •
- February 7 Mini-grants Orientation / Tax Preparation workshop by local resident
- February 24 MPPD dialogue with Beechwood School
- February 26 Youth Services Roundtable
- March 19 ConnectMenlo Meeting
- March 23 Public Safety Action Team (PSAT) community meeting re: Ballast material

Spring

- April 16 Police Youth Academy Launched
- April 23 SMCU Financial Workshop
- April 27 Belle Haven Merchants Meeting
- April 30 "Know Your Rights" Student Dialogue at Menlo Atherton High School

Staff Report #: 15-177-CC

- May 15 Community Movie Night at Belle Haven Pool
- June 6 Belle Haven Community Resource Fair
- June 6 Police Youth Academy graduation

In addition to the above activities, Belle Haven residents took the initiative to organize their own efforts to ensure broad resident participation in neighborhood meetings. For the ConnectMenlo meetings, residents canvassed the neighborhood with bilingual flyers informing the community of the upcoming meetings that will have a direct impact on the neighborhood's quality of life.

Another example of resident initiative was formation of the Belle Haven Youth Soccer League. In less than six months, the league registered nearly 100 local youth forming seven different teams who practiced using local city fields and played Saturday games at Belle Haven School.

In the course of 12 months, residents in collaboration with city staff and other community partners spent many hours in support of the Neighborhood Action Plan that has contributed to neighborhood's vibrancy. As we enter a transitional year for the Neighborhood Action Plan implementation, it is important to consider the gains made over the past two years to ensure the results are not shelved and forgotten, which has been a concern of residents from previous community engagement processes. Genuine community change takes several years to take effect and often the results are not felt until years after the original initiative. It is imperative that all neighborhood stakeholders implement measures that will ensure long term and sustainable change is solidified.

The City Council allocated \$85,000 as part of the FY 2015-16 budget process for the Belle Haven Neighborhood Action Plan. Working closely with residents and other neighborhood partners, staff and consultants will build on the progress made over the past couple of years with emphasis on strengthening communications; support of ConnectMenlo community outreach and engagement; pursuit of partnerships with local businesses to support internships, mentorships and hiring opportunities for youth; strengthening relationships between neighborhood stakeholders through public forums and dialogues; and further development and support of the Public Safety Action Team through training and strengthen roles in the community.

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. Belle Haven Neighborhood Action Plan
- B. City Council Staff Report and Belle Haven Neighborhood Action Plan Outcome Measures Table for August 26, 2014
- C. Belle Haven Action Plan Outcomes and Measures Table for FY 2014-15

Report prepared by:

Derek Schweigart, Community Services Manager

City of Menlo Park

ACTION PLAN July 2013

Background

Menlo Park's Belle Haven neighborhood is a community that is geographically, demographically and economically distinct from the larger city. The neighborhood has a strong sense of identity and a desire to improve the quality of life for neighborhood residents while strengthening connections across the community.

Belle Haven experiences challenges with crime, education and maintaining funding for services for residents. These issues have been exacerbated by the dissolution of redevelopment agencies in California, which removed a major tool for the City to provide services to the community. Major land use changes are underway or planned near or adjacent to the Belle Haven neighborhood, including Facebook's relocation to the Willow Road East Campus, development of a second Facebook Campus on the Willow Road West Campus and the approved mixed-use Menlo Gateway Project.

Recognizing that these changes present both challenges and opportunities for residents, the Menlo Park City Council approved a comprehensive community visioning process for Belle Haven in September 2012. The City laid the groundwork for this effort by completing a Community Snapshot (demographic profile, attached to this document) as well as two dozen stakeholder interviews in late 2012 (attached).

The Visioning Process

Led by City Community Services staff and consultants from MIG, Inc. (MIG), the visioning process began in January 2013 and concluded in July 2013. The visioning process built on the work initiated by the City and sought to engage a broader cross-section of the Belle Haven neighborhood than had been involved with earlier planning processes. It was designed to identify community values, prioritize services and programs, identify needed improvements, build capacity and better position Belle Haven to work with the City of Menlo Park and private developers to advocate for their interests.

A key tactic in achieving these goals was hiring neighborhood residents as outreach associates and as an extension of the MIG team. This strategy enabled the City and its consultant to use trusted local residents to encourage participation in the visioning process and to better access existing communications networks and community-based organizations. This approach was also intended to identify and support neighborhood leaders and to strengthen relationships and communications between residents and their City government.

The six-month community visioning process included multiple strategies for engaging and gathering input from Belle Haven residents and other community members. This document outlines and highlights these activities and includes a high-level action plan for the City, Belle Haven residents and stakeholder groups to guide implementation of next steps. This Action Plan builds on the Community Vision and includes recommended roles, responsibilities and timelines for implementation. Visioning documents, questionnaire results, newsletters and other work products are attached as appendices at the end of the Action Plan.

Summary of Accomplishments

The visioning and outreach process consistently engaged and mobilized residents through a host of grassroots community outreach activities. Outreach efforts engaged many residents who have not historically engaged with the City, including many new residents, renters, and Spanish-speakers as well as youth and students. The visioning effort provided an opportunity to cultivate and strengthen the neighborhood's partnership with the City and to identify neighborhood priorities, community assets and needed improvements. Highlights and accomplishments of the process include:

- Over 80 residents attended a Kick-Off meeting on January 29 that introduced the MIG team and solicited volunteers for a variety of activities.
- Four Belle Haven residents were hired as part-time Outreach Associates. The Outreach Team included three English/Spanish bi-lingual members. MIG and the City held an orientation and training for the associates.
- A Community Meeting was co-hosted with the Menlo Park Police Department (MPPD) on March 21st to introduce the outreach associates and new Police Chief. A second joint meeting was held with the MPPD on May 16th. Approximately 70 people participated in both meetings.
- A neighborhood newsletter was developed and published in March and June. This newsletter, written in English and Spanish, was distributed both electronically and in hard copy. The City will continue to use this communication platform going forward.

- In March, the City launched a web page dedicated to the Visioning Process: www.menlopark.org/bellehaven. Moving forward, the City will continue to use this web page to share information and news relevant to the Belle Haven community.
- A Communications and Engagement Strategy identified target audiences, key messages and outreach tactics. The grassroots outreach approach focused on "high-touch," in-person activities.
- A set of outreach and information tools was developed, including a Fact Sheet, Frequently Asked Questions (FAQ), Community Questionnaire, Discussion Guide, and Outreach Toolkit for use by staff and associates. All materials for public audiences were developed in both Spanish and English.
- Between early April and early June, outreach associates, MIG and City staff conducted extensive grassroots outreach in the Belle Haven community. This included:
 - Nine community conversations hosted by residents
 - Four community events (e.g., Walk/Bike to School Day, Easter Egg Hunt)
 - Intercept activities in five neighborhood locations (e.g., grocery stores and coffee shops)
 - Meetings with five local community-based organizations
 - Three "fishbowl" meetings with youth at local schools
- On Saturday, April 20, nearly 300 people attended a Community Visioning Fair at the Senior Center that included interactive activities for resident input, 10 community organizations, children's activities, lunch and free plant giveaways for Earth Day.
- Over 240 questionnaires were completed by community stakeholders and residents.
- Associates completed a neighborhood canvass of the 1,200 housing units in the neighborhood, distributing information and a questionnaire at each home.
- A Community Action Workshop was held on June 20th, attended by about 50 people, including residents, City staff and elected officials, and other community leaders. The workshop presentation of the outreach findings included questionnaire results. An interactive exercise to review and prioritize potential action items generated by the community was followed by group dialogues on key issues, commitments to support residents' top neighborhood goals, and an invitation to form neighborhood action teams.
- During the June 20th workshop, residents committed to forming action teams including Neighborhood Watch Leaders and an Education

Committee, as well as individual commitments on high-priority action items.

Questionnaire Results

During outreach and engagement activities, a broad cross-section of Belle Haven residents participated and provided input on neighborhood priorities. The community questionnaire enabled the City to collect data from a diverse group of Belle Haven residents, since it was available in English and Spanish, and both in hard copy and online. Outreach associates distributed questionnaires at all activities, meetings and group discussions they attended, as well as through neighborhood canvassing. A description of questionnaire respondents and highlights of findings is included below. A detailed summary is attached to this document.

Demographics

- A total of 244 questionnaires were returned.
- Half of the respondents were homeowners and half rent their home.
- 58% identified themselves as Hispanic or Latino, 15% Caucasian, 12% African-American, 12% Asian/Pacific Islander, 5% other (respondents were asked to check all applicable responses, so total is greater than 100%).
- The primary language of respondents was 54% English, 41% Spanish, and 4% other.
- 75% of the questionnaires were completed in English and 25% completed in Spanish.
- 79% of respondents were residents of Belle Haven.
- 42% of respondents have lived in Belle Haven 5 years or less, and about 20% each have lived in the neighborhood for 6-10, 11-20 or over 20 years.
- 85% of questionnaire respondents completed printed questionnaires and 15% completed online.

Neighborhood Priorities

The following lists reflect the ranking of services, programs and issues from the questionnaire results:

Most-used programs and facilities:

- Branch Library
- o Kelly Park Fields
- o Belle Haven Pool
- Onetta Harris Community Center

Senior Center

Most important to have in the neighborhood:

- After-school recreation programs for youth
- o Branch library
- Health clinic and services
- o Community center / programs for all ages
- Sports and recreation facilities

Most important issues:

- Public safety and reducing crime
- Educational support and opportunities for youth
- Job training and employment programs
- Physical health and health care
- Quality affordable housing and preventing displacement

Other Findings

The questionnaire also asked residents about how to best affect change in the neighborhood and about interacting with the City. Key findings include:

- A majority (64%) of respondents support working with local developers and foundations to identify resources for the neighborhood.
- Almost half (49%) support having one group that represents the Belle Haven neighborhood, while 39% support having multiple groups working on specific topics.
- When asked about individual commitments, respondents expressed in the questionnaire that they were most willing to join a mailing list to get information (43%), attend City Council or commission meetings to share ideas (40%) and volunteer with a committee or action team (38%).
- When asked about barriers to participating in neighborhood improvement, the most popular response was that people are already busy with work and family commitments (50%).

Improvement Themes

In addition to data gathered from the questionnaires, input was collected from open-ended questions as well as during community conversations, neighborhood meetings and community workshops. (Meeting and workshop summaries are attached to this document.)

Through these many avenues, input began to coalesce around common themes. The primary areas of improvement identified by community members are:

- Public Safety and Crime Prevention
- Educational Quality and Access
- Economic Opportunity and Job Training
- City Services and Programs
- Neighborhood Infrastructure and Aesthetics
- Traffic and Safety
- Working Effectively with the City

These themes were used to organize potential action items for review and prioritization by the community during the June 20th Action Workshop. While some action items cross multiple topic areas, the themes listed above serve as the organizing tool for the Action Plan that follows.

From Vision to Action

Throughout the community outreach process, residents were asked about their top concerns and priorities. There was considerable agreement about the highest priorities, with many residents focusing on public safety and education. During community conversations and neighborhood meetings, community members were also asked to think of tangible actions that could be undertaken by a) residents b) the City and c) other partners to implement improvements in the neighborhood. Project staff collected these potential action items and organized them by improvement theme. These action items were presented as ideas generated from the community, not as assignments or commitments on the part of the City or neighborhood.

At the Community Action Workshop on June 20, 2013, residents prioritized the lists of action items and generated new ideas. Residents were asked to identify top-priority action items through a dot-ranking exercise. (The complete results of this exercise are attached to this document.) After voting and suggesting new action items, the large group split into three smaller groups to discuss the most popular topics – public safety and crime prevention; educational quality and access; and traffic and safety.

In each group, facilitators identified the 2 or 3 top priorities from the dotranking exercise and discussed what tangible steps residents could take to work towards these actions. Where appropriate, City staff and officials offered ways to support neighbors in those efforts. Groups also discussed potential leadership structures to work directly with the City or other partners to further their goals. The results of the exercise and small group discussions are the foundation for the Action Plan below.

The following Action Plan emphasizes a small number of action items for each topic area, and focuses on "quick wins" so that residents and the City can take on a manageable number of actions with available resources while organizing towards longer-term goals. The top-priority actions items were based on community input at the Action Workshop. Other ideas generated throughout the process are included for future consideration.

<u>Please note that the Goal and Next Step ordering are for reference</u> purposes only.

Goal	Actions and Nex Steps	t Lead	Partners	Time Frame	Resources
1) Promote and create educational and recreational options for youth to help prevent crime	a) Identify and promote youth programs (e.g., teen leadership o community service programs		• City Community Services Department	Short (6-12 months)	 City staff Existing youth program directories and publications
	b) Pursue an outdoor community bulletin board to share information on programs	City	• CBOs • Residents	Short (6-12 months)	
2) Organize neighborhood watch groups	a) Contact MPPD to identify resources and next steps	Residents	• MPPD	Immediate (1-3 months)	 Local, state and national Neighborhood Watch groups
	b) Identify block captains to organize resident	Residents	• MPPD	Short (6-12 months)	Belle Haven mailing listNext Door
3) Participate in ongoing dialogues with MPPD Chief and other law enforcement officers	a) Secure commitment from MPPD for regular dialogues; schedule and promote next event		MPPDNeighborhood Watch GroupsCity	Ongoing (quarterly or bi-annual dialogues)	 City facilities / meeting space Belle Haven mailing list

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
4) Host a workshop on burglary prevention	a) Schedule, plan and promote workshop	MPPD	CityNeighborhood Watch Groups	Immediate or Short (<12 months)	
5) Develop a community advisory group to support public safety and crime prevention goals	a) Meet with MPPD and / or City to discuss potential advisory group structure and roles	Residents	CityMPPDNeighborhood Watch Groups	Short (6-12 months)	

- Improve lighting on homes and in public spaces
- Work with MPPD to add cameras or bring other surveillance technology to the neighborhood
- Improve code enforcement activities
- Create more ways for anonymous and safe reporting of suspicious or criminal activity
- Better publicize existing MPPD reporting and communication tools (e.g., Next Door)
- Support community policing

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
6) Improve safety near schools and areas where children often walk by	a) Recruit parents or neighbors to be volunteer crossing guards	Residents	• City • CBOs • RCSD	Short (6-12 months)	 Belle Haven mailing list School communication tools
implementing the Safe Routes to Schools Plan and other actions	b) Find the Safe Routes to Schools Plan and ask Ravenswood School District to post it online	Residents	• City – Public Works • RCSD	Immediate (1-3 months)	
	c) Convene a meeting of MPPD, Public Works, School District Staff and other partners to discuss priorities and next steps	City – Public Works	RCSDMPPDResidentsParents	Short (6-12 months)	Safe Routes to Schools Plan

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
7) Pursue incentives and programs to reduce driving	a) Research tools (including Survey Monkey and Next Door) to find out why and where people are driving	Residents	• City – Public Works	• Short (6-12 months)	Next Door
	b) Identify and promote existing ride-share resources	Residents	• City – Public Works	• Short (6-12 months)	City staffExisting publications
	c) Explore opportunities for new or expanded ride-share resources (e.g., Zim Ride)	Residents	• Local employers	Medium (12-24 months)	511.orgTransit agencies
	d) Pursue an outdoor bulletin board to share information	See above unde	 er Public Safety and	d Crime Prevention	

- Eliminate parking around bus stops to avoid congestion and conflicts
- Add speed bumps or other traffic calming measures around schools
- Investigate traffic controls to minimize congestion during peak hours
- Review bus stop locations and improve bus stop amenities

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
8) Investigate the option of joining Menlo Park City School District	a) Provide a consultant to work with the neighborhood and education committee	City	• Education Committee	• Short (6-12 months)	
	b) Identify a City Council member to champion the process	City – Community Services	City Council	• Short (6-12 months)	
9) Improve and expand educational support programs within RCSD and Belle Haven	a) Convene a meeting with Belle Haven School to discuss education issues	RCSD	Education CommitteeCommunity School Funders	• Immediate (1-3 months)	
	b) Support free or affordable homework programs	Education Committee	RCSDCityCommunitySchoolFundersCBOs	• Medium (12 -24 months)	
	c) Encourage local non-profits to work with Belle Haven schools	Education Committee	• RCSD • City • CBOs	• Medium (12 -24 months)	

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
	d) Identify and organize volunteer counselors and tutors for students and families	Education Committee	• RCSD	• Short (6-12 months)	Belle Haven mailing list
	e) Support service learning / community service in the neighborhood	Education Committee	RCSDCBOsLocal non-profits and businesses	• Medium (12 -24 months)	

- Grow volunteer tutoring programs with residents and area employees
 Identify or provide more work spaces for students

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
10) Pursue or expand partnerships with local businesses to support internships, mentoring or hiring	a) Establish neighborhood leader(s) or organization(s) for this effort	Residents	• City • CBOs	• Immediate (1-3 months)	Belle Haven mailing listNext Door
opportunities	b) Convene a meeting of neighborhood and community leaders with businesses or liaisons to identify opportunities and next steps	Residents	 Chamber of Commerce Local business organizations Local employers CBOs 	• Short (6-12 months)	
Increase service learning opportunities for students	See above under Educa	itional Quality o	and Access		

- Continue to support Job Train
- Engage middle school students in community service through the City of Menlo Park
- Identify paid opportunities for community members to share services and expertise (e.g., classes at Onetta Harris)
- Promote summer employment and internships to Belle Haven youth
- Work with local employers to pursue priority hiring agreements and/or additional outreach to Belle Haven residents

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
11) Provide more afternoon and evening activities for youth and high-school age students including drop-in programs and places	See above under Public S	afety and Crime i	Prevention		
12)Improve the quality and diversity of programs and classes	a) Gather and evaluate feedback on programs, classes and instructors provided in Belle Haven and other Menlo Park neighborhoods	City – Community Services	• Residents	• Short (6-12 months)	
	b) Identify top-priority improvements and implement changes as budget and resources allow	City – Community Services	• Residents	• Medium (12 -24 months)	

- Consider moving and/or improving the branch library
- Improve resident access to fields in the neighborhood
- Make more computers available in public places
- Increase the number and hours of current popular programs
- Ensure responsiveness to resident requests

Neighborhood In	frastructure and A	esthetics			
Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
13) Identity resources and programs to help property owners and residents maintain their	a) Establish neighborhood leader(s) or organization(s) for this effort	Residents	• City • CBOs	• Immediate (1-3 months)	Belle Haven mailing list
property	b) Identify key maintenance issues and barriers to upkeep	Residents	• City	• Short (6-12 months)	
	c) Inventory and promote existing resources	City	• Residents • CBOs	• Short (6-12 months)	
	d) Consider sliding scale or reduced fees for high- priority needs	City		• Medium (12 -24 months)	
14) Organize resident efforts to clean up the neighborhood and make minor property improvements	a) Host a meeting with resident leaders and recruit volunteers to plan and promote events	Residents	• CBOs • City	• Short (6-12 months)	Belle Haven mailing list

Neighborhood Infrastructure and Aesthetics Time Frame Goal **Actions and Next** Lead **Partners** Resources **Steps** Other Ideas for Consideration • Enforce crew clean up after landscape maintenance • Provide more public trash cans and plastic bags for dog waste

- Locate cameras along major streets
- Locate a dog park in Belle Haven

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Working Effective	ely with the City				
Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
15) Meet with neighborhood groups to discuss neighborhood history and issues of distrust	a) Establish neighborhood leader(s) or organization(s) for this effort	Residents	• CBOs	• Immediate (1-3 months)	Belle Haven mailing list
	b) Draft an agenda and request a meeting with City leadership	Residents	• CBOs	• Short (6-12 months)	
16) Consider providing a dedicated Council position for Belle Haven	a) Establish neighborhood leader(s) or organization(s) for this effort	Residents	• CBOs	• Immediate (1-3 months)	Belle Haven mailing list
	b) Draft an agenda and request a meeting with City leadership	Residents	• CBOs	• Short (6-12 months)	
17) Disseminate information about City resources to support implementation of	a) Report annually on City grant funding of community organizations	City – Community Services	• CBOs	Ongoing (annually)	Belle Haven mailing list

Working	Effectively	with the	City
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Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
Visioning Process action items	b) Provide information on plans and funding through regular neighborhood communications	City – Community Services	• CBOs • Residents	Ongoing (quarterly)	Belle Haven newsletter

- Create new forums for submitting ideas and issues to the City
- Create additional neighborhood action committees
- Increase awareness of existing opportunities for engaging and working with the City
- Identify resources to support Belle Haven residents' elections
- Consider using OHCC staff as liaisons and for referrals to City services and staff
- Create signs in both Spanish and English in Belle Haven

Recommended Process Improvements

In addition to the action items outlined by topic in the Action Plan, MIG recommends the following steps to improve the effectiveness of the Belle Haven / City partnership moving forward.

1. Improve two-way communication

- a. Continue to use the Belle Haven webpage on the City website and the newsletter for regular communications with Belle Haven residents and stakeholders. (City)
- b. Identify and use official channels for City communication (e.g., public comment at City Council meetings, Open Town Hall on website, etc). (Residents/CBOs)
- c. Identify neighborhood leaders, residents and/or City staff who can serve as liaisons to the City for residents who prefer not to use formal communications channels. (Residents/CBOs/City).
- d. Invite neighborhood leaders and residents to contribute to staff presentations to City Council to increase the authenticity of progress reports and action item updates. (City).
- e. Maintain and expand the Belle Haven master mailing list, and continue the practice of sending hard-copy materials to residents who do not use email. (City)
- f. Share City communications with neighbors, networks, family and colleagues through formal (e.g., Next Door) or informal channels. (Residents/CBOs)
- g. Continue to provide bi-lingual communications to the neighborhood as well as real-time interpretation for monolingual Spanish-speaking residents. (City)
- h. Identify volunteer interpreters who can support neighborhood participation for monolingual Spanish-speakers. (Residents/CBOs)

2. Use non-electronic neighborhood communication tool(s) in addition to the Belle Haven webpage and e-blasts.

- a. Pursue the installation and management of an outdoor community bulletin board. (City)
- b. Continue use of flyers and banners to promote neighborhood events (City).
- c. Disseminate information and materials to residents who do not have access to computers or the internet. (Residents/CBOs)
- Hold an annual Community Fair to build community identify, share information with residents, get input on key issues and report results.

- a. Identify and recruit partners (e.g., community-based organizations and foundations) to support an annual event. (City)
- b. Volunteer to help organize, staff and promote annual event. (Residents/CBOs)
- c. Include an event or activity that reports progress made on key issues and action items from the Visioning process. (Residents/CBOs/City)

4. Ensure transparency and share information and data

- a. Document complaints and issues with City services (e.g., maintenance issues) including date, time, and actions taken. (Residents)
- b. Make specific requests for information of the City (e.g., City Services budget or accounting of redevelopment funds). (Residents, CBOs)
- c. Provide detailed information upon request or as needed to address confusion and questions about City processes. (City)

5. Increase Belle Haven representation on City commissions and committees

- a. Identify and recruit Belle Haven residents for vacancies on City commissions, committees and other leadership roles. (Residents/CBOs)
- b. Notify the Belle Haven community of commission vacancies and other opportunities as they arise, using established communication networks. (City)
- c. Identify resources to support residents' campaigns for City Council or other elected positions. (CBOs)
- 6. Sponsor a capacity-building workshop for Belle Haven residents to learn about City decision-making, communications, and public outreach practices and to identify appropriate points of contact.
 - a. Promote workshop attendance and share information with those who could not attend (CBOs/Residents).
- 7. Consider forming a Belle Haven Commission or other formal advisory body that draws from existing community organizations and reflects the diversity of the neighborhood.

Attachments

- Community Snapshot
- Community Conversations
- Outreach and Communications Strategy
- Fact Sheet
- FAQ
- Questionnaire
- Questionnaire Summary
- Action Plan Priority Exercise Results
- Neighborhood and Community Workshop Flyers
- Neighborhood and Community Workshop Summaries
- Neighborhood and Community Workshop Presentations
- Newsletters



COMMUNITY SERVICES DEPARTMENT

Council Meeting Date: August 26, 2014 Staff Report #: 14-152

Agenda Item #: A-2

PRESENTATION: Belle Haven Neighborhood Action Plan Update

RECOMMENDATION

Staff recommends that the City Council receive the Belle Haven Neighborhood Action Plan Update and provide feedback to staff concerning implementation and progress toward goals and measures.

BACKGROUND

Led by the City of Menlo Park's Community Services staff and consultants from MIG, Inc. (MIG), the Belle Haven neighborhood participated in a visioning process that began in January 2013 and concluded in July 2013. The visioning process built on the work initiated by the City and sought to engage a broader cross-section of the Belle Haven neighborhood than had been involved with earlier planning processes. It was designed to identify community values, prioritize services and programs, identify needed improvements, build capacity and better position Belle Haven residents to work with the City of Menlo Park, community partners and other stakeholders to advocate for the neighborhood's interests.

The six-month community visioning process included multiple strategies for engaging and gathering input from Belle Haven residents and other community members. The culmination of the work has led to the development of a <u>Belle Haven Neighborhood Action Plan</u> which outlines and highlights high-level action items for the City, Belle Haven residents and stakeholder groups to guide implementation of next steps. The plan emphasizes a small number of action items for each topic so that residents and the City can take on a manageable number of actions and achieve "quick wins" while organizing toward longer-term goals. This approach will further neighborhood capacity building and leadership development which will be essential for achieving the long-term neighborhood goals.

On August 20, 2013, the City Council received and approved the Belle Haven Action Plan and proposed next steps. The next steps focused on helping convene resident action teams and stakeholders, developing and strengthening resident capacity to achieve short and long term goals, building infrastructure for continued engagement and support, as well as addressing some of the particular action items where resources and

strategies may be more easily identified. At this meeting, the Council requested measurable outcomes for the project and directed Staff to return to provide a progress report on those outcomes. A progress summary of outcomes and measures can be found as part of the <u>Belle Haven Action Plan Outcome Measures Table</u>, Attachment A.

Following Council approval of the Action Plan, the next four months were devoted to extensive planning including developing Requests for Proposals (RFPs) and seeking bids from qualified consultants to support City staff and neighborhood residents and begin working on the Action Plan. Two RFPs addressed the early stages of work in the Neighborhood Action Plan and include Belle Haven Action Team Support and Community Capacity Building and Youth and Neighborhood Engagement. After consultants were selected for the project, work plans were developed and refined based on the approved Action Plan goals. The Peninsula Conflict Resolution Center (PCRC) is focusing on the facilitation of action teams, neighborhood community building and leadership development as well as support for youth development and diversion. Alejandro Vilchez (AV Consulting) was selected as the Community Connector focusing on community engagement, resource and referral and neighborhood safety. The combined scope of work for the consultants which includes specific strategies, corresponding measurable outcomes and proposed timelines was presented to Council on January 23, 2014.

During this planning period staff also began working with the Silicon Valley Community Foundation and their affiliate, the Belle Haven Community Development Fund, to finalize the details of the Council-approved mini grant program. The mini grants included funding up to \$1000 for neighborhood and community building projects, cleaning and greening activities and small home improvements. The Belle Haven Community Development Fund administered the mini grant program with the Silicon Valley Community Foundation serving as the fiscal agent.

Other ongoing projects during the last six months include: collaboration with the Menlo Park Rotary on a proposed community garden for Belle Haven; the development of a neighborhood newsletter; the opening of the Belle Haven Neighborhood Services Center (Police Substation); and a Belle Haven Action Plan kickoff event held on Thursday, February 13 at 6:30 at the Senior Center.

ANALYSIS

Progress Toward Goals

The first six months of the Neighborhood Action Plan implementation has focused on developing and strengthening the neighborhood's capacity to achieve its short term goals, while creating the foundation needed to achieve longer term goals. This initial investment focused on training and preparation so that resident groups are stronger and in a better position to advocate for their needs, now and in the future. Considerable ramping up and community engagement was required during this period, as the neighborhood had not convened regarding the Neighborhood Action Plan since last summer. In this short period of time resident leaders have emerged as well as

representative groups composed of both long time and newer residents. As these leaders and groups experience successes in partnership with the City and other stakeholders, the City's role as "convener" will transition to these resident groups and they will be empowered to accomplish many of the neighborhood's long term goals with less direct City support.

The Belle Haven Neighborhood Action Plan goals coalesced around clear themes concerning resident priorities and are divided among seven primary areas for improvement. A complete progress report of the Belle Haven Action Plan Outcomes and Measures can be found in Attachment A. Below is a brief synopsis of each of the seven primary areas and measurable results achieved during the past six months as well as challenges and potential next steps.

1. Public Safety and Crime Prevention

Public Safety and Crime Prevention emerged as one of the top priorities during the Belle Haven Visioning Process and has been a significant focus early Action Plan implementation, including formation of the Public Safety Action Team, recruitment and training of Neighborhood Watch "Community Captains", early development of a youth diversion and community service program, and resident relationship building with the Menlo Park Police. A highlight includes the opening of the long-awaited Neighborhood Services Center (Police Substation) which is a symbol of the emerging partnership and strengthened relationship between residents in Belle Haven and Menlo Park Police. Residents have indicated they feel greater trust and confidence toward the police and increased personal connections. Several Police Dialogues have also strengthened relationships and understanding between residents and beat officers. The resident-led Public Safety Action Team is beginning to feel empowered as they learn how to advocate for their concerns and create positive change in the neighborhood. The upcoming year will need to see a greater focus on youth diversion and family engagement, providing youth leadership opportunities and additional ways for youth to contribute positively to their community.

2. Traffic and Safety

The City's Public Works Department committed to addressing another top priority -traffic safety. Progress includes improved bus stop amenities, on-street parking removal
to accommodate bus stops and significant coordination between Samtrans, MPPD,
Public Works, the School District and other partners. Traffic safety has also been
addressed by the Public Safety Action Team including concerns about obstruction of
street lighting by street trees, which has been addressed by Public Works.

Traffic congestion and safety around schools is a high priority for residents and will require the attention of multiple stakeholders. The implementation of the Safe Routes to School Plan has been identified by residents as a priority. Parent and resident engagement will be essential for its success. An emerging concern for the neighborhood is the large number of employee commuter buses that are now driving through the neighborhood obstructing traffic.

3. Educational Quality and Access

Education emerged as one of the neighborhood's top priorities and includes residents' concern for education equity and quality opportunities for Belle Haven youth. In the development of the scope of work for this high priority area, the new Ravenswood City School District Superintendent requested that the City Council allow the school district the opportunity to address this high priority issue. The City remains a willing partner in support of education quality for residents. Opportunities exist for the City to serve as a convener and facilitator for educational leaders to support other educational activities such as lifelong and service learning, afterschool homework and study programs, creation of work spaces for students, tutoring and mentorship and youth leadership opportunities.

4. Economic Opportunity and Job Training

This area of concern was not addressed as a part of the initial implementation of the Neighborhood Action Plan as it was not a high priority for residents. However, when creating the Belle Haven Mini-Grant Program, the City, in partnership with the Belle Haven Community Development Fund, was intentional in developing a list of approved contractors who are also residents of Belle Haven. As a result, 10 residents from Belle Haven were identified and approved to perform work on approved mini grant projects. One of the goals for this year is to bring together local business owners from Belle Haven to identify opportunities and champions in the neighborhood to take the lead on developing strategies for this Action Plan goal.

5. City Services and Programs

The primary focus for this area is to provide youth and teens more opportunities for recreation, leadership and safe places, as well as improving and diversifying the range of programming offered to residents in Belle Haven. The Community Services Department regularly surveys and evaluates its program offerings to ensure they are meeting the diverse needs of the community. During the current fiscal year, the Department plans to conduct an inventory of existing youth and teen leadership programs available to Belle Haven youth and identify gaps and opportunities, including, for example, programming and events that would appeal to the Pacific Islander population. Residents identified the need for more computers in public spaces in the neighborhood. Positive developments in response to this action item include installation of public Wi-Fi at the Onetta Harris Community Center, Menlo Park Senior Center and Youth Center. In addition, plans are in place to upgrade the computers at the Onetta Harris Community Center Computer Lab and to begin a marketing campaign to let residents know of this valuable resource.

6. Neighborhood Infrastructure and Aesthetics

Progress in this area over the past 6-8 months has included the Mini-Grant program provided in collaboration with the recently formed Belle Haven Community Development Fund. As a result of the Fund's leadership and hard work, the first round of funding for the mini-grant program received 23 eligible applications from Belle Haven residents with 18 mini-grants being awarded totaling \$13,000. The next round of funding scheduled for the mini-grant program will be in the spring of 2015. The enthusiasm in the

neighborhood about this program is reflected in the survey results, where residents have indicated they feel an increased pride to live in the neighborhood and that they notice their fellow residents are taking pride in their neighborhood as well.

7. Working Effectively with the City

A major focus of the first 6 months of Action Plan implementation was to develop and strengthen relationships between City Staff and residents in Belle Haven. A key component of the consultants' scope of work and that of City staff has been to improve communication with residents using various strategies and media including a quarterly neighborhood newsletter, growing a neighborhood email database and sending out frequent neighborhood updates, promoting the use of NextDoor which has led to a 90% subscription increase in the past year, and ensuring that all communication is in both English and Spanish. This is reflected in the resident survey where 70% of residents reported that they have increased knowledge of where to go if they want information on current events in Belle Haven. 56% of residents have also indicated they are more aware of how to access City services.

One of the highlights of the work thus far has been the well-attended community dialogues held in Belle Haven which include: My Changing Community Photovoice Project, City staff and resident relationship building dialogue, and the Public Safety dialogue with residents and Menlo Park Police Beat Officers. Staff have identified other dialogues which would be beneficial, including helping residents to identify their neighborhood representatives from various governmental agencies and how to successfully engage them.

IMPACT ON CITY RESOURCES

The City Council approved and allocated \$130,500 for FY 2013-14 and \$122,500 for FY 2014-15 toward the Belle Haven Neighborhood Action Plan implementation. City staff is currently revising and updating the project scope of work and contracts are being negotiated for the remainder of the fiscal year. As the neighborhood appears to be interested in broadening the scope of work for the Action Plan, City staff may return to update the Council and to seek additional allocations for this fiscal year in order to continue the progress made toward the Action Plan goals.

POLICY ISSUES

Supporting Belle Haven residents and businesses in improving the Belle Haven area is consistent with existing Council policies and goals.

ENVIRONMENTAL REVIEW

The neighborhood visioning and action plan process is not a project under CEQA.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

A. Belle Haven Action Plan Outcome Measures Table

Report prepared by: Derek Schweigart Community Services Manager

Last Updated: August 26, 2014

Belle Haven Action Plan – Progress Toward Goals Outcome Measures Table

Public Safety and Crime Prevention				
Goal	Actions	Measure	Impacts / Result	Next Steps
Promote and create educational and recreational options for youth to help prevent crime.	Collaborated with MPPD to establish youth diversion and truancy prevention program that will launch in fall 2014. Developed partnership with Youth Community Service (YCS) as a resource for the youth diversion program.	 Family and youth engagement. Identify families for Parent Project. Photovoice participation by youth. Families and youth increase their skills and ability to navigate the school system. Youth and families participate more in community and school activities. 	 ✓ 25 youth referrals received by MPPD. ✓ 21 intake assessments scheduled and conducted with families to initiate service. ✓ 4 youth participants for the Photovoice project and showcase ✓ 2 family conferences held over the past 6 months. ✓ 15 families identified for the Parent Project. ✓ 5 families participating in the youth diversion program have increased participation in BH community events such as the clean-up days and dialogues. ✓ 4 out of 7 youth completed summer school programs as a requirement of the diversion program. 3 of the families chose not to participate. ✓ 1 youth was referred and successfully enrolled in the MMAP (Music Murals and Arts Program). ✓ 5 families have increased skills and ability to navigate the school system. ✓ 2 diversion families using county crisis intervention services. 	1. Conduct inventory of existing youth and teen leadership programs available to BH youth. 2. Identify gaps in programming and explore new programs and partnerships if needed to provide teens an opportunity to develop leadership and give back to the community. 3. Complete Community bulletin board and kiosk project for information sharing.
Organize neighborhood watch groups.	 Conducted outreach and community engagement to identify BH block captains. Conducted Neighborhood Watch orientation and training 	 National Night Out event to be held in BH in collaboration with neighborhood residents. BH Block captains recruited in support of the Neighborhood Watch program. 	 ✓ 11 BH Neighborhood Watch block captains recruited. ✓ 8 BH residents who attended the Neighborhood Watch orientation and received training on 7/31/14. 	BH residents expressed interest in forming Neighborhood Watch group composed of "Community Captains" with support of MPPD. BH Neighborhood Watch group expressed interest in promoting

Last Updated: August 26, 2014

Belle Haven Action Plan – Progress Toward Goals Outcome Measures Table

3. Participate in on-going dialogues with MPPD Chief and other law enforcement officers.	Coordinated and facilitated meetings with BH Neighborhood Watch captains Coordinated and helped facilitate National Night Out event. Coordinated and facilitated a dialogue with residents and the MPPD.	Residents attend and receive training on the Neighborhood Watch program. Hold a dialogue with the MPPD and residents that is well received and attended. Improve relationships between police and residents as reflected in participant and resident surveys. Complete 6 month survey of resident public safety perceptions.	 ✓ National Night Out event was held on 8/5/14 hosted by the Mt. Olive Church and neighborhood residents which was well received and attended. ◆ A police dialogue was held on 4/30/14 with over 40 resident participants, 5 police officers, and the Police Chief. ◆ BH residents met Beat 3 officers ◆ BH residents wisited new substation ◆ 67% of BH residents surveyed report that their trust with the MPPD has/somewhat has increased in the past 6 months. ◆ 60% of BH residents surveyed report that they have/somewhat have had a positive interaction with BH PD at least once over the past 6 months. ◆ 53% of BH residents surveyed report they have/somewhat have 	CPTED – Crime Prevention through Environmental Design. 1. Next resident-MPPD dialogue planned for September 2014.
			increased personal connection with MPPD assigned to BH in the past 6 months.	
Host a workshop on burglary prevention.	Pending	Pending	Pending	Workshop is pending development of Neighborhood Watch Program.
5. Develop a community advisory group to support public safety and crime prevention goals.	 Worked with MPPD to establish public safety advisory group. Conducted outreach to recruit residents to serve on Public Safety Action Team. Convened and established a resident led Public Safety Action Team. 	 A public safety advisory group will be formed that includes residents throughout Menlo Park and includes representation from the BH neighborhood. A Public Safety Action Team will be formed composed of BH residents to address public safety issues in neighborhood. Complete 6 month survey of 	✓ 20 MP residents who serve on the Chief's Advisory Group that includes 2 BH residents. ✓ 18 residents serve on Public Safety Action Team meeting monthly. ✓ 69% of BH residents surveyed report they have/somewhat have seen efforts to address specific problems related to their own	Explore combining Neighborhood Watch "Community Captains" with Public Safety Action Team. Continue to train, develop and build capacity with Action Team resulting in team leaders becoming facilitators and conveners of meetings.

	Outcome Measures rable	
	resident public safety perceptions.	public safety concerns. ✓ 65% of BH residents surveyed report that they have shared their crime prevention and neighborhood safety concerns with city staff in the past 6 months. ✓ 57% of BH residents surveyed report that they have/somewhat have shared how to address specific crime prevention efforts and safety concerns with other residents in the past 6 months. ✓ There have been 2-4 residents from the Action Team taking the lead on the outreaching to other residents. ✓ The Action Team partnered with City to resolve obstruction of street lights by trees in the neighborhood. ✓ The Action Team created a resident troubleshooting resource guide.
Other Ideas for Consideration: Improve lighting on homes and in public spaces Work with MPPD to add cameras or bring other surveillance technology to the neighborhood Improve code enforcement activities Create more ways for anonymous and safe reporting of suspicious or criminal activity Better publicize existing MPPD reporting and communication tools (e.g., Next Door) Support community policing	Street lighting on homes and in public places will be improved in the neighborhood. Surveillance cameras will be installed in high traffic and areas of concern in the neighborhood. There will be an increased presence of code enforcement in the BH neighborhood. Residents understand the impact of their involvement in the neighborhood.	✓ 4 Surveillance cameras installed at Willow and Newbridge, Willow and Ivy, Willow and Hamilton, Chilco and Terminal. ✓ ALPR – Automated License Plate Readers have been deployed by the MPPD. ✓ Public Safety Action Team worked with Public Works to trim trees around street lights and as a result the lighting around homes and important intersections has improved based on resident feedback. ✓ New code enforcement officer

		Outcome Measures rable		
			hired and stationed at the Neighborhood Services Center that provides increased presence and convenience for BH residents. MPPD has increased use and promotion of Black Board emergency notification system as well as using Nextdoor. 68% of residents report that they feel more or somewhat more vested and connected to the BH community over the past 6 months.	
Traffic and Safety				
Goal	Actions	Measure	Impacts / Result	Next Steps
6. Improve safety near schools and areas where children often walk by implementing the Safe Routes to Schools Plan and other actions.	 Public Safety Action Team increased its scope of work to include traffic safety concerns. Participated in Ravenswood District Safe Routes to School Coordination Meetings held quarterly with District, Safe Routes, City of Menlo Park and City of EPA. Coordinated monthly meetings with Menlo Park Transportation and MPPD. 	Meetings will be held with key neighborhood stakeholders to address the issue of Safe Routes to Schools Plan that will result in improved safety near schools.		1. Continue to coordinate efforts around Safe Routes to School. 2. Recruit parents and neighbors to be volunteer crossing guards 3. Convene and conduct a meeting of key stakeholders (MPPD, Public Works, School District and other partners) to discuss priorities and next steps. 4. Conduct resident survey to measure improved safety near schools.
7. Pursue incentives and programs to reduce driving.	Communicated and promoted traffic safety, ride-share resources by using various media.	Promotions and marketing collateral materials will be developed to promote traffic safety and ride share programs.	 ✓ New signs, postcards, and marketing materials have been developed for the Menlo Park Shuttle Program. ✓ Hosted Bike to Work Day Energizer Station at Ringwood Pedestrian Overcrossing in May 2014. 	 Engage public safety action team to explore ride-share resources and expanded opportunities to ride-share. Continue to communicate and promote traffic safety, ride-share using various media. Evaluate potential grant opportunity for care share program in Menlo Park.
Other Ideas for Consideration:		Work with Samtrans for new	✓ New Samtrans 281 bus stops on	Evaluation of Citywide

Add speed bumps or other traffic		shelters and stop amenities. • Key bus stops will see improved amenities in BH	Newbridge included parking removals, approved by City Council in May 2014. ✓ Installed new seating at bus stops at OHCC/Senior Center/Belle Haven Library.	transportation networks and circulation patterns will occur as part of the General Plan Update. 2. Continue to explore Menlo Park Shuttle Service enhancements and coordinate with Samtrans
Goal	Actions	Measure	Impacts / Result	Next Steps
 Identify or provide more work sp Support free or affordable home Identify and organize volunteer of families 	ns with residents and area employees paces for students	lent to the City Council, the area of improver		•
Economic Opportunity and Jo		1		25.0
10. Pursue or expand partnerships with local businesses to support internships, mentoring or hiring opportunities.	Actions Pending	Measure Pending	Impacts / Result Pending	Engage resident leaders and neighborhood groups to address this goal in winter '14. Convene meeting of neighborhood and community leaders,

				businesses or liaisons to identify opportunities and next steps.
of Menlo Park Identify paid opportunities for and expertise Promote summer employmen	ts in community service through the City or community members to share services at and internships for Belle Haven youth o pursue priority hiring agreements	Resident and local contractors will be recruited to support the mini- grant program.	✓ 10 Belle Haven and local contractors identified and approved to perform work as a part of the mini-grant program.	1. Pursue youth leadership development program, community service program. 2. Investigate opportunities to partner with Job Train to offer classes at the Onetta Harris Community Center. 3. Promote the City's Community Funding Process to support Job Train.
City Services and Programs				
Goal	Actions	Measure	Impacts / Result	Next Steps
Provide more afternoon and evening activities for youth and high-school age students including drop-in programs and places.	 Promoted existing drop-in programs and places in the neighborhood and identified opportunities for expansion. Continued to promote existing drop-in programs that include Basketball and the Fitness Center. 	 Expand drop-in programs offered by the Community Services Department. 	Expanded drop-in option for fitness and recreation classes at Onetta Harris Community Center	1. Conduct inventory of existing youth and teen leadership programs available to BH youth in the neighborhood. 2. Explore new programs and partnerships to provide teens an opportunity to develop leadership and give back to the community. 3. Explore drop-in hours for computer lab at Onetta Harris Community Center and development of teen work study program.
12. Improve the quality and diversity of programs and classes.	Pending	Pending	Pending	 Survey and evaluate current Community Services programs and explore opportunities to enhance and increase offerings to reflect the diversity of the neighborhood. Conduct needs assessment for programs and services and recommend changes during the budget process
Other Ideas for Consideration:		 Library services are expanded in 	✓ The "Little Library" was opened	1. Expand "Little Libraries" around

Consider moving and/or improv Improve resident access to fields Make more computers available Increase the number and hours or Ensure responsiveness to resident Neighborhood Infrastructure	s in the neighborhood in public places of current popular programs nt requests	the BH neighborhood	for business at the Neighborhood Services Center with the opportunity to expand to other locations.	the Belle Haven Neighborhood. 2. Upgrades are planned for the Onetta Harris Community Center Computer Lab to increase its appeal and usefulness to youth and adults.
Goal	Actions	Measure	Impacts / Result	Next Steps
13. Identify resources and programs to help property owners and residents maintain their property.	 Implemented neighborhood minigrant program. Established resident-led minigrant orientation, application and review process. Consulted and collaborated with residents on mini-grant best practices. Assisted the promotion and outreach of the mini-grant program. 	 Implement neighborhood minigrant program in collaboration with BH residents. Develop and implement a grant review process in collaboration with BH residents. Receive 7-10 mini grant applications in the first grant cycle. Before/After photos of projects and community events. Complete 6 month survey of resident perception of involvement and pride in the neighborhood. 	✓ Belle Haven Community Development Fund made up of mostly BH residents took the lead on the mini-grant program ✓ Grant review committee was composed of 7 members, 5 of which are BH residents. ✓ 23 eligible mini-grant applications received in first round of funding ✓ 18 mini-grants awarded for a total of \$13,000 ✓ 72% of BH residents surveyed report they feel increased pride to live in the neighborhood over the past 6 months. ✓ 73% of BH residents surveyed report they have seen others taking pride in the BH neighborhood over the past 6 months.	1. Next round of mini-grant funding scheduled for September-October. 2. Document and report on results of first round of mini-grant awards. 3. Identify key maintenance issues and barriers to upkeep of resident properties and public areas.
14. Organize resident efforts to clean up the neighborhood and make minor property improvements.	Collaborated with residents and resident groups to conduct neighborhood clean-up activities. Implemented neighborhood minigrant program to assist residents on minor property improvements.	 1-2 neighborhood clean-up events will be held in the BH neighborhood. Complete 6 month survey of resident perception of involvement and pride in the neighborhood. 	 ✓ 3 neighborhood clean-up events held over the past 6 months. ✓ 71% of BH residents report that they feel more/somewhat more vested and connected to the BH community over the past 6 months. ✓ 73% of BH residents report that they feel increased pride to live in the neighborhood over the 	Distribute "Who to Call" resource to neighborhood that was developed by the Public Safety Action Team.

			past 6 months.	
Other Ideas for Consideration: • Enforce crew clean up after la • Provide more public trash cat • Locate cameras along major s • Locate a dog park in Belle Har Working Effectively with the Goal 15. Meet with neighborhood groups to discuss neighborhood history and issues of distrust.	ns and plastic bags for dog waste streets ven	Conduct community dialogues with residents, PD, City staff, business owners, and other neighborhood stakeholders. Complete 6 month survey on resident perception of trust between the City and other residents.	Impacts / Result ✓ The following dialogues were conducted in the community: My changing Community, Then and Now (June 12) City staff/Resident Relationship building dialogue (June 17th), PhotoVoice Project Reception on July 16. Action plan kick off meeting (February 13), Public Safety and Traffic Community Meeting (March 26) ✓ 69% of BH residents surveyed report that their trust with other residents has/somewhat has increased with other residents in the past 6 months. ✓ 67% of BH residents surveyed report that their trust with the MPPD has/somewhat has increased in the past 6 months.	Next Steps 1. Consider hosting a follow-up dialogue between City staff and BH residents on the topic of RDA funding and support of Belle Haven.
16. Consider providing a dedicated Council position for Belle Haven	Pending	Pending	Pending	Pending
17. Disseminate information about City resources to support implementation of Visioning Process action items.	Annual reporting of City community grant funding of community organizations has been completed. Completed neighborhood mini-	Various media will be used to disseminate information about the Visioning Process, Neighborhood Action Plan and City resources. Marketing collateral materials and	 ✓ Published 3 neighborhood newsletters during the past year in both English/Spanish. ✓ Use of NextDoor by BH residents has increased by 90% over the 	Promotion of City's Community Funding Process through various media sources. Continue to promote City's Community Funding Program

Belle Haven Action Plan – Progress Toward Goals Outcome Measures Table

grant program orientation and promotion to residents was conducted.	neighborhood communication will be in both English and Spanish. There will be a measurable increase in communication to BH residents regarding events and services. Residents will begin to use Nextdoor with greater frequency.	past year. Resident database has increased to 270 email addresses. The Public Safety Action Team produced "Who to Contact" list for BH residents. 70% of BH residents surveyed report they have an increased knowledge of where to go when they want information about BH events over the past 6 months. 56% of BH residents surveyed report they are more aware and have accessed services provided by the City over the past 6 months.	through various media to BH organizations.
Other Ideas for Consideration: Create new forums for submitting ideas and issues to the City Create additional neighborhood action committees Increase awareness of existing opportunities for engaging and working with the City Identify resources to support Belle Haven residents' elections Consider using OHCC staff as liaisons and for referrals to City services and staff Create signs in both Spanish and English in Belle Haven	Hold community events and meetings to provide opportunities for residents to share ideas and communicate issues to the City.	 ✓ 32 community meetings and neighborhood events held in the past 6 months (Feb-July). ✓ 56% of BH residents surveyed report that they have increased/somewhat increased and strengthened their network in the community over the past 6 months. 	Sponsor capacity-building workshop for BH residents to identify neighborhood representatives from various levels of governmental agencies and how to engage them effectively. Consider forming neighborhood advisory group that reflects the diversity of the neighborhood.

Additional Outcomes and Impacts over the past 6 months

- 32 community meetings and events hosted in first 6 months (February and July). Average of 4 events/month and 1 event/week
- Increase in new residents (1-5 years) participating in community events
- New leaders emerged/identified during the Action Plan implementation
- Increase in BH residents accessing mediation services to resolve neighbor conflicts creating a stronger community and decreasing calls to PD and City departments
- 47% of residents report that they have or somewhat have taken leadership on one or more meetings/projects in the community over the past 6 months
- 64% of residents are more aware or somewhat more aware of and have utilized services of community based groups within Belle Haven over the past 6 months
- 78% of residents report they have taken on more responsibility to find out what's happening in their community over the past 6 months
- 68% of residents report that they have gotten to know new people in the past 6 months

Belle Haven Action Plan – Progress Toward Goals Outcome Measures Table

• 77% of residents report they have felt the neighborhood to be more vibrant and active in the past 6 months

^{*}The survey conducted as part of this 6 month report had approximately 80 respondents with 72% responding in English and 28% in Spanish. Surveys were available online and on paper in both languages. Although there were a total of 80 surveys completed, some questions on individual surveys did not receive a response.

Belle Haven Action Plan – Progress Toward Goals Outcome Measures Table FY 2014-15

Last Updated: August 1, 2015

Public Safety and Crime Prev	ention			
Goal	Actions	Measure	Impacts / Result	Next Steps
1. Promote and create educational and recreational options for youth to help prevent crime. 1. Promote and create educational and recreational options for youth to help prevent crime.	 Receive on-going referrals from PD, Schools and other service departments to identify eligible youth and families for referral and support. Conduct assessment meeting with youth and family in partnership with the Youth Diversion Officer. Provide family a resource and referral guide according to their needs. Coordinate, facilitate family group conference that engages participants in developing a plan to support the youth's future success. Provide families referral for mediation services where appropriate. Coordinate and implement "restorative circles" for resolving conflict Conduct restorative justice workshops at Beechwood School and BGCP Convene meetings with MPPD and local youth to improve communication, increase understanding and improve trust. 	 Family and youth engagement. Families and youth increase their skills and ability to navigate the school system. Youth and families participate more in community and school activities. Youth and families complete referrals for crisis intervention and mediation services. 	 ✓ 17 youth referrals received by MPPD. ✓ 17 intake assessments scheduled and conducted with families to initiate service. ✓ 6 family conferences held ✓ 8 families were referred and connected to county provided services including Medi-Cal, mediation, and mental health. ✓ 17 restorative justice workshops were held at Beechwood School serving 11 youth. ✓ 2 restorative justice workshops were held at BGCP serving 25 youth. ✓ 1 restorative justice parent/child workshop held with 17 parents and 8 youth attending. ✓ Youth Dialogue with local police chiefs (Menlo Park, Palo Alto, East Palo Alto) was held on September 18, 2014. ✓ MPPD dialogue with Beechwood School held on February 24, 2015. ✓ Held Youth Service Provider Roundtable in support of youth services on February 26, 2015. ✓ MPPD conducted first ever Police Youth Academy in May 2015. ✓ Conducted a "Know your Rights" Student Dialogue at Menlo Atherton High Schoool on April 30, 2015. 	 Conduct inventory of existing youth and teen leadership programs available to BH youth. Identify gaps in programming and explore new programs and partnerships if needed to provide teens an opportunity to develop leadership and give back to the community. The MPPD will continue to provide support to students at Belle Haven School and other area schools. MPPD will continue to partner with other youth service providers to address "restorative circles" and provide for other youth and family needs. Pursue partnerships with local businesses to support internships, mentorships and hiring of local youth.

Organize neighborhood watch groups.	 Conduct Neighborhood Watch orientation and training Coordinate and facilitate meetings with BH Neighborhood Watch captains Coordinate and help facilitate National Night Out event. 	 National Night Out event to be held in BH in collaboration with neighborhood residents. BH Block captains recruited in support of the Neighborhood Watch program. Residents attend and receive training on the Neighborhood Watch program. 	 ✓ 11 BH Neighborhood Watch block captains recruited. ✓ 8 BH residents who attended the Neighborhood Watch orientation and received training on 7/31/14. ✓ National Night Out event was held on 8/4/15 hosted by the Mt. Olive Church and supported by PSAT members. The event was well received and attended. 	The Public Safety Action Team (PSAT) and Neighborhood Watch participants will combine efforts for FY 2015-16 for addressing neighborhood safety.
3. Participate in on-going dialogues with MPPD Chief and other law enforcement officers.	Coordinate and facilitate dialogues with residents and the MPPD.	 Hold a dialogue with the MPPD and residents that is well received and attended. Improve relationships between police and residents as reflected in participant and resident surveys. Complete 12 month survey of resident public safety perceptions. 	 40 participants attended a Youth Dialogue with local police chiefs (Menlo Park, Palo Alto, East Palo Alto) was held on September 18, 2014. 40 residents attended a Code Enforcement Dialogue and Community Meeting with the Chief on January 22, 2015. 26 youth attended MPPD dialogue with Beechwood School held on February 24, 2015. 26 participants attended a "Know your Rights" Student Dialogue at Menlo Atherton High School on April 30, 2015. 47% of BH residents surveyed report they are satisfied with the efforts to address their neighborhood safety concerns while 37% have no opinion reflecting 84% of respondents. 	 Conduct annual dialogue with the MPPD Chief and other law enforcement officers. Report on neighborhood code enforcement efforts at community meetings and continue ongoing dialogue with residents.
4. Host a workshop on burglary prevention.	Pending	Pending	Pending	 Workshop is pending further development of Neighborhood Watch Program. PSAT will explore co-hosting workshop with MPPD in FY 15-16.

 5. Develop a community advisory group to support public safety and crime prevention goals. Conducted outreach to recruit residents to serve on Public Safety Action Team. Convened and established a resident led Public Safety Action Team. 	 A public safety advisory group will be formed that includes residents throughout Menlo Park and includes representation from the BH neighborhood. A Public Safety Action Team will be formed composed of BH residents to address public safety issues in neighborhood. Complete 12 month survey of resident public safety perceptions. 	 ✓ 20 MP residents who serve on the Chief's Advisory Group that includes 2 BH residents. ✓ The Chief's advisory group addressed a body camera policy and code enforcement strategies plan among other topics. ✓ 24 residents serve on Public Safety Action Team with an average of 12 attending monthly PSAT meetings. ✓ There have been 2-4 residents from the Action Team taking the lead on the outreaching to other residents and taking the lead on the work of the PSAT. ✓ The Action Team created a resident troubleshooting resource guide. ✓ PSAT hosted dialogue with CalTrain and residents on the Ballast Rocks on Chilco issue resulting in their eventual removal. ✓ 48% of residents report they have seen their safety concerns addressed while another 28% had no opinion for a total of 76% of respondents. ✓ 44% of residents report that they have made at least one call to the City to report a problem or suggest a solution to a problem. ✓ Explore combining Neighborhood Watch "Community Captains" with Public Safety Action Team. Continue to train, develop and build capacity with Action Team resulting in team leaders becoming facilitators and conveners of meetings. Address graffiti abatement on Caltrans property. PSAT to address traffic safety issues on Chilco.
 Uther Ideas for Consideration: Improve lighting on homes and in public spaces 	Street lighting on homes and in public places will be improved in	✓ 57% of residents report that they feel more vested and connected
Work with MPPD to add cameras or bring other surveillance technology	the neighborhood.	to the BH community over the

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 criminal activity Better publicize existing MPPD rendered Next Door) Support community policing 	ities s and safe reporting of suspicious or eporting and communication tools (e.g.,	 Surveillance cameras will be installed in high traffic and areas of concern in the neighborhood. There will be an increased presence of code enforcement in the BH neighborhood. Residents understand the impact of their involvement in the neighborhood. 	past 12 months.	
Traffic and Safety		I	I	
Goal	Actions	Measure	Impacts / Result	Next Steps
6. Improve safety near schools and areas where children often walk by implementing the Safe Routes to Schools Plan and other actions.	 Public Safety Action Team increased its scope of work to include traffic safety concerns. Participated in Ravenswood District Safe Routes to School Coordination Meetings held quarterly with District, Safe Routes, City of Menlo Park and City of EPA. Coordinated monthly meetings with Menlo Park Transportation and MPPD. Implement Safe Routes to School recommendations in conjunction with the Ravenswood City School District for Belle Haven Elementary School 	 Meetings will be held with key neighborhood stakeholders to address the issue of Safe Routes to Schools Plan that will result in improved safety near schools. Improvements implemented as part of the Safe Routes to School Program. 	 ✓ Henderson Avenue at Ivy Drive and Chilco Street, City replaced existing yellow transverse crosswalks with high visibility yellow ladder crosswalks ✓ Ivy Drive at Almanor Avenue, City replaced existing yellow transverse crosswalks with high visibility yellow ladder crosswalks ✓ Ivy Drive at Market Place, City upgraded east leg of intersection to high visibility white crosswalk; striped new high-visibility white crosswalks at all other crosswalks at all other crossings at the roundabout; installed YIELD teeth pavement markings at all legs. ✓ Installed School Zone 25 mile speed limit signs on Ivy Drive, Hamilton Avenue, and Chilco Street approaches to the Belle Haven Elementary School. ✓ Installed red curb at all legs of 	 Continue to coordinate efforts around Safe Routes to School. Convene and conduct a meeting of key stakeholders (MPPD, Public Works, School District and other partners) to discuss priorities and next steps. Conduct resident survey to measure improved safety near schools. Host traffic safety dialogue with residents and other stakeholders. At intersection of Ivy Drive with Market Place, install YIELD signs at all legs; and, construct curb ramps at both ends of the southwestern crosswalk and the northern end of the western crosswalk; retrofit all existing curb ramps with truncated domes. AT Ivy Drive Parking Lot, repaint the red curb at the school entrance as white for loading.

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Add speed bumps or other traffic	Communicated and promoted traffic safety, ride-share resources by using various media. Ops to avoid congestion and conflicts calming measures around schools	 Promotions and marketing collateral materials will be developed to promote traffic safety and ride share programs. Work with Samtrans for new shelters and stop amenities. Key bus stops will see improved 	the intersection of Hamilton Avenue with Chilco Street. ✓ Installed 15 mph speed limit when school children are present signs" along segments of Hamilton Avenue, Chilco Street, Ivy Drive, and Almanor Streets adjacent to Belle Haven Elementary School. ✓ The City participates every year in the Bike to Work Day by sponsoring stations throughout the City including the one near the Ringwood Avenue Bike/Ped Overcrossing on Pierce Road. ✓ Evaluation of needs and projects are ongoing	 Engage public safety action team to explore ride-share resources and expanded opportunities to ride-share. Continue to communicate and promote traffic safety, ride-share using various media. Evaluate potential grant opportunity for car share program in Menlo Park. Evaluation of Citywide transportation networks and circulation patterns will occur as part of the Congral Plan Undetended.
 Investigate traffic controls to min Review bus stop locations and in 	nimize congestion during peak hours nprove bus stop amenities	amenities in BH		part of the General Plan Update. 2. Continue to explore Menlo Park Shuttle Service enhancements and coordinate with Samtrans
Education Quality and Access				and coordinate with bantifulls
Goal	Actions	Measure	Impacts / Result	Next Steps
8. Investigate the option of joining Menlo Park City School District.	Actions	Measure	Impacts / Result	Work with school district and Belle Haven School to host community dialogues on the
9. Improve and expand educational support programs within RCSD and Belle Haven.	Per the request of the RCSD Superintende Access was to be addressed by the school	ent to the City Council, the area of improven I district.	nent concerning Education Quality and	topic of education. 2. Continue to partner with the school district and Belle Haven School to support family and community engagement.
Other Ideas for Consideration:				Explore drop-in hours for
Grow volunteer tutoring program	ns with residents and area employees			computer lab at Onetta Harris

 Identify or provide more work spaces for students Support free or affordable homework programs Identify and organize volunteer counselors and tutors for students and families Support service learning and community service in neighborhood 				Community Center and develop a teen work study program. 2. Outreach to neighborhood residents, business owners and partners to explore tutoring and mentorship for youth options. 3. Conduct inventory of existing youth and teen leadership programs available to BH youth in the neighborhood. 4. Explore new programs and partnerships to provide teens an opportunity to develop leadership and give back to the community.
Economic Opportunity and Jo	b Training			
Goal	Actions	Measure	Impacts / Result	Next Steps
10. Pursue or expand partnerships with local businesses to support internships, mentoring or hiring opportunities.	 Explore existing/ similar programs i.e. JobTrain to discuss & indentify areas for collaboration with the city. Continue BH Merchant Network to include local internship/mentoring opportunities. Develop leadership development class. Develop local student internship pool. 	 Participants report and increase in interpersonal relational skills for workplace readiness. A minimum of 50% of youth placed into mentoring / internship opportunities in the local area. i.e. within BH merchant Network. One agency identified and committed to transfer program for continuation in 2016. Job readiness of 5-10 local youth 	✓ Pending completion of consultant scope of work for FY 15-16.	Pending completion of consultant scope of work for FY 15-16.
Other Ideas for Consideration: Continue to support Job Train Engage middle school students in community service through the City of Menlo Park Identify paid opportunities for community members to share services and expertise Promote summer employment and internships for Belle Haven youth Work with local employers to pursue priority hiring agreements and/or additional outreach to Belle Haven residents		See Above	See Above	See Above

City Services and Programs				
Goal	Actions	Measure	Impacts / Result	Next Steps
11. Provide more afternoon and evening activities for youth and high-school age students including drop-in programs and places.	 Promoted existing drop-in programs and places in the neighborhood and identified opportunities for expansion. Continued to promote existing drop-in programs that include Basketball and the Fitness Center. 	Expand drop-in programs offered by the Community Services Department.	✓ Expanded drop-in option for fitness and recreation classes at Onetta Harris Community Center	 Conduct inventory of existing youth and teen leadership programs available to BH youth in the neighborhood. Explore new programs and partnerships to provide teens an opportunity to develop leadership and give back to the community. Explore drop-in hours for computer lab at Onetta Harris Community Center and development of teen work study program.
12. Improve the quality and diversity of programs and classes.	 Survey and evaluate current Community Service programs and explore opportunities to enhance and increase offerings to reflect diversity of the neighborhood. Conduct needs assessment for programs and services and recommend changes during the budget process 	 Participant surveys Resident and stakeholder feedback on department strategic plans New and improved class offerings available to residents in department Activity Guide 	 ✓ Pending completion of program strategic plans and community center space needs analysis. ✓ Pending completion of approved CIP projects for Youth Center, Onetta Harris Community Center and Belle Haven Pool. 	 Continue to work on Community Services Department strategic plans. Complete Onetta Harris Community Center space needs analysis and classroom expansion project. Implement proposed CIP projects for Onetta Harris Community Center, Youth Center, and Belle Haven Pool.
 Other Ideas for Consideration: Consider moving and/or improving the branch library Improve resident access to fields in the neighborhood Make more computers available in public places Increase the number and hours of current popular programs Ensure responsiveness to resident requests 		Library services are expanded in the BH neighborhood	✓ "Little Libraries" installed near Hamilton Park and in Police Subtation with more to come. ✓ Fitness and enrichment classes expanded to Senior Center during non-business hours after 3:00 p.m. to meet community needs.	 Expand "Little Libraries" around the Belle Haven Neighborhood. Computer Labs community needs analysis to be conducted this fiscal year. Complete Onetta Harris Classroom Expansion to accommodate more fitness and enrichment class offerings.
Neighborhood Infrastructure Goal	and Aesthetics Actions	Measure	Impacts / Result	Next Steps

13. Identify resources and programs to help property owners and residents maintain their property.	 Implemented neighborhood minigrant program. Established resident-led minigrant orientation, application and review process. Consulted and collaborated with residents on minigrant best practices. Assisted the promotion and outreach of the minigrant program. 	 Implement neighborhood minigrant program in collaboration with BH residents. Develop and implement a grant review process in collaboration with BH residents. Before/After photos of projects and community events. Complete 12 month survey of resident perception of involvement and pride in the neighborhood. 	 ✓ Belle Haven Community Development Fund made up of mostly BH residents took the lead on the mini-grant program ✓ Grant review committee was composed of 7 members, 5 of which are BH residents. ✓ Application process that included various levels of support for residents was conducted January-April 2015 with awards announced in May 2015. ✓ 35 applications received in the 2nd year compared to 23 from last year. ✓ 32 mini-grants and \$23,000 awarded for 2nd year of program and increase over the 1st year which saw 18 mini-grants and \$13,000 awarded. ✓ 26 submissions for curb appeal projects and 6 for community building activities and events. ✓ 69% of residents report that they feel the neighborhood is more engaged, active and vibrant. ✓ 57% of residents report that they feel more vested and connected to their community. 	 Final report and documentation for Round 1 mini-grant funding. Continue identify key maintenance issues and barriers to upkeep of resident properties and public areas. Continue to refine program to be more process friendly and more efficient for implementation. Final report for Round 2 minigrant funding by July 2016. Complete Round 3 mini-grant funding for FY 15-16. Consider a local "seed" or micro loans for residents with homebased or businesses in the neighborhood.
14. Organize resident efforts to clean up the neighborhood and make minor property improvements.	 Implement neighborhood minigrant program to assist residents on minor property improvements. Convene meetings and provide information on code enforcement. Work with community partners and residents to establish neighborhood community garden for Belle Haven. 	 Complete 12 month survey of resident perception of involvement and pride in the neighborhood. Completion of Belle Haven Community Garden. 	 ✓ Code Enforcement Dialogue was held with MPPD and residents on January 22, 2015. ✓ Community Garden Planning meetings began in September 2014 with resident workdays held in October and November 2014. ✓ Community Garden Grand Opening was held on November 	 Continue to work with Community Garden Partners which include neighborhood residents, Menlo Park Rotary, Facebook, Greenheart, Cal Water to keep community garden thriving and sustainable. Continue to address code enforcement issues in the neighborhood and pursue

			22, 2014. ✓ The Community Garden partners report that 35 garden beds are fully occupied by neighborhood families growing food for their own needs as well as sharing with others and that the garden has become a gathering place for the neighborhood in a safe, educational and fun atmosphere. ✓ PSAT worked with CalTrain for the successful removal of the Ballast Rock Material on Chilco. ✓ PSAT worked with CalTrain for the removal and debris and overgrowth of weeds along the CalTrain corridor. ✓ 69% of residents report that they feel the neighborhood is more engaged, active and vibrant. ✓ 57% of residents report that they feel more vested and connected to their community	additional support for code enforcement.
	 Other Ideas for Consideration: Enforce crew clean up after landscape maintenance 			
	ns and plastic bags for dog waste			
 Locate cameras along major s 				
Locate a dog park in Belle Ha				
Working Effectively with the Goal		Magazza	Immests / Decult	Novt Ctons
15. Meet with neighborhood	Actions	Measure	Impacts / Result ✓ Belle Haven Photovoice Dialogue	Next Steps 1. Continue to host dialogues for
groups to discuss	• Identified neighborhood resident leaders and groups for this effort.	 Conduct community dialogues with residents, PD, City staff, business 	Event was held on July 16, 2014.	relationship building and trust
neighborhood history and	City staff convened meetings with	owners, and other neighborhood		development between residents,
issues of distrust.	Belle Haven and other interested	stakeholders.		MPPD and City Staff.
	residents regarding the history of the City's RDA funds for Belle			Host a series of dialogues or town hall meetings with various
	Haven.			community partners that include
	Held community dialogues for			the school districts, Menlo Fire

	relationship building and trust development between residents, PD and City staff.			District, Facebook or clarify misinformation about these entities. 3. Develop a publication about the Belle Haven neighborhood from 1951 to present day chronicling its history, demographics, marginalization and recent renaissance. 4. Continue to host City Council, Commission and other major community meetings in Belle Haven.
 16. Consider providing a dedicated Council position for Belle Haven 17. Disseminate information about City resources to support 	Annual reporting of City community grant funding of	Various media will be used to disseminate information about the	Pending ✓ Published 3 neighborhood newsletters during the past year	 Continue to encourage Belle Haven residents to participate and volunteer for City Boards and Commissions. Promotion of City's Community Funding Process through various
implementation of Visioning Process action items.	community organizations. Promote neighborhood mini-grant program. Publish quarterly neighborhood newsletter and distribute to residents. Use all existing communication methods that include email blasts, City bulletin board, NextDoor, mailings etc.	Visioning Process, Neighborhood Action Plan and City resources. Marketing collateral materials and neighborhood communication will be in both English and Spanish. There will be a measurable increase in communication to BH residents regarding events and services. Residents will begin to use Nextdoor with greater frequency.	in both English/Spanish. ✓ Use of NextDoor by BH residents has increased over 300% over the past couple years increasing from 70 active participants to 331. ✓ Resident database has increased to 384 email addresses up from 270 a year ago or an increase of 42%. ✓ The Public Safety Action Team produced "Who to Contact" list for BH residents. ✓ 72% of residents report they have been actively informed about meetings, events, and activities related to the neighborhood. ✓ 65% of residents report they	media sources. 2. Continue to promote City's Community Funding Program through various media to BH organizations. 3. Continue to publish quarterly newsletter with ongoing resident contributions. 4. Continue to use NextDoor and other media to keep residents informed of issues concerning the neighborhood.

Belle Haven Action Plan – Progress Toward Goals Outcome Measures Table FY 2014-15

	have taken more responsibility to find out what's happening in the neighborhood.
 Other Ideas for Consideration: Create new forums for submitting ideas and issues to the City Create additional neighborhood action committees Increase awareness of existing opportunities for engaging and working with the City Identify resources to support Belle Haven residents' elections Consider using OHCC staff as liaisons and for referrals to City services and staff Create signs in both Spanish and English in Belle Haven 	 Hold community events and meetings to provide opportunities for residents to share ideas and communicate issues to the City. ✓ 29+ community meetings and neighborhood events held in the past 12 months (FY 2014-15). ✓ 72% of residents report they have been actively informed about meetings, events, and activities related to the neighborhood. ✓ 73% of residents report that they have participated in at least one community meeting, event, activity related to the BH neighborhood. 41% report that they participated in 4 or more such meetings. Inventory the languages spoken City-wide and make necessary accommodations to ensure information is distributed equitably.

Additional Outcomes and Impacts over the past 12 months

- 29+ community meetings and events hosted in first 12 months (FY 14-15).
- Increase in new residents (1-5 years) participating in community events
- New leaders continue to emerge during the Action Plan implementation
- Increase in BH residents accessing mediation services to resolve neighbor conflicts creating a stronger community and decreasing calls to PD and City departments
- 53% of residents report they have gotten to know more people who live in the neighborhood.
- 69% of residents report they feel the neighborhood is more engaged, active and vibrant.
- 65% of residents report they know where to go when they want information on happenings within the neighborhood.
- 29% of residents report in addition to their participation they have taken a leadership role on one or more meetings/projects in their community.
- 44% of residents report they have made at least one call to the City to report a problem or suggest a solution.
- 27% of residents report they have learned new skills or received information regarding facilitation, conflict resolution, public speaking, event organizing or civic navigation.
- 57% of residents report they feel more vested and connected to their community.

Belle Haven Action Plan – Progress Toward Goals Outcome Measures Table FY 2014-15

*The survey conducted as part of this 12 month report had approximately 74 respondents with 78% responding in English and 22% in Spanish. Surveys were available online and on paper in both languages. Although there were a total of 74 surveys completed, some questions on individual surveys did not receive a response.