



SPECIAL AND REGULAR MEETING MINUTES

Date: 11/13/2018
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

Councilmember Catherine Carlton participated by phone from:
Hotel City Centro Oaxaca.
Aldama 410 Oaxaca de Juárez, Oaxaca, OAX, Mexico 68080

6:00 p.m. Study Session

Mayor Ohtaki called the meeting to order at 6:02 p.m.

SS1. Employee pension obligations (Staff Report # 18-211-CC)

Finance and Budget Manager Dan Jacobson and Vice President and Actuary of Bartel and Associates Doug Pryor made the presentation.

City Council received clarification on the options presented and confirmed that the City would continue contributing to the pension reserve.

7:00 p.m. Regular Session

A. Call to Order

Mayor Ohtaki called the meeting to order at 7:09 p.m.

B. Roll Call

Present: Carlton (called in for item H1 only), Cline, Keith, Mueller, Ohtaki

Absent: None

Staff: Interim City Manager Starla Jerome-Robinson, City Attorney Bill McClure, City Clerk Judi A. Herren

C. Pledge of Allegiance

Mayor Ohtaki led the Pledge of Allegiance.

D. Public Comment

- Fran Dehn reminded the City Council and audience of the coats for kids donation program (Attachment).
- Laura Moya presented the City Council with the 2019 HIP Housing calendars.

E. Commission Report

E1. Sister Cities Committee update

Vice Chair George Yang made the presentation.

F. Consent Calendar

- F1. Accept the City Council meeting minutes for October 23 and October 29, 2018
- F2. Adopt Resolution No. 6461 authorizing the annual destruction of obsolete records (Staff Report #18-207-CC)
- F3. Authorize the City Manager to execute a three year master agreement with HortScience, Inc. for (1) ongoing evaluation of arborist reports and associated heritage tree protections for development proposals that require planning and building permit review and (2) tasks associated with the heritage tree ordinance update, and appropriate and \$100,000 from the general fund unassigned fund balance (Staff Report #18-201-CC)
- F4. Authorize the City Manager to execute an agreement with Cartegraph Systems, LLC. for implementation of an operations management system enterprise software as a service solution in amount not to exceed \$213,248 over three fiscal years (Staff Report #18-206-CC)
- F5. Adopt Resolution No. 6465 authorizing the City Manager to sign an amendment to the contract with the State of California Department of Education to reimburse the City up to \$1,011,860 for child care services at the Belle Haven Child Development Center for fiscal year 2018-19 (Staff Report #18-202-CC)
- F6. Authorize the City Manager to execute an amendment to the agreement with Gates + Associates in an amount of \$21,195 for the Parks and Recreation Facilities Master Plan project (Staff Report #18-203-CC)
- F7. Authorize the City Manager to execute five-year master agreements with multiple consulting firms for on-call transportation services (Staff Report #18-204-CC)
- F8. Second reading and adoption of Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority (Staff Report #18-209-CC)

Staff pushed item F4 to the December 4 City Council meeting.

Item F8 was tabled for 2019.

ACTION: Motion and second (Cline/Keith) to approve the consent calendar with exception to items F4 and F8, passed 4-0-1 (Carlton absent).

G. Public Hearing

- G1. Consider the Planning Commission's recommendation to approve a Conditional Development Permit amendment to make modifications that would allow for a transit facility and associated site improvements on the project site located at 180-200 Jefferson Drive. The project would reduce the number of parking spaces and remove nine heritage trees

Consider the Planning Commission's recommendation to approve use permit and architectural control revisions to make modifications that would allow for a transit facility and associated site improvements at 220 Jefferson Drive. The project would reduce the number of parking spaces and

remove five heritage trees (Staff Report #18-200-CC)

Acting Principal Planner Kyle T. Perata and Facebook Project Manager Mandy Spain of Facebook made a presentation.

- Pamela Jones supports the buses moving off Chilco Street and suggested that bike and pedestrian pass-through be created between Instagram and Facebook.
- Cecilia Taylor received clarification about the proposed bus route. Taylor also asked whether City Council had physically visited the site and if the Complete Streets Commission had provided input on the route.

The City Council directed staff to prepare an information item for a future City Council meeting to address Cecilia Taylor's questions and received confirmation that the new route would work with future legislation. City Council received clarification that replacement trees were larger than the minimum required.

ACTION: Motion and second (Keith/Ohtaki) to approve a Conditional Development Permit amendment to make modifications that would allow for a transit facility and associated site improvements on the project site located at 180-200 Jefferson Drive and approve use permit and architectural control revisions to make modifications that would allow for a transit facility and associated site improvements at 220 Jefferson Drive, passed 4-0-1 (Carlton absent).

H. Regular Business

City Councilmember Carlton called in for item H1.

Mayor Pro Tem Mueller and City Attorney Bill McClure recused themselves for the remainder of the meeting.

- H1. Adopt Resolution No. 6470 to approve the permanent installation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive, appropriate funds and authorize the City Manager to award construction contracts (Staff Report #18-208-CC)

Junior Engineer Marlon A. Aumentado and Principal at Alta Planning & Design Hugh Louch made the presentation.

- Steve Castillo spoke in support of a red or loading zone on Pine Street at Oak Grove Avenue..
- Marie Moran described access to the residential complex and spoke in support of a loading zone on Oak Grove Avenue.
- Bette Bohler described the parking situation on Pine Street and the need for a loading zone.
- Samir Patel spoke in support of a loading zone on Oak Grove Avenue.
- Mary Pat Kelly spoke in favor of a loading zone on Oak Grove Avenue.
- John Conway spoke about bicycle safety and concerns on Oak Grove Avenue.
- Diane Baily spoke in support of permanent bike lanes.
- Jen Wolosin spoke in favor of permanent bike lanes.
- Eric Johnston spoke in support of bike lanes but also the need for a loading zone.
- Faye Johnston spoke in favor of bike lanes but also the need for a loading zone.
- Fran Dehn spoke in support of continuing the pilot program (Attachment).

- Betsy Nash spoke in favor of permanent bike lanes and the extension to University Drive.
- Katie Behroozi spoke in support of bike lanes.

The City Council discussed extending the bike lanes to University Drive and the possibility of adding bollards and bike signals. City Councilmember Keith requested that a flagger be positioned at Station 1300. City Council also discussed increasing the appropriation limit to \$160,000 to include directed design improvements. Finally, City Council requested staff work with Pine Street residents in implementing a loading zone at the corner of Oak Grove Avenue and Pine Street.

ACTION: Motion and second (Keith/Ohtaki) to adopt Resolution No. 6470 to approve the permanent installation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive, appropriate funds in the amount of \$160,000 for construction and additional design improvements and authorize the City Manager to award construction contracts, passed 4-0-1 (Mueller recused).

I. Informational Items

- I1. Preliminary year-end close financial review of general fund operations as of June 30, 2018 (Staff Report #18-212-CC)
- I2. Update on the Stanford University 2018 general use permit project (Staff Report #18-210-CC)

J. City Manager's Report

None.

K. Councilmember Reports

Mayor Ohtaki announces that the November 27 City Council meeting is cancelled. The next regular City Council meeting is scheduled for December 4, 2018.

L. Adjournment

Mayor Ohtaki adjourned the meeting at 9:52 p.m.

Judi A. Herren, City Clerk

These minutes were approved at the City Council meeting of December 4, 2018.





SISTER CITY COMMITTEE UPDATE

November 13, 2018, City Council Meeting



SISTER CITY COMMITTEE MISSION STATEMENT



The mission of the Sister City Committee is to promote international goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges.

Committee Members:

Catherine Carlton
James Clendenin
Kristy Holch
Vacant

Peter Ohtaki
Carol Schumacher
George Yang

SISTER CITY COMMITTEE RESPONSIBILITIES

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

CURRENT SISTER CITY/FRIENDSHIP CITY RELATIONSHIPS

- Galway, Ireland – Sister City
 - Reciprocal mayoral visits each year dating back to 2014
- Bizen, Japan – Friendship City
 - Reciprocal exchange of 10 middle school students in alternating years since 2015
- Xinbei, China – Friendship City
 - Xinbei Mayor visited Menlo Park in 2014; Menlo Park Mayor visited Xinbei in 2015
- Kochi, India – Friendship City
 - India delegation visited Menlo Park in 2014; Menlo Park Mayor visited Kochi in 2015

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



2018 ACTIVITIES



Visit by Galway Mayor Pearce Flannery



Student Cultural Exchange Trip to Bizen, Japan

2019 ACTIVITIES

- Next Committee meeting is tomorrow, November 14
- Updating the Committee Work Plan
- Discussing the calendar of events and planning for 2019
- Will be hosting Japanese delegation in July 2019 and will start recruiting host families in the spring



QUESTIONS

facebook

CITY COUNCIL MEETING

CHILCO CAMPUS BUS STOP

180, 190, 200 Jefferson Drive

Menlo Park, CA 94025

13 November 2018

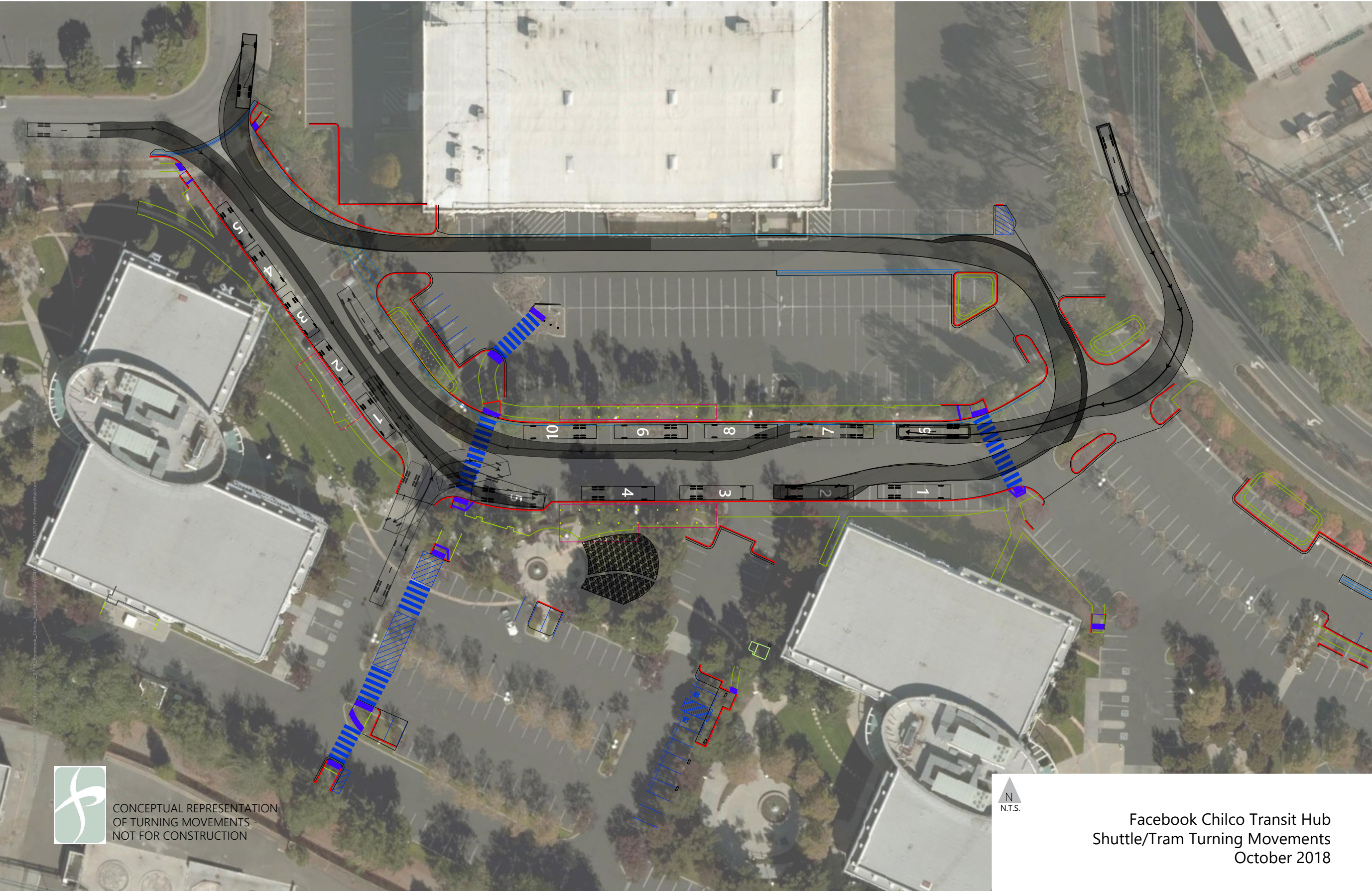
TRANSIT HUB - PATHS OF TRAVEL - EXISTING



TRANSIT HUB - PATHS OF TRAVEL - PROPOSED



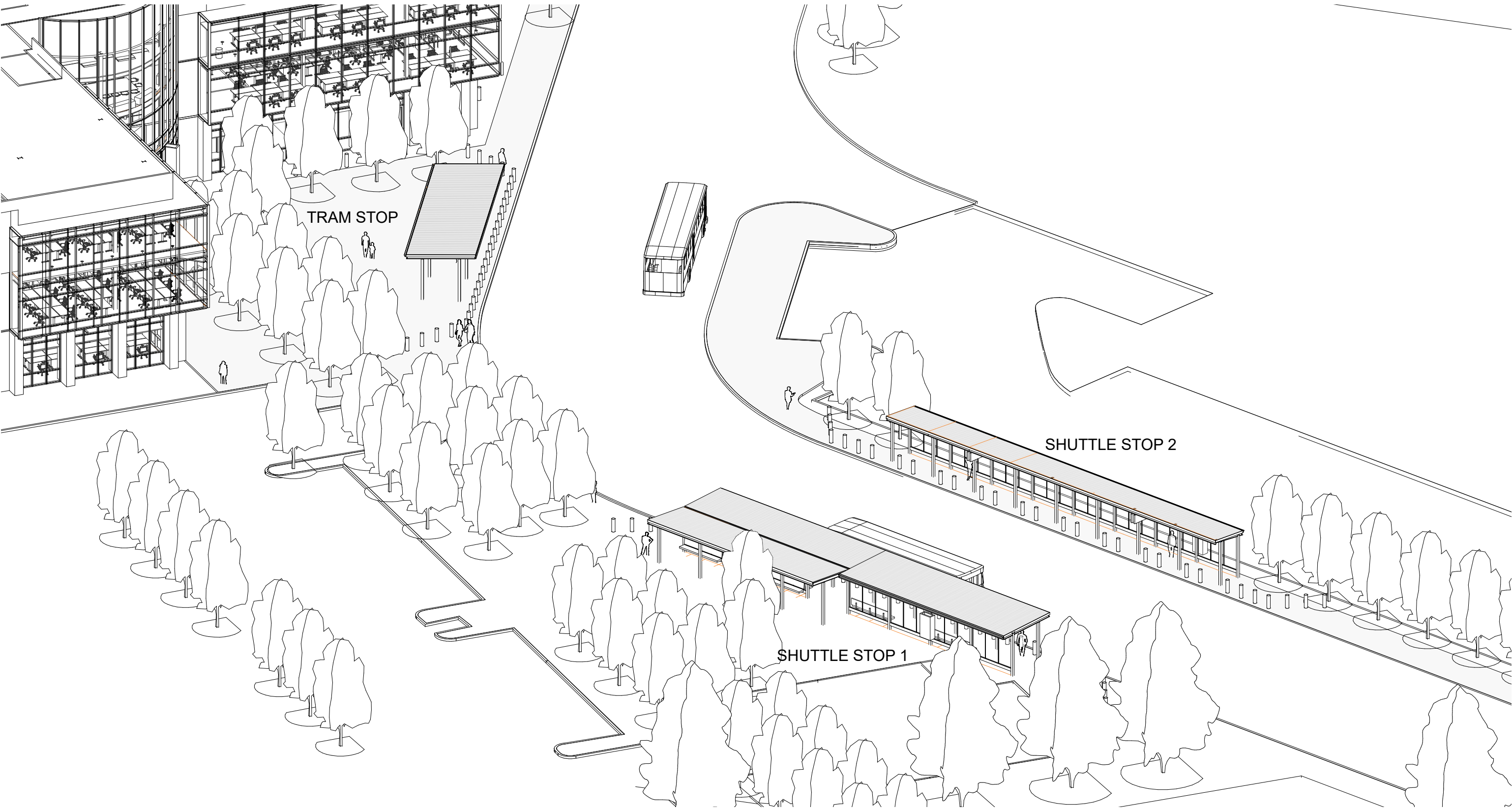
TRAM / SHUTTLE STOP TURNING MOVEMENTS



Facebook Chilco Transit Hub
Shuttle/Tram Turning Movements
October 2018

APPENDIX

TRAM / SHUTTLE STOP SITE AXON

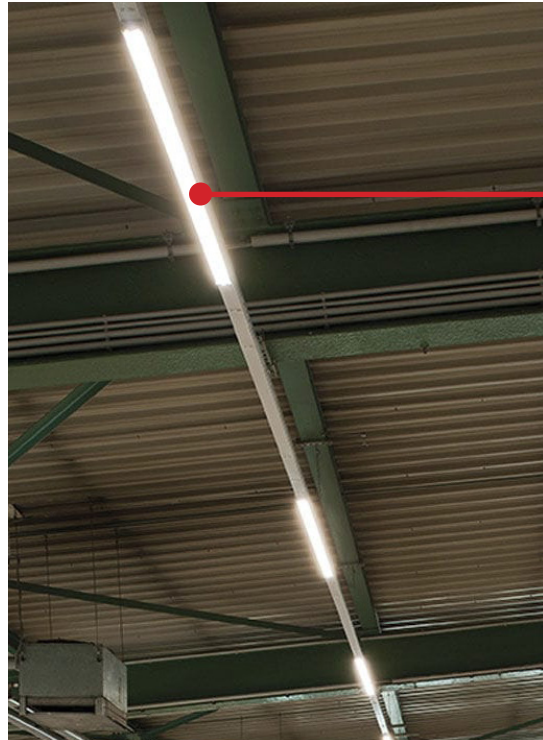


SHUTTLE STOP 1 + 2



SHUTTLE STOPS - EAST VIEW DOWN PROPOSED STREET

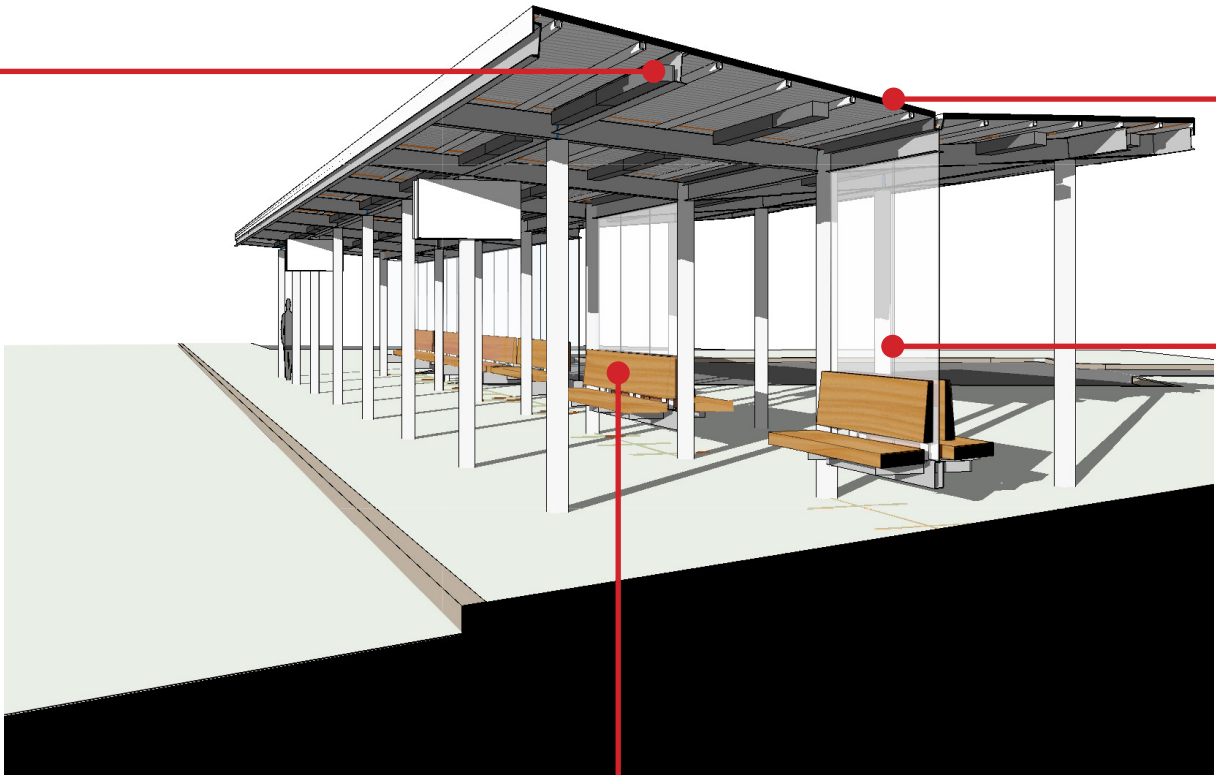
CHILCO BUS STOP MATERIAL PALETTE



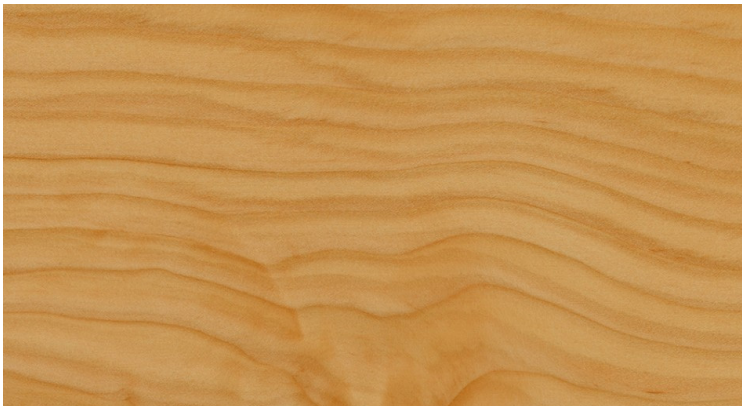
EXTERIOR LINEAR LIGHTING
MOUNTED ON STRUCTURE



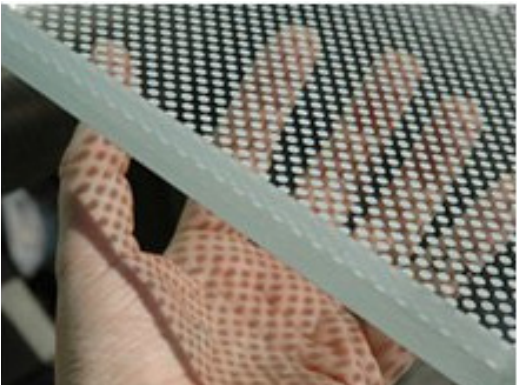
LIGHTING SPECIFICATION:
ECOSENSE TROV



SOLID WOOD BENCHES
FSC CEDAR WITH NATURAL FINISH



GREY CORRUGATE METAL ROOF

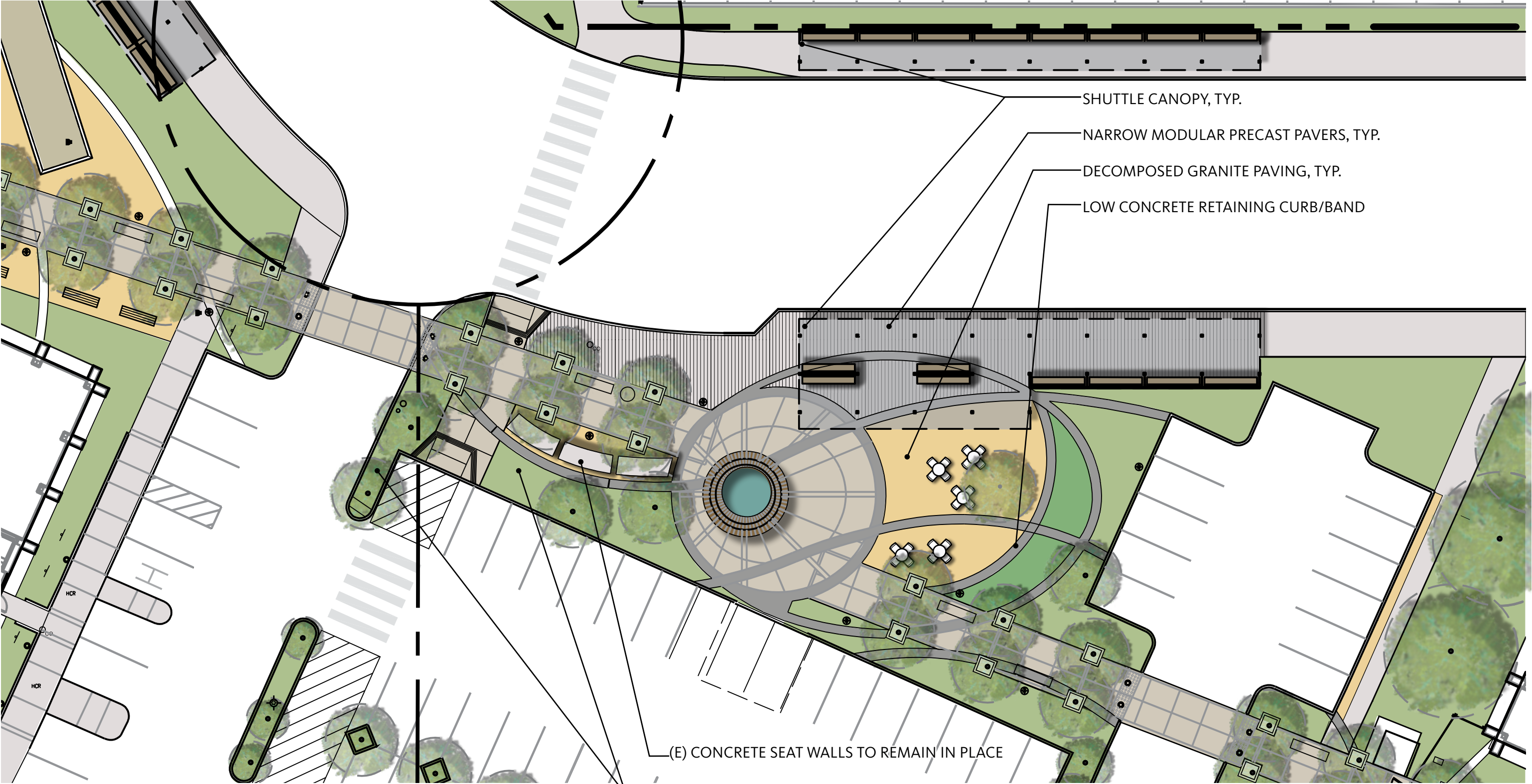


FRITTED GLASS

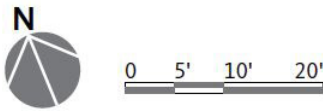


REFERENCE
GEHRY PARTNERS - DESIGNED BUS STOP IN MAIN CAMPUS

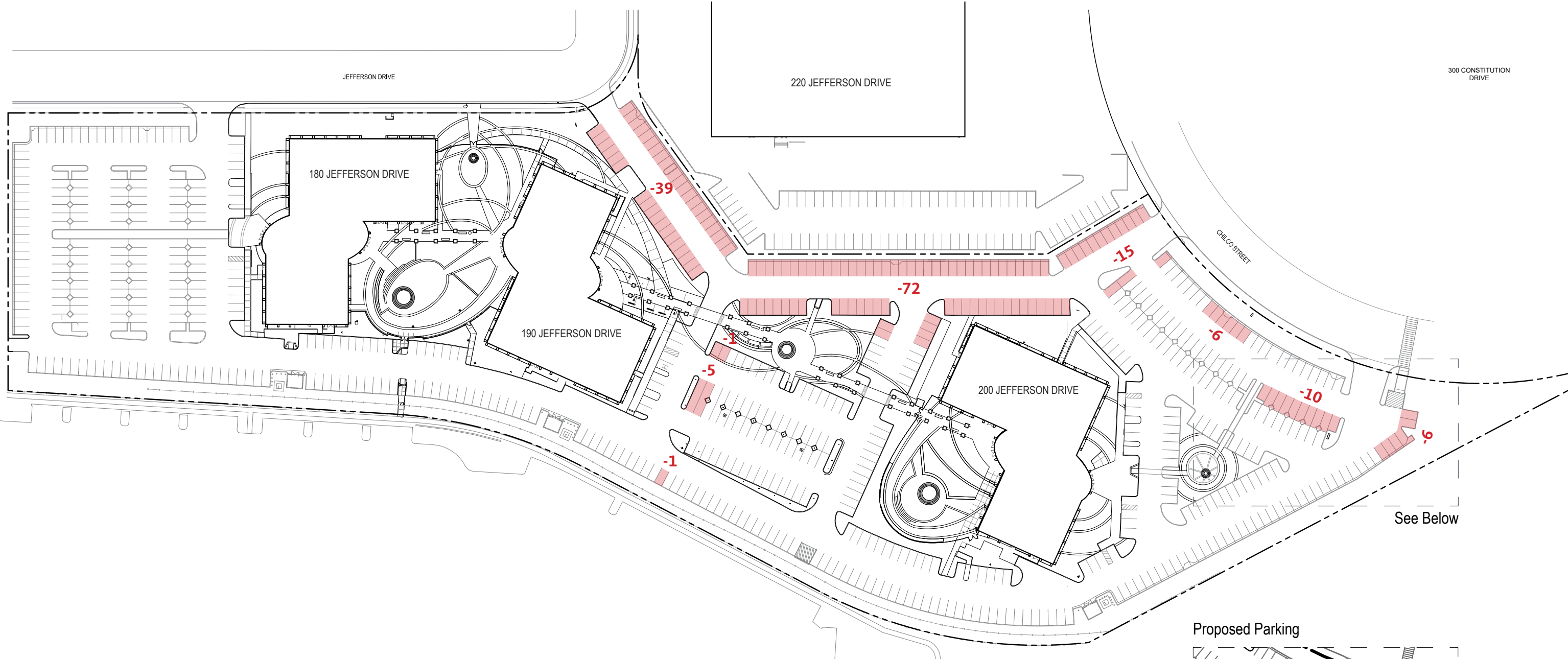
CHILCO COMMONS PLAZA DESIGN



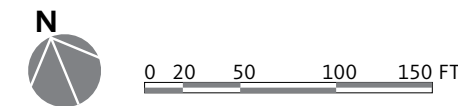
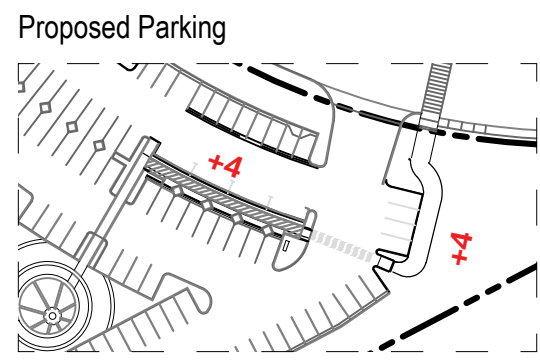
NOTE: ALL DECOMPOSED GRANITE AND NARROW MODULAR PRECAST PAVING AREAS TO HAVE NO SLOPE IN EXCESS OF 2.0%



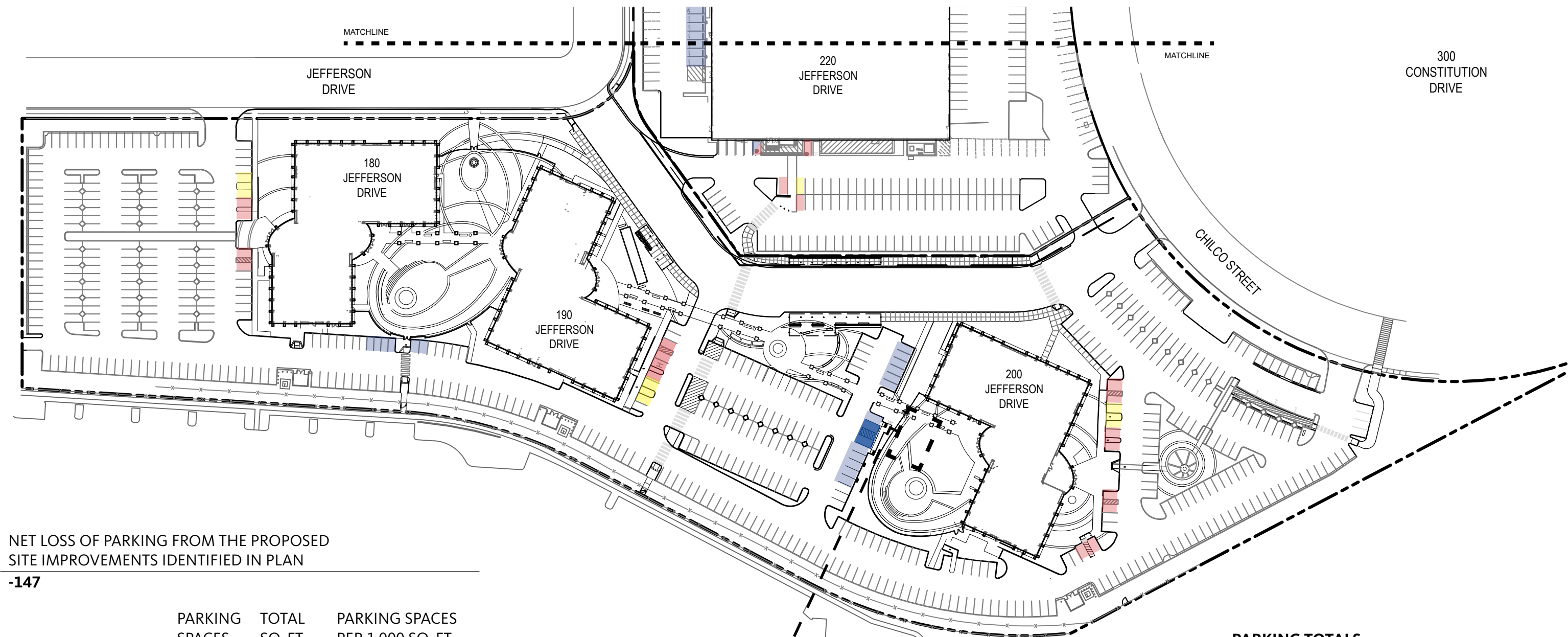
PARKING COUNT DISPLACEMENT



	EXISTING PARKING STALLS	PROPOSED PARKING STALLS
180 JEFFERSON DRIVE	230	230
190 JEFFERSON DRIVE	88	43
200 JEFFERSON DRIVE	406	304
SUBTOTAL	724	577



PARKING COUNT DISPLACEMENT



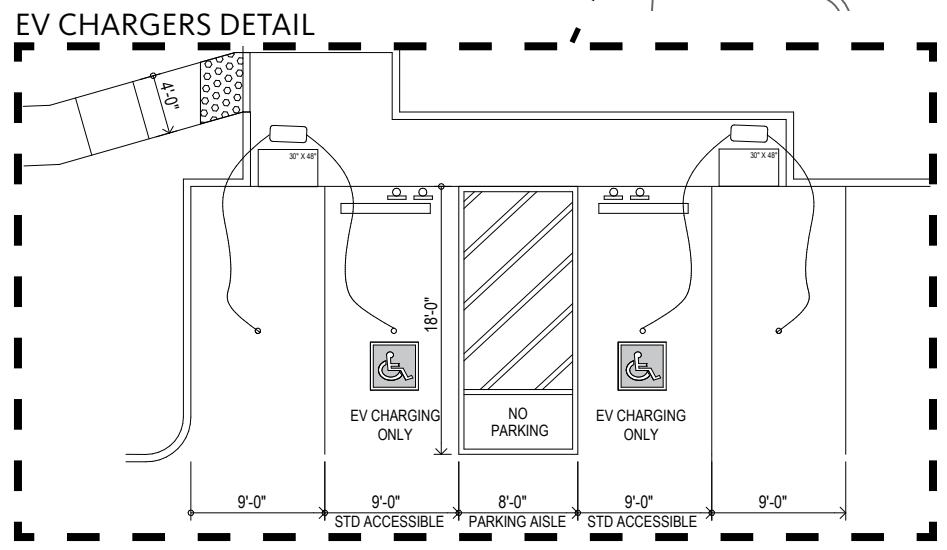
NET LOSS OF PARKING FROM THE PROPOSED
SITE IMPROVEMENTS IDENTIFIED IN PLAN

-147

	PARKING SPACES	TOTAL SQ. FT.	PARKING SPACES PER 1,000 SQ. FT.
180 JEFFERSON DRIVE	230	67,234	3.42
190 JEFFERSON DRIVE	43	67,181	0.64
200 JEFFERSON DRIVE	304	67,234	4.52
TOTAL	577	201,649	2.86

*City of Menlo Park Parking Requirement for Office zoning
as per O District Standards DRAFT January 7, 2016 Page 6

Land Use	Minimum spaces (Per 1,000 Sq.Ft.)	Maximum spaces (Per 1,000 Sq.Ft.)
Office	2	3



PARKING TOTALS	
TOTAL	577 SPACES
INCLUDING:	
ADA	16 SPACES
VAN ADA	6 SPACES
TOTAL ADA	22 SPACES

TOTAL EV	20 SPACES (2 ADA)
EV VAN ADA	EV ADA

○ +/- Parking Spaces Delta

○ Existing

○ Proposed

N

0 20 50 100 150 FT

180-200 AND 220 JEFFERSON DRIVE

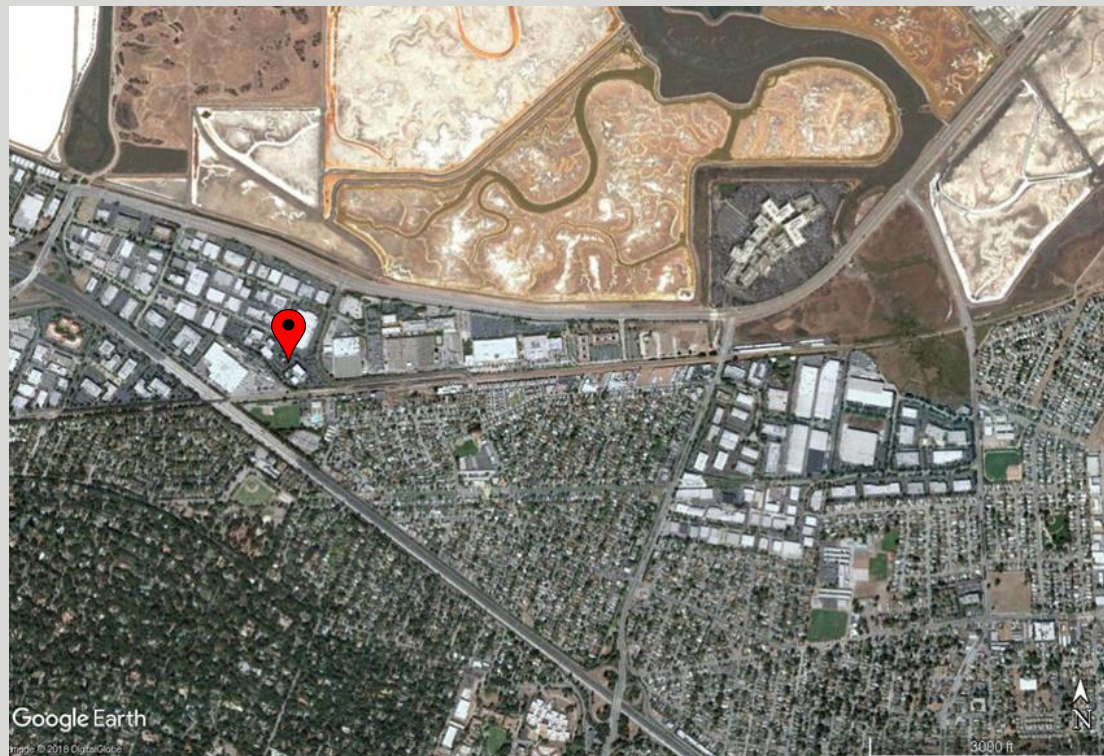
City Council Meeting – November 13, 2018

MEETING OUTLINE

- **Staff project overview and updates**
 - Open both public hearings concurrently
- **Applicant presentation**
- **City Council questions**
- **Public comment period**
 - Open both public comment periods concurrently
- **City Council discussion**
- **City Council resolutions**
 - 180-200 Jefferson Drive (Attachment A)
 - 220 Jefferson Drive (Attachment B)



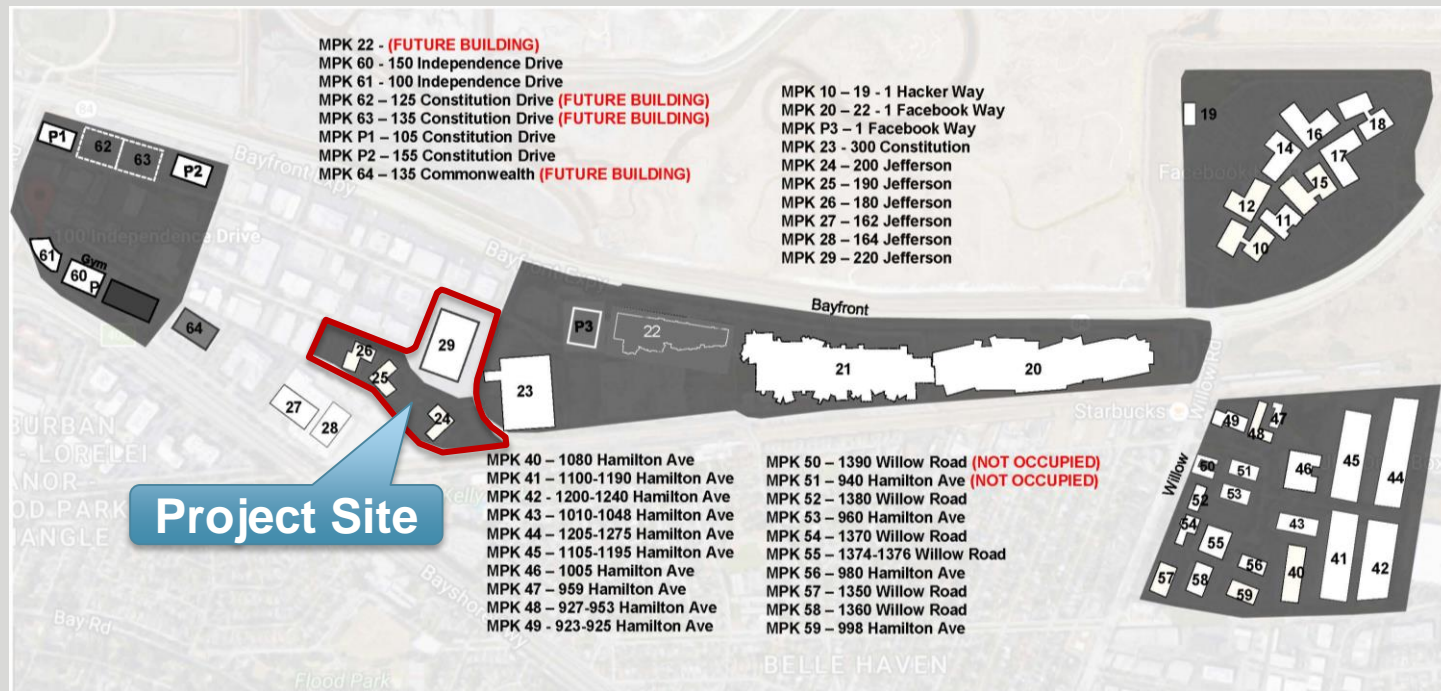
PROJECT LOCATION



PROJECT SITE



FACEBOOK OCCUPANCY PLAN



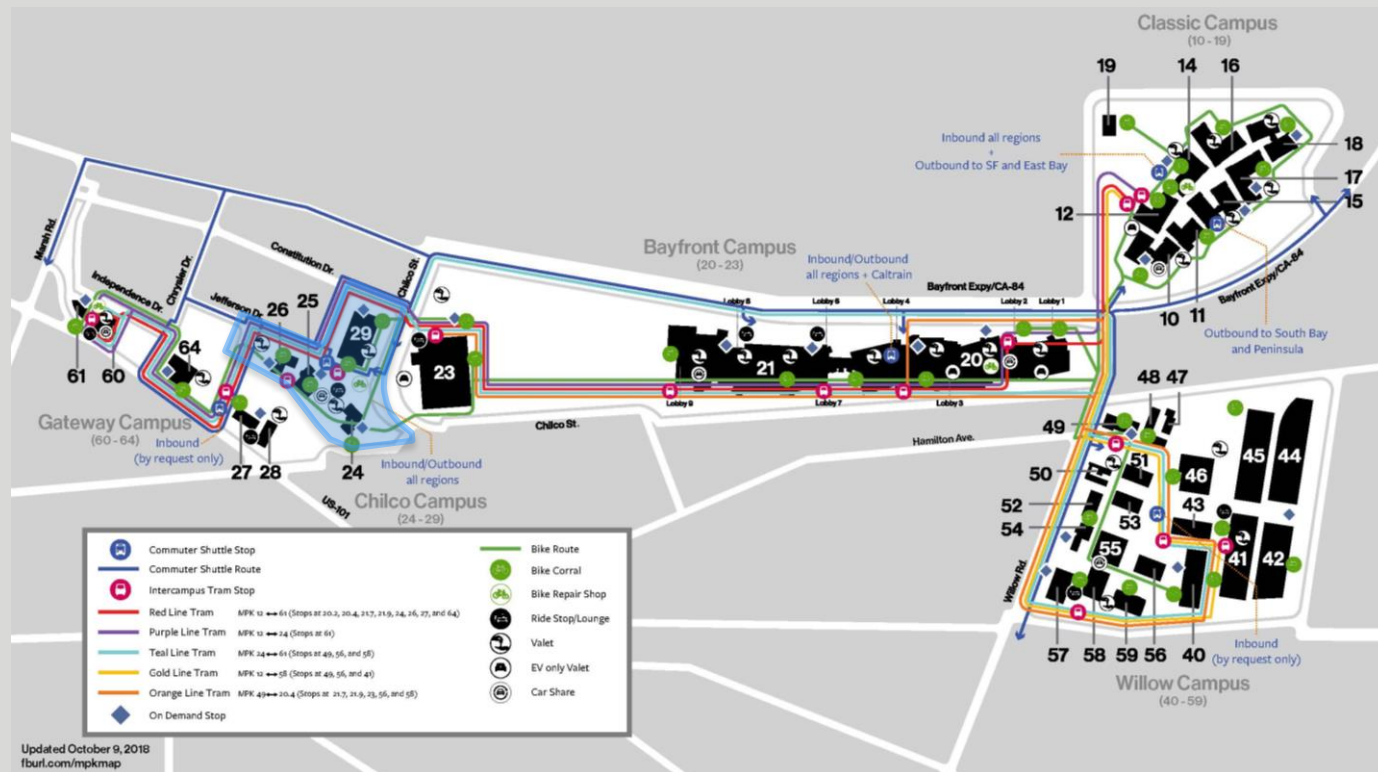
PROJECT COMPONENTS

- CDP amendment at 180-200 Jefferson Drive to:
 - Construct transit facility and related infrastructure for the tenant's proposed inter-campus tram and shuttle operations; and
 - Modify on-site circulation for vehicles, pedestrians, and bicyclists;
 - Decrease the parking ratio;
 - Modify the site landscaping plan;
 - Increase the amount of building coverage to construct transit shelters;
 - Add gross floor area for new guard shack; and
 - Remove nine heritage trees.
- Use permit and architectural control revisions for 220 Jefferson Drive to:
 - Modify the site circulation for vehicles, pedestrians, and bicyclists;
 - Modify the site landscaping to accommodate the tenant's proposed site circulation modifications for its inter-campus tram and shuttle operations;
 - Decrease the parking ratio; and
 - Remove five heritage trees.

TRANSIT HUB PATHS OF TRAVEL



PROPOSED SHUTTLE AND TRAM NETWORK



PROJECT REVIEW PROCESS

Environmental Quality Commission review

- September 17, 2018 meeting
 - Recommended approval of 14 total heritage tree removals

Planning Commission review

- October 22, 2018 meeting
 - Recommended City Council approve the project without modifications:
- 180-200 Jefferson Drive actions in **Attachment A**
 - Conditional development permit amendment
 - Nine heritage tree removal permits
- 220 Jefferson Drive actions in **Attachment B**
 - Use permit revision
 - Architectural control revision
 - Five heritage tree removal permits

Post Planning Commission updates

- Minor edits to clean up draft documents
- Draft resolutions for City Council actions



THANK YOU

RECOMMENDED ACTIONS

180-200 Jefferson Drive

- Recommend City Council approve project as outlined in Attachment A
 - Adopt a resolution approving CDP amendment
 - Adopt a resolution approving heritage tree removal permits

220 Jefferson Drive

- Recommend City Council approve project as outlined in Attachment B
 - Adopt a resolution approving the Use Permit and Architectural Control revisions
 - Adopt a resolution approving the heritage tree removal

PROJECT SITE

- Project includes two parcels
 - 180-200 Jefferson Drive and 220 Jefferson Drive
- 180-200 Jefferson Drive
 - Three existing office buildings
 - Zoned O-B (Office, Bonus)
 - Regulated by a conditional development permit (CDP)
- 220 Jefferson Drive
 - One existing office building
 - Zoned O-B (Office, Bonus)
 - Regulated by use permit and architectural control approvals
- Facebook also occupies nearby/adjacent sites
 - West Campus (Buildings 20-23)
 - Commonwealth Corporate Center (162-164 Jefferson Drive)