



COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: December 18, 2007

Staff Report #: 07-210

Agenda Item #: F3

REGULAR BUSINESS: **Approval of the Scope of Work and Authorization for the City Manager/Agency Executive Director to Execute Funding Agreements with the Metropolitan Transportation Commission and San Mateo County Transportation Authority for Proceeding with Work on the Dumbarton Rail Station Area Specific Plan.**

RECOMMENDATION

Staff recommends that the City Council approve the scope of work for a comprehensive planning study of an area surrounding a proposed Dumbarton Rail Station, and authorize the City Manager/Agency Executive Director to execute Funding Agreements with the Metropolitan Transportation Commission (MTC) and San Mateo County Transportation Authority (Transportation Authority) for partial funding of the planning study.

BACKGROUND

A consortium of transportation agencies including the San Mateo County Transportation Authority, Santa Clara Valley Transportation Authority, Alameda County Transportation Improvement Authority and the Capital Corridor Joint Powers Authority are actively proceeding with planning efforts and preparation of an Environmental Impact Report (EIR) to reactivate the Dumbarton Rail Line between Union City and Redwood City. The project is known as the Dumbarton Rail Corridor Project. Bay Area voters secured funding for the project through a \$1 increase in bridge tolls authorized by passage of regional Measure 2 in March 2004. It should be noted that the project is not without controversy, including concerns regarding increasing costs of the project, ridership projections, and impacts to residential areas adjacent to the rail line. The City of Menlo Park has submitted four letters between 2000 and 2007 expressing the City's concerns. The letters are included as Attachment F. Staff is continuing to participate in the review of the Dumbarton Rail Corridor Project as the project moves forward.

Recognizing that the Dumbarton Rail Corridor Project was moving forward and that a station location in the vicinity of Willow Road in Menlo Park was a part of

the proposal, the City Council/Community Development Agency Board identified the area referred to as the "East Hamilton-Tyco property" as a possible station location site and established a land use planning study as a priority in the 2004-05 fiscal year. The land use planning study has been carried forward each fiscal year since 2004-05 as an ongoing priority project.

In May 2005, the City learned that MTC was soliciting proposals from agencies interested in grant funding under a new Station Area Planning Program. With the support of the Transportation Authority, SamTrans and Caltrain agencies, the City submitted an application in June 2005 for MTC funding under the Station Area Planning Grant Program, Pilot Cycle 1, FY 2005-06. The City was successful in being chosen for grant funding. However, MTC only awarded one half of the total funding amount requested, or \$225,000. The City then continued to work with MTC and the Transportation Authority to bridge the funding gap and develop a scope of work for the land use planning study.

At its meeting of May 16, 2006, the City Council acknowledged the MTC grant of \$225,000 and took the following actions:

- Authorized the City Manager to execute a funding agreement with MTC for \$225,000;
- Reviewed the scope of work for the land use planning study;
- Authorized the City Manager to send a letter to the Transportation Authority requesting a \$75,000 grant (to supplement the \$225,000 MTC grant); and
- Appropriated \$225,000 for the land use planning study (from Redevelopment).

On June 1, 2006, the Transportation Authority adopted a resolution granting Menlo Park the requested \$75,000, subject to the execution of a funding agreement. A copy of the resolution is included as Attachment E.

Over the following months, Menlo Park worked with MTC on the terms of the funding agreement. The City Manager signed the funding agreement in November 2006 and forwarded the agreement to MTC for signature, although, as discussed below, the agreement has not yet been signed by MTC.

During the time the funding agreement was being reviewed, staff proceeded with a Request for Proposals (RFP) for a land use planning consultant to perform the scope of work outlined in the MTC grant approval. The City sent the RFP to 17 firms, and received two proposals in response. Several of the consultants who chose not to respond explained that they believed the budget too low to complete the project. As discussed below, the proposals were never reviewed by Council and staff did not move forward with the contracts. Those proposals have now expired, although the RFP and proposals are available for review at the Community Development Department.

In December 2006, Tyco and General Motors announced the sale of 22 acres of the Tyco property to General Motors. Since this had been the preferred site for a new rail station, all actions related to the project were put on hold and staff began discussions with MTC and the Transportation Authority on alternative station sites. MTC undertook an analysis of alternative station locations, completing its analysis in March 2007. The currently preferred station site is to the east of Willow Road, adjacent to property owned by AMB Corporation and also known as Willow Park.

ANALYSIS

The proposed scope of work for the Dumbarton Rail Station Area Specific Plan is included as Attachment A and briefly summarized below. The scope of work is subject to the approval of MTC and is based on a Transit-Oriented Development (TOD) policy that applies to new transit extensions. The policy is embodied in Resolution 3434 adopted by MTC in July 2005 (Attachment C). The TOD policy has three key elements: (1) corridor level housing thresholds to quantify appropriate minimum levels of development around future corridors; (2) the creation of corridor working groups that bring together transit agencies and local planning staff from the jurisdictions along the future transit corridors to plan for TOD; and (3) funding for city-led station area plans to address housing, employment, mixed use, urban design and station access issues within the context of each local community. Specifically, the policy established an average of 2,200 new housing units per station along the Dumbarton Rail corridor, also acknowledging opportunities for local jurisdictions to trade off densities in order to better meet the housing thresholds along the entire corridor. The resolution identified the Dumbarton Rail corridor as one that does not currently meet the housing thresholds in the TOD policy. The grant funding was approved in order for jurisdictions along the corridor to develop station plans that would help the corridors meet the requirements of the TOD policy. MTC has reviewed and approved the proposed scope of work.

Staff believes it important to acknowledge that while the scope of work includes community workshops and an educational component, it is a different approach than currently being pursued for the El Camino Real/Downtown planning effort that starts with a community-driven visioning process to guide the remainder of the planning work. In this case, the vision is stated in the TOD policy adopted by MTC.

Scope of Work

The land use planning study is required by MTC to cover a one-half mile radius from the proposed station location. This would include the properties currently housing Sun Microsystems, Willow Park and Menlo Business Park, properties owned by General Motors and Tyco, properties owned by the Agency along

Hamilton Avenue, smaller, independently-owned commercial properties and portions of the adjacent single-family residential neighborhoods. A map of the study area is included as Attachment B.

The scope of work establishes a discrete set of seven work tasks. Each task describes the primary work to be accomplished, including deliverables to MTC. The specific work tasks are briefly described below.

- Brownfields Redevelopment Assessment - This task includes preliminary assessment of contamination within the area and examination of any environmental assessments and remediation plans that have been prepared to date in order to ascertain the technical and financial feasibility of expanded land use options.
- Land Use Alternatives Analysis – This task includes background research and preparation of an Existing Conditions and Land Use Alternatives Report. The report will provide information on current land use types and densities and analyze a range of feasible alternatives for new jobs, retail and housing with accompanying densities, including a density scenario consistent with the adopted MTC threshold of 2,200 average units at each station site for commuter rail stations outlined in Resolution 3434. This task also includes a community workshop to review the land use alternatives and inform the community on Transit Oriented Development (TOD) projects.
- Market Demand Analysis – This task will examine the residential and employment demand for TOD development, including the financial feasibility of affordable housing.
- Parking Demand Study – This task includes preparation of a study to determine residential, commercial and employment parking demand, the potential for use of TOD parking ratios, shared parking and priced parking, and the feasibility of replacing minimum parking ratios with maximum parking ratios. This task includes a community workshop to seek public input on proposed parking approaches.
- Station Access and Circulation Plans and Design Standards – This task includes development of a station access strategy, including specific design guidelines, that provide intermodal access with special attention to pedestrian and bicycle access, taxi and jitney service to employment centers, and links to the Sun Microsystems campus and Bay Trail. The development of the strategy will be coordinated with the Dumbarton Rail study underway as well with guidelines and standards of other regional agencies. This task includes a community workshop to seek public input.

- Draft Station Area Specific Plan and Environmental Impact Report (EIR) – This task includes development of a draft Specific Plan and associated General Plan and Zoning Ordinance amendments, and EIR. The documents will include both goals and implementation strategies and all of the previously conducted studies on land use alternatives, station area access and circulation, parking and pedestrian access. This task includes a community workshop to seek public input.
- Final Specific Plan and EIR – This task embodies the formal adoption process, including Planning Commission and City Council hearings to certify the EIR and adopt the Specific Plan and associated General Plan and Zoning Ordinance amendments necessary to implement the Specific Plan.

The original scope of work approved by the previous Council in May 2006 included a timeline that required completion of all elements of the study in 18 months, a very ambitious timeline for a project that includes a Specific Plan, General Plan amendments, Zoning Ordinance amendments and EIR. Although staff was prepared to commit to the timeline, the timeline became more of a concern following Council establishment of the El Camino Real/Downtown Visioning and Planning Project in early 2007. Staff recognized that it was not likely that both large scale planning studies could be on expedited timelines and, based on the Council's establishment of the El Camino Real/Downtown Visioning and Planning Project as a top Council goal, believed that project to be the higher priority.

Based on the timing concern, staff discussed the option of an extended timeline with MTC. MTC acknowledged that other jurisdictions participating in the grant funding program had extended their respective studies up to three years. MTC agreed to a three year timeline for Menlo Park. The scope of work has been revised to reflect the extended timeline. Staff believes that the three year timeline, while still very condensed, does allow for more flexibility to move both the El Camino Real/Downtown Visioning and Planning Project and the Dumbarton Station Area Specific Plan forward simultaneously, recognizing that the El Camino Real/Downtown work will remain the highest priority for the Community Development Department staff. Moving the project forward will require not only a land use planning consultant, but also a contract planner to manage the project on a day-to-day basis.

Funding Agreements

The previously approved Funding Agreement with MTC is included as Attachment D. Staff has included the previous agreement as a reference for the Council, although the Agreement would need to be amended to reflect new dates once the Council approves of the scope of work. The Agreement outlines the

terms under which the \$225,000 MTC grant is being made, including auditing and reporting requirements. Specific reference is made to the scope of work and a three-year completion and payment schedule.

The Transportation Authority has not yet prepared a funding agreement regarding its \$75,000 grant for review by the City. If the Council takes action to approve the scope of work and authorize the project to move forward, staff is requesting that the Council authorize the City Manager/Agency Executive Director to execute the Funding Agreement with MTC and any future funding agreement with the Transportation Authority.

Project Links to Other Council Goals and Priorities

In its January 2007 goal setting session, the Council identified an interest in a comprehensive land use and business development study of the area zoned M-2 (General Industrial). The study was not immediately pursued, instead focusing City resources on the El Camino Real/Downtown area.

The proposed Dumbarton Rail Station Area Specific Plan is not only located within the M-2 zoned area, but is also closely linked to the Dumbarton Rail Corridor project intended to reactivate the Dumbarton Rail Line. As noted earlier in the report, there is both regional and local concern regarding the viability of the reactivation of the rail line as well as the impact on adjacent land uses if the project is successful.

Given the specific focus of the planning study on TOD development in proximity to a proposed commuter rail station and the pending status of the Dumbarton Rail Corridor Project, the Council may wish to discuss the benefit of moving forward at this time with the Dumbarton Rail Station Area Specific Plan. Staff would acknowledge that the study could serve as the first in a series of focused planning studies in the M-2 area and may serve to provide additional context for other large scale development projects such as the hotel and office project proposed by the Bohannon Organization on Constitution and Independence Drives.

IMPACT ON CITY RESOURCES

The current Redevelopment Agency budget includes \$225,000 for consultant services for the Dumbarton Rail Station Area Specific Plan. This budget would be supplemented by grants of \$225,000 from MTC and \$75,000 from the Transportation Authority for a total budget of \$525,000. Staff would note that during the previous RFP process for the project in 2006, several consultants advised staff that they believed the budget to be too low for the project. Based on responses to a new RFP process, the budget may require an additional appropriation. The project will also require assistance from a contract planner in order to meet the timeline for this project as well as keep the El Camino

Real/Downtown Visioning and Planning project on schedule. Funds for a contract planner are not currently included in the redevelopment budget; therefore a new appropriation would be required. Staff estimates that costs for a contract planner would be in the range of \$100,000 to \$150,000 over the three year planning period. Staff will be returning to the Council with the additional funding requests when the consultant contract comes before Council for approval.

POLICY ISSUES

Although the funding agreement with MTC does not specifically dictate the outcome of the land use study, approval of the scope of work and acceptance of the associated grant funding implies to some degree City support for TOD development adjacent to the planned station, and eventual consideration by the Council of General Plan and Zoning Ordinance changes that would potentially allow for higher densities in the project area. If the Council is concerned with the TOD policy focus of the study, the Council may wish to discuss alternative approaches to the pursuit of land use planning in the area of the proposed Dumbarton Rail station.

ENVIRONMENTAL REVIEW

The study is not subject to environmental review. However, the intended Specific Plan and associated General Plan and Zoning Ordinance amendments would require full environmental review.

Arlinda Heineck
Community Development Director
Report Author

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. Draft Menlo Park Dumbarton Rail Station Area Specific Plan Scope of Work, November 2007
- B. Map of Study Area
- C. Metropolitan Transportation Commission Resolution No. 3434
- D. Draft Funding Agreement between Metropolitan Transportation Commission and City of Menlo Park for Station Area Planning Assistance
- E. San Mateo County Transportation Authority Resolution No. 2006-10

F. Correspondence

- Letter from Mayor Mary Jo Borak to SAMCEDA, dated January 3, 2000
- Letter from Mayor Pro Tem Mickie Winkler to San Mateo County Transportation Authority, dated April 26, 2004
- Letter from Mayor Mickie Winkler to San Mateo County Transportation Authority, dated April 14, 2005
- Letter from Mayor Kelly Fergusson to Dumbarton Rail Corridor Policy Advisory Committee, dated July 23, 2007

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MENLO PARK DUMBARTON RAIL STATION AREA SPECIFIC PLAN SCOPE OF WORK

November 2007

Background

The City of Menlo Park, with the support of the San Mateo County Transportation Authority (TA), SamTrans and Caltrain, submitted an application for and received Metropolitan Transportation Commission (MTC) funding under the Station Area Planning Grant Program, Pilot Cycle 1, FY05-06, for the *Menlo Park Dumbarton Rail Station Area Specific Plan*. The City has also received a supplemental funding commitment from the TA as well as committing programmed funding from the City's Redevelopment Agency. The City believes that this proposal represents a unique opportunity to comprehensively plan for a new start-up commuter rail service.

The Menlo Park Dumbarton Rail Station is situated at a prominent gateway: the intersection of Bayfront Expressway (Hwy 84) and Willow Road (SR 114). The City's Community Development (Redevelopment) Agency has acquired strategic parcels in proximity to the station site and is working with AMB Property Corporation, the abutting property owner to the proposed station location, in efforts to master plan its 55 acre site.

The adjoining Belle Haven neighborhood is comprised of lower income families of primarily Latino and African American lineage. Residents will benefit from convenient, walk-to rail and bus mass transit service to connect to jobs along the Dumbarton-Caltrain corridor. Plans will include implementation of the adopted Bicycle Master Plan and links to the Bay Trail and Bayfront Park, as well as employment centers and residential neighborhoods in eastern Menlo Park and East Palo Alto.

Pressures to develop housing and commercial space in the vicinity continue as developers anticipate the advantages of locations close to the future Dumbarton Rail station. A detailed plan along with tailored zoning regulations will guide a collaborative public-private marketing (Request for Qualifications/Proposals) effort to select a master developer. With only a handful of major property owners in the immediate vicinity of the station site, coordination and cooperation is more straightforward.

The Station Area Planning grant will fund an extensive planning process, resulting in an adopted Specific Plan and related General Plan and Zoning Ordinance amendments, and an approved Environmental Impact Report (EIR). The rail station will catalyze redevelopment in the immediate area and will complement the significant investments made by the City/Agency in infrastructure, nearby affordable housing and public parks and facilities. The programmatic EIR coupled with the Specific Plan ensures that the mixed-use, transit-oriented village can be developed contemporaneously with the construction of the Dumbarton Rail station facilities.

The City will report progress to both the Dumbarton Rail Corridor Policy Advisory Committee and the Technical Advisory Committee, in addition to any Dumbarton Rail

Corridor working group that may be formed to address the implementation of MTC's Transit-Oriented Development (TOD) policy. The City will also provide updates for the Station Area planning grant to MTC, ABAG and the regional Joint Policy Committee as needed.

Scope of Work

The City of Menlo Park will develop a Station Area Specific Plan by analyzing the overall project area with respect to access and circulation, evaluating existing and alternative land uses, preparing environmental assessments and a comprehensive specific plan, and developing design guidelines and zoning regulations to encourage TOD in and around the Menlo Park Dumbarton Rail Station area.

Through a rigorous review of examples and extensive community engagement, a plan for the entire area within a one-half mile radius will be developed, with particular attention to the relationship between the start-up inter-modal station and supportive land uses. With considerable housing and employment in the immediate vicinity already, the specific plan will evaluate concentrating uses close to the station area and a context-sensitive transition to the existing neighborhood pattern.

The primary objectives to be accomplished as part of the Station Area planning process are to:

- Facilitate informed community dialogue amongst the diverse stakeholders in order to obtain input into the specific land use planning for the entire area surrounding the station location as well as the redevelopment of the immediate area adjacent to the Menlo Park Dumbarton Rail Station;
- Utilize extensive outreach to educate the public about the specific plan and environmental review process and transit-oriented village concepts, including a broad-based understanding of the specific community benefits of TOD;
- Establish a planning framework, process and specific plans necessary as a prerequisite for successful transit-oriented development, and effectively integrate the transit station into the existing adjacent residential and commercial neighborhoods, with strong connections to employment centers; and
- Prepare and adopt a Station Area Specific Plan that attracts private investment, creates a livable, walkable community and, ultimately, results in strong transit ridership demand.

Public Outreach

Menlo Park will conduct extensive public outreach and convene workshops at key milestones for the community to constructively participate in the selection of preferred concepts and plans. An essential element of success of the proposed plan will be the City's ability to engage the community to accomplish the following:

- Develop a shared vision for the area that includes defining opportunities for TOD to support and directly benefit the neighborhood;
- Educate residents and employers on the concepts of TOD, specific planning and the environmental review process, and provide examples of successful mixed-use TOD. These forums may involve representatives from transit agencies or

- other communities that have firsthand experience with successful TODs;
- Assess acceptable development alternatives/scenarios to be evaluated in the EIR; and
- Synthesize concepts until consensus is reached and proceed with further review and approval of the preferred development strategy.

Work Tasks and Deliverables

Task 1: Brownfields Redevelopment Assessment

Some properties within the planned station area have known environmental contamination as a result of historic light industrial use adjacent to the existing railway line. Other properties may have levels of contamination that are as yet unidentified. This phase of the study would conduct preliminary assessments within the area and examine the environmental assessments and remediation plans that have been prepared to date in order to ascertain the technical and financial feasibility of expanded land use options.

Deliverable #1a: Brownfields Investigation and Land Use Alternatives Analysis

Task 2: Land Use Alternatives Analysis

The City's consultant will evaluate existing data to create an accurate assessment of current land use types and densities and analyze a range of feasible alternatives for new jobs, retail and housing and accompanying densities, including a higher density scenario that would provide additional housing units in the range of the adopted MTC threshold for commuter rail stations. The consultant will prepare a map of the proposed project area depicting the existing conditions. The map will show streets, buildings, parking areas, bike paths and trails and public facilities. The consultant will assemble the existing data, map of existing conditions, and land use analysis into an Existing Conditions and Land Use Alternatives Analysis Report.

After the establishment of the existing conditions base map and land use alternatives analysis, the City will conduct Community Workshop #1. The Community Workshop will serve as a forum for staff and the consultant to review the land use alternatives, educate the public on concepts of TOD, specific plans and the environmental review process, and to provide examples of successful TOD projects. This forum may include individuals from the development community or transit agencies who have been involved in the successful development of transit villages.

Deliverable #2a: Existing Conditions and Land Use Alternatives Analysis Report

Deliverable #2b: Workshop #1 Meeting Summary

Task 3: Market Demand Analysis

The City's consultant will prepare a preliminary report on the market demand for TOD in the station area. The demand analysis will examine both residential and employment demand, and will examine in detail the financial feasibility of affordable housing in particular.

Deliverable #3: Market Demand Analysis

Task 4: Parking Demand Study

The City, through its consultant, will conduct a parking demand analysis for the station area. The study will include:

- Anticipated residential parking demand;
- Anticipated employment/commercial parking demand;
- Potential for shared parking in station area;
- Potential for priced parking in station area;
- Recommended TOD parking ratios for residential and commercial projects; and
- Feasibility of establishing parking maximum ratios and abolishing minimum parking ratios.

The City, through its consultant, will conduct a workshop during the development of this deliverable to seek public input.

Deliverable #4a: Parking Demand Analysis and Potential TOD Parking Policies

Deliverable #4b: Workshop #2 Meeting Summary

Task 5: Station Access and Circulation Plans and Design Standards

The City will closely coordinate its efforts with those of the Dumbarton Rail project study already underway, as well as use Caltrain's adopted Transit-Oriented Development Guidelines and available Caltrans, SamTrans, Transportation Authority and/or City/County Association of Governments (C/CAG, the San Mateo County congestion management agency) station area planning guidelines and staff to develop a station access strategy for the station area.

The station area is ideally located near the intersection of Bayfront Expressway and Willow Road. Access points to Willow Road will be studied, as will circulation alternatives in order to provide intermodal access to the planned Dumbarton Rail station area. Special attention will be paid to the area immediately adjacent to the station complex in terms of pedestrian and bicycle access, and taxi and jitney shuttle service to nearby employment centers. Also, links and upgrades to the existing pedestrian undercrossing to the Sun Microsystems campus and the Bay Trail connection will be examined as a part of an integrated, multimodal transportation network strategy. Pedestrian-oriented design standards for the station area will incorporate such standards as smaller block sizes, wider sidewalks, street trees, pedestrian-focused lighting, minimal setbacks and driveway cuts, and visible pedestrian crossings.

The consultant will develop a proposal for the development of a form-based code that would guide the land use and design standards for the station area.

The access needs of people with disabilities and the requirements under the Americans with Disabilities Act will also be carefully examined in the development of the design standards.

The City, through its consultant, will conduct a workshop during the development of this deliverable to seek public input.

Deliverable #5a: Station Access and Circulation Plan and Design Standards

Deliverable #5b: Workshop #3 Meeting Summary

Task 6: Development of the Draft Station Area Specific Plan and Draft Environmental Impact Report

The City will develop a Draft Station Area Specific Plan and Draft Environmental Impact Report (DEIR), with options, for public review. Following public review, the City will develop a revised draft version of the Station Area Specific Plan and DEIR. The Draft Station Area Specific Plan will encompass findings and incorporate Tasks 1-5, and reflect the required elements as identified under the project overview section.

The Draft Station Area Specific Plan shall, at a minimum, include the following elements:

1. Goals and implementation measures for the Plan;
2. Description of Planning Process - Description of the public involvement process used to engage community stakeholders and members of the public;
3. Land Use Section - Description of anticipated increase in new housing units, affordable housing, jobs and mix of other uses within a half-mile radius of the Menlo Park station;
4. Station Access and Circulation Section - Address pedestrian, transit, auto, and bicycle access to the Menlo Park station. Estimate of the number of transit riders from within the station area accessing the transit station by non-motorized modes;
5. Parking Section - Address innovative parking management policies and strategies;
6. Pedestrian Design - Incorporate design policies and standards that will promote walkability and livability of the station area; and
7. Implementation Section - Describe local commitment to formally adopting and implementing the Station Area Specific Plan.

The City will conduct a Workshop following preparation of the Draft Station Area Specific Plan and Draft Environmental Impact Report and prior to the development of the Final Station Area Specific Plan, related General Plan and Zoning Ordinance amendments and Final Environmental Impact Report.

Deliverable #6a: Draft Station Area Specific Plan and DEIR

Deliverable #6b: Workshop #4 Meeting Summary

Task 7: Adoption of the Final Station Area Specific Plan, Related General Plan and Zoning Ordinance Amendments and Final Environmental Impact Report

Ultimately, this set of tasks leads to the adoption of a Station Area Specific Plan, General Plan and Zoning Ordinance amendments necessary to implement the Plan,

and the approval of a programmatic Final Environmental Impact Report (FEIR) such that it positions the City to market the redevelopment of the station area. The Zoning Ordinance amendments will incorporate concepts of form-based zoning, including detailed prescriptions of physical form related to standards for building envelopes, architecture and streets, in a well illustrated, clear plan.

7.1 Planning Commission Hearing on Final Station Area Specific Plan, General Plan and Zoning Ordinance amendments and the FEIR

The Final Station Area Specific Plan, General Plan and Zoning Ordinance amendments and FEIR will be presented for a recommendation to the City Council at a hearing before the Planning Commission.

7.2 City Council Hearing on Final Station Area Specific Plan, General Plan and Zoning Ordinance amendments and FEIR

The Final Station Area Specific Plan, General Plan and Zoning Ordinance amendments and FEIR will be presented at a public hearing before the City Council.

7.3 City Council approval of Final Station Area Specific Plan, General Plan and Zoning Ordinance Amendments and FEIR

Consultant shall make any final revisions or modifications to the Station Area Specific Plan, General Plan and Zoning Ordinance amendments and FEIR, prepare a camera-ready copy and coordinate printing of the documents. After approval, the City shall provide MTC with four-color copies of the adopted Station Area Specific Plan.

Deliverable #7a: Final Station Area Specific Plan and General Plan and Zoning Ordinance amendments as adopted by City Council

Deliverable #7b: Final Environmental Impact Report as adopted by City Council

Summary

The Menlo Park City Council, acting as the Board of Directors of the Community Development Agency, identified the “East Hamilton Avenue Area” redevelopment opportunity as a top priority months before the announcement of the Station Area Planning Grant Program and has since identified the Dumbarton Rail Station Specific Plan as a top priority. MTC and TA funding, combined with programmed Agency funding, will ensure a holistic, multidisciplinary planning approach. In addition, it will ensure that the plan reflects “best practices” of other communities in planning transit-oriented developments that effectively capitalize on existing employment centers and the complementary development of housing and additional job generating uses that would serve to support commuter rail.

The specific plan and environmental review will be context-specific in order to determine how best to develop higher densities in the station area and effectively and sensitively transition to the adjacent residential area. This is an ideal opportunity to do state-of-the-art planning that will serve as a model for other transit hubs. As important, the

community engagement process will result in a plan that is beneficial to residents and riders, is broadly supported and effectively addresses environmental, economic and social justice issues that often impact lower income neighborhoods in close proximity to rail service corridors.

**MENLO PARK DUMBARTON RAIL STATION
PROJECT BUDGET AND SCHEDULE**

The following table provides the project budget by deliverable, including the local match to be provided by the City of Menlo Park:

Task	Deliverables	Total Cost	MTC Grant	TA Grant	City Match	Completion Date
1	Brownfields “Best Practices”	\$25,000	\$10,000		\$15,000	June 2008
2	Land Use Alternatives	\$75,000	\$35,000		\$40,000	December 2008
3	Market Demand Study	\$25,000	\$10,000		\$15,000	March 2009
4	Parking Demand Study	\$25,000	\$10,000	\$15,000		June 2009
5	Access and Circulation Study	\$75,000	\$35,000	\$40,000		June 2009
6	Draft Station Area Specific Plan and DEIR	\$200,000	\$90,000	\$20,000	\$115,000	September 2010
7	Final Station Area Specific Plan, General Plan and Zoning Ordinance Amendments and FEIR	\$100,000	\$35,000		\$40,000	December 2010
	TOTAL	\$525,000	\$225,000	\$75,000	\$225,000	

V:/projects/Dumbarton Station Area Specific Plan/November 2007 – Draft Scope of Work - Revised

**FUNDING AGREEMENT
BETWEEN METROPOLITAN TRANSPORTATION COMMISSION
AND CITY OF MENLO PARK
FOR STATION AREA PLANNING ASSISTANCE**

THIS AGREEMENT is made and entered into as of November 8, 2006, by and between the Metropolitan Transportation Commission (herein called "MTC"), a regional transportation planning agency established pursuant to California Government Code § 66500 *et seq.*, and City of Menlo Park (herein called "RECIPIENT").

W I T N E S S E T H

WHEREAS, MTC has determined that a community-based planning project ("the Project") would will help increase the cost-effectiveness of the region's public transit investments by maximizing the number of transit riders who live, work and study in close proximity to transit stations and corridors; and

WHEREAS, MTC expects that the Project will, specifically, (1) help to increase transit ridership, (2) enhance station access for pedestrians, bicyclists and transit, and (3) promote livable, walkable communities; and

WHEREAS, MTC has agreed to provide funding for this planning effort with STP funds, and has programmed STP funds in FY 2006-2007 to fund projects as part of MTC's Station Area Plan program; and

WHEREAS, MTC will substitute \$120,000 of the STP funds with a like amount of Federal Highway Administration ("FHWA") Planning funds to fund this project;

NOW, THEREFORE, the parties hereto agree as follows:

1. **SCOPE OF WORK**

RECIPIENT agrees to perform, or engage a consultant to perform, the Project activities described in Attachment A, Scope of Work, attached hereto and incorporated herein by this reference as though set forth in full. RECIPIENT agrees, in addition, to provide all necessary staff support to deliver the activities in Attachment A.

2. TIME OF PERFORMANCE

The activities funded by this Agreement shall commence on or after November 8, 2006 and RECIPIENT shall complete them by July 31, 2008, unless earlier terminated as hereinafter provided.

3. FUNDING AND METHOD OF PAYMENT

A. MTC agrees to provide RECIPIENT up to two hundred twenty-five thousand dollars (\$225,000) from STP funds and FHWA planning funds allocated to MTC for the Station Area Plan program for the purpose of funding the Project described in Attachment A. RECIPIENT will provide additional funding and staff support as set forth in Attachment B, Project Budget and Schedule.

B. Payment to RECIPIENT shall be due in the amounts indicated below, upon acceptance by the MTC Project Manager of the following deliverables, described in detail in Attachment A:

Task	Deliverables (#)	MTC Payment
1	Brownfields Investigation and Land Use Alternatives Analysis	\$10,000
2	Existing Conditions and Land Use Alternatives Analysis Report (#2A) Workshop #1 Meeting Summary (#2B)	\$35,000
3	Market Demand Analysis (#3)	\$10,000
4	Parking Demand Analysis and Potential TOD Parking Policies (#4A) Workshop #2 Meeting Summary (#4B)	\$10,000
5	Station Access and Circulation Plan and Design Standards (#5A) Workshop #3 Meeting Summary (#5B)	\$35,000
6	Draft Rail Station Area Specific Plan and EIR (#6A) Workshop #4 Meeting Summary (#6B) Final Draft Station Area Specific Plan (#6C)	\$90,000
7	Final Station Area Plan, General Plan Amendments, and Zoning Codes as adopted by the City Council (#7A) Final Environmental Impact Report (#7B)	\$35,000
	TOTAL	\$225,000.00

C. Payment shall be made within thirty (30) days after receipt by MTC of an acceptable invoice, which shall be subject to the review and approval of MTC's Project Manager. RECIPIENT shall deliver or mail invoices to MTC, as follows:

Accounting Department
Metropolitan Transportation Commission
Joseph P. Bort MetroCenter
101 -- 8th Street
Oakland, CA 94607-4700

D. Subject only to duly executed amendments, it is expressly understood and agreed that in no event will the total compensation to be paid under this Agreement exceed the sum of two hundred twenty-five thousand dollars (\$225,000).

4. AMENDMENTS

Any changes in the activities to be performed under this Agreement shall be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in compensation and schedule. All amendments shall be executed by the MTC Executive Director or a designated representative and RECIPIENT. No claim for additional compensation or extension of time shall be recognized unless contained in a duly executed amendment.

5. TERMINATION

MTC may terminate this Agreement without cause upon ten (10) days prior written notice. If MTC terminates this Agreement without cause, RECIPIENT will be entitled to payment for costs incurred for incomplete deliverables, up to the maximum amount payable for each deliverable. If RECIPIENT fails to perform as specified in this Agreement, MTC may terminate this Agreement for cause by written notice and RECIPIENT will be entitled only to costs incurred for work product acceptable to MTC, not to exceed the maximum amount payable under this Agreement for such work product.

6. RETENTION OF RECORDS

RECIPIENT agrees to keep all records pertaining to the project being funded for audit purposes for a minimum of three (3) years following final payment to RECIPIENT or four (4) years following the fiscal year of the last expenditure under this Agreement, whichever is longer, in accordance with generally accepted accounting principles.

7. AUDITS

RECIPIENT agrees to grant MTC, or any agency that provides MTC with funds for the Project, including but not limited to, the U.S. Department of Transportation, FHWA, the Comptroller General of the United States, the State, and their authorized representatives access to RECIPIENT's books and records for the purpose of verifying that funds are properly accounted for and proceeds are expended in accordance with the terms of this Agreement. All documents shall be available for inspection during normal business hours at any time while the Project is underway and for the retention period specified in Article 6.

RECIPIENT further agrees to include in all its third-party contracts hereunder a provision to the effect that the contractor agrees that MTC, the U.S. Department of Transportation, FHWA, the Comptroller General of the United States, the State, or any of their duly authorized representatives shall have access to and the right to examine any directly pertinent books, documents, papers, and records of such subcontractor, during normal business hours, for the term specified above. The term "contract" as used in this clause excludes agreements not exceeding \$25,000.

8. EQUAL EMPLOYMENT OPPORTUNITY

In accordance with Title VI of the Civil Rights Act, as amended (42 U.S.C. § 2000d); Section 303 of the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6102); Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132); and 49 U.S.C. § 5332 for FTA-funded projects, RECIPIENT agrees that it will not, on the grounds of race, religious creed, color, national origin, age, physical disability or sex, discriminate or permit discrimination against any employee or applicant for employment.

9. DISADVANTAGED BUSINESS ENTERPRISES (DBE)

It is the policy of MTC and the U.S. Department of Transportation to ensure nondiscrimination in the award and administration of DOT-assisted contracts and to create a level playing field on which disadvantaged business enterprises, as defined in 49 Code of Federal Regulations Part 26, can compete fairly for contracts and subcontracts relating to MTC's procurement and professional services activities.

RECIPIENT shall not discriminate on the basis of race, color, national origin or sex in the performance of this Agreement. RECIPIENT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by RECIPIENT to carry out these requirements is a material breach of contract, which may result in the termination of this agreement or such other remedy as MTC deems appropriate.

10. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

RECIPIENT agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (47 U.S.C. § 2000(d)) and the regulations of the Department of Transportation issued thereunder (49 CFR Part 21).

11. ACCESS REQUIREMENTS FOR INDIVIDUALS WITH DISABILITIES

RECIPIENT agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; Section 16 of the Federal Transit Act, as amended, 49 U.S.C. § 5310(f); and their implementing regulations.

12. STATE ENERGY CONSERVATION PLAN

RECIPIENT shall comply with all mandatory standards and policies relating to energy efficiency that are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. § 6321).

13. DEBARMENT

RECIPIENT certifies that neither it, nor any of its participants, principals or subcontractors is or has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as they are defined in 49 CFR Part 29, by any Federal agency or department.

14. CLEAN AIR AND WATER POLLUTION ACTS

RECIPIENT agrees to comply with the applicable requirements of all standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. § 7501 *et seq.*), the Clean Water Act

(33 U.S.C. § 1251 *et seq.*), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

15. LOBBYING

RECIPIENT agrees to comply with the restrictions on the use of federal funds for lobbying activities set forth in 31 United States Code §1352 and 49 C.F.R. Part 20.

16. INDEMNIFICATION

RECIPIENT shall indemnify and hold harmless MTC, its Commissioners, officers, agents and employees from any and all claims, demands, suits, loss, damages, injury and/or liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or omission of RECIPIENT, its officers, directors, employees, agents and contractors, or any of them, under or in connection with this Agreement; and RECIPIENT agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against MTC, its Commissioners, officers, agents, and employees, or any of them, arising out of such act or omission, and to pay and satisfy any resulting judgments.

17. MEETINGS

RECIPIENT agrees to invite MTC to participate in all meetings held in connection with this project, including public meetings and project team meetings.

18. COMPLIANCE WITH LAWS

RECIPIENT shall comply with any and all laws, statutes, ordinances, rules, regulations or requirements of the federal, state, or local government, and any agency thereof, which relate to or in any manner affect the performance of this Agreement. RECIPIENT further certifies that it shall comply with the requirements of the California Environmental Quality Act (CEQA) (Public Resources Code § 21000 *et seq.*) and the National Environmental Policy Act (NEPA) (42 U.S.C. § 4-1 *et seq.*), as applicable and the applicable regulations hereunder. Circular 4220.1E of the Federal Transit Administration (FTA), 49 CFR Part 18, and the Federal Transit Administration Master Agreement (Form FTA MA(12), October 1, 2005) are each incorporated

herein by reference as though set forth in full, and shall govern this Agreement except as otherwise provided herein. Those requirements imposed upon MTC as “Recipient” are hereby imposed upon RECIPIENT, and those rights reserved by DOT, FTA or Government are hereby reserved by MTC.

19. IDENTIFICATION OF DOCUMENTS

RECIPIENT will ensure that all documents related to the project including meeting notices and reports state that the project is funded through the Metropolitan Transportation Commission’s Station Area Planning Program.

In addition, RECIPIENT will ensure that all reports and other documents completed as part of this Agreement shall carry the following notation on the front cover or title page:

“The preparation of this report has been financed in part by grants from the U.S. Department of Transportation. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.”

20. SUBCONTRACTS

RECIPIENT must include provisions of this Agreement, as applicable, modified only to show the particular contractual relationship, in any third-party contracts funded by this Agreement.

21. NOTICES

All notices or other communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at their respective addresses as follows:

To MTC:	Attention: Therese Knudsen Metropolitan Transportation Commission 101—Eighth Street Oakland, CA 94607-4700
To RECIPIENT	Attention: Arlinda Heineck City of Menlo Park 701 Laurel Street Menlo Park, CA 94025-3483

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of
the day and year first written above.

METROPOLITAN TRANSPORTATION
COMMISSION

CITY OF MENLO PARK

Steve Heminger, Executive Director

David Boesch, City Manager

ATTACHMENT A SCOPE OF WORK

MENLO PARK DUMBARTON RAIL STATION STATION AREA PLANNING PROGRAM

November 2006

Background

The City of Menlo Park (“RECIPIENT”), with the support of the San Mateo County Transportation Authority (TA), SamTrans and Caltrain, has submitted an application for Metropolitan Transportation Commission (MTC) funding under the Station Area Planning Grant Program, Pilot Cycle 1, FY05-06, for the *Menlo Park Dumbarton Rail Station Area Specific Plan*. RECIPIENT believes that this proposal represents a unique opportunity to comprehensively plan for a new start-up commuter rail service.

The Menlo Park Dumbarton Rail Station is situated at a prominent gateway: the intersection of Bayfront Expressway (Hwy 84) and Willow Road (SR 114). RECIPIENT’s Community Development (Redevelopment) Agency has acquired strategic parcels adjacent to the station site and is working closely with Tyco Corporation (Tyco), the other abutting property owner, in efforts to master plan its 12-20 acre “brownfields” site along the railroad line.

The adjoining Belle Haven neighborhood is comprised of lower income families of primarily Latino and African American lineage. Residents will benefit from convenient, walk-to rail and bus mass transit service to connect to jobs along the Dumbarton-Caltrain corridor. Plans will include implementation of the adopted Bicycle Master Plan and links to the Bay Trail and Bayfront Park, as well as employment centers and residential neighborhoods in eastern Menlo Park and East Palo Alto.

Pressures to develop housing and commercial space in the vicinity continue as developers anticipate the advantages of locations close to the future Dumbarton Rail station. A detailed plan along with tailored zoning regulations will guide a collaborative public-private marketing (Request for Qualifications/Proposals) effort to select a master developer. With only a handful of major property owners in the immediate vicinity of the station site, coordination and cooperation is more straightforward.

The Station Area Planning grant will fund an extensive planning process, resulting in an approved Environmental Impact Report (EIR), adopted Specific Plan and a transit oriented, form-based zoning ordinance. The rail station will catalyze redevelopment in the immediate area and will complement the significant investments made by RECIPIENT/Agency in infrastructure, nearby affordable housing and public parks and facilities. The programmatic EIR coupled with the Specific Plan and form-based zoning ensures that the mixed-use, transit-oriented village can be developed contemporaneously with the construction of the Dumbarton Rail station facilities.

RECIPIENT will report progress reports to both the Dumbarton Rail Corridor Policy Advisory Committee and the Technical Advisory Committee, in addition to any Dumbarton Rail Corridor working group that may be formed to address the implementation of MTC's TOD policy. RECIPIENT will also provide updates for the Station Area planning grant to MTC, ABAG and the regional Joint Policy Committee as needed.

Scope of Work

RECIPIENT will develop a Station Area Specific Plan by analyzing the overall project area with respect to access and circulation, evaluating existing and alternative land uses, preparing environmental assessments and a comprehensive specific plan, and developing design guidelines and zoning regulations to encourage Transit- Oriented Development (TOD) in and around the Menlo Park Dumbarton Rail Station area.

The timing of this grant cycle coincides with a commitment between RECIPIENT and Tyco to undertake further joint planning efforts to identify beneficial land uses and densities to maximize the potential of a true TOD master plan. Through a rigorous review of examples and extensive community engagement, a plan for the entire area within a one-half mile radius will be developed, with particular attention to the relationship between the start-up inter-modal station and supportive land uses. With considerable housing and employment in the immediate vicinity already, the specific plan will evaluate concentrating uses close to the station area and a context-sensitive transition to the existing neighborhood pattern.

The primary objectives to be accomplished as part of the Station Area planning process are to:

- Facilitate informed community dialogue amongst the diverse stakeholders in order to obtain input into the specific land use planning for the entire area surrounding as well as the redevelopment of the immediate area adjacent to the Menlo Park Dumbarton Rail Station.
- Utilize extensive outreach to educate the public about the specific plan and environmental review process and transit-oriented village concepts, including a broad-based understanding of the specific community benefits of TOD.
- Establish a planning framework, process and specific plans necessary as a prerequisite for successful transit-oriented development, and effectively integrate the transit station into the existing adjacent residential and commercial neighborhoods, with strong connections to employment centers, and
- Prepare and adopt a Station Area Specific Plan that attracts private investment, creates a livable, walkable community and, ultimately, results in strong transit ridership demand.

Public Outreach

RECIPIENT will conduct extensive public outreach and convene workshops at key milestones for the community to constructively participate in the selection of preferred concepts and plans. An essential element of success of the proposed plan will be RECIPIENT's ability to engage the community to accomplish the following:

- Develop a shared vision for the area that includes defining opportunities for TOD to support and directly benefit the neighborhood.
- Educate residents and employers on the concepts of TOD, specific planning and the environmental review process, and provide examples of successful mixed-use TOD. These forums may involve representatives from transit agencies or other communities that have firsthand experience with successful TODs.
- Assess acceptable development alternatives/scenarios to be evaluated in the EIR, and
- Synthesize concepts until consensus is reached and proceed with further review and approval of the preferred development strategy.

Work Tasks and Deliverables

Task 1: Brownfields Redevelopment Alternatives Assessment

Certain properties within the planned station area have environmental contamination as a result of historic light industrial use adjacent to the existing railway line. Extensive studies have been done to characterize the nature and extent of soil and groundwater contamination. The planned clean-up standards have, heretofore, been predicated on limited future land use alternatives, without full recognition of or the potential reclamation required to allow for future flexibility, including possible mixed-use and medium density, mid-rise residential development.

In addition, overhead electrical transmission lines and a power distribution substation encumber the Tyco property. The proximity of these facilities and the potential cost to relocate same needs to be fully understood before the task of land use alternatives analysis is undertaken.

This phase of the study will examine the environmental assessments and remediation plans that have been prepared to date and the reviewing agencies' permitting processes, in order to ascertain the technical and financial feasibility of expanded land use options.

Deliverable #1: Brownfields Investigation and Land Use Alternatives Analysis

Task 2: Land Use Alternatives Analysis

RECIPIENT's consultant will evaluate existing data to create an accurate assessment of current land use types and densities and analyze a range of feasible alternatives for new jobs, retail and housing and accompanying densities, including a higher density scenario that will provide additional housing units in the range of the adopted MTC threshold for commuter rail stations. The consultant will prepare a map of the proposed project area depicting the existing conditions. The map will show streets, buildings, parking areas, bike paths and trails and public facilities. The consultant will assemble the existing data, map of existing conditions, and land use analysis into an Existing Conditions and Land Use Alternatives Analysis Report.

After the establishment of the existing conditions base map and land use alternatives analysis, RECIPIENT will conduct Community Workshop #1. The Community Workshop will serve as a forum for staff and the consultant to review the land use alternatives, educate the public on concepts of TOD, specific plans and the environmental review process, and to provide examples of successful TOD projects. This forum may include individuals from the development

community or transit agencies who have been involved in the successful development of transit villages.

Deliverable #2a: Existing Conditions and Land Use Alternatives Analysis Report

Deliverable #2b: Workshop #1 Meeting Summary

Task 3: Market Demand Analysis

RECIPIENT's consultant will prepare a preliminary report on the market demand for TOD in the station area. The demand analysis will examine both residential and employment demand, and will examine in detail the financial feasibility of affordable housing in particular.

Deliverable #3: Market Demand Analysis

Task 4: Parking Demand Study

RECIPIENT, through its consultant, will conduct a parking demand analysis for the station area. The study will include:

- Anticipated residential parking demand;
- Anticipated employment/commercial parking demand;
- Potential for shared parking in station area;
- Potential for priced parking in station area;
- Recommended TOD parking ratios for residential and commercial projects; and
- Feasibility of establishing parking maximum ratios and abolishing minimum parking ratios.

RECIPIENT, through its consultant, will conduct a workshop during the development of this deliverable to seek public input.

Deliverable #4a: Parking Demand Analysis and Potential TOD Parking Policies

Deliverable #4b: Workshop #2 Meeting Summary

Task 5: Station Access and Circulation Plans and Design Standards

RECIPIENT will closely coordinate its efforts with those of the Dumbarton Rail project study already underway, as well as use Caltrain's adopted Transit-Oriented Development Guidelines and available Caltrans, SamTrans, Transportation Authority and/or City/County Association of Governments (C/CAG, the San Mateo County congestion management agency) station area planning guidelines and staff to develop a station access strategy for the station area.

The station area is ideally located near the intersection of Bayfront Expressway and Willow Road. The first task will examine the feasibility of converting an existing left-turn pocket lane into a signalized intersection access point on to Bayfront Expressway to enhance access to the station area, and the potential closure of the existing Chilco Avenue at-grade railroad crossing and its "relocation" adjacent to the station area to further improve access and circulation. In addition, access points to Willow Road will be studied, as will circulation alternatives in order to provide intermodal access to the planned Dumbarton Rail station area. Special attention will be paid to the area immediately adjacent to the station complex in terms of pedestrian and bicycle

access, and taxi and jitney shuttle service to nearby employment centers. Also, links and upgrades to the existing pedestrian undercrossing to the Sun Microsystems campus and the Bay Trail connection will be examined as a part of an integrated, multimodal transportation network strategy. Pedestrian-oriented design standards for the station area will incorporate such standards as smaller block sizes, wider sidewalks, street trees, pedestrian-focused lighting, minimal setbacks and driveway cuts, and visible pedestrian crossings.

The consultant will develop a proposal for the development of a form-based code that would guide the land use and design standards for the station area.

The access needs of people with disabilities and the requirements under the Americans with Disabilities Act will also be carefully examined in the development of the design standards.

RECIPIENT, through its consultant, will conduct a workshop during the development of this deliverable to seek public input.

Deliverable #5a: Station Access and Circulation Plan and Design Standards

Deliverable #5b: Workshop #3 Meeting Summary

Task 6: Development of the Draft Station Area Specific Plan and Draft Environmental Impact Report

RECIPIENT will develop a Draft Station Area Specific Plan and Draft Environmental Impact Report (DEIR), with options, for public review. Following public review, the City will develop a revised draft version of the Station Area Specific Plan and DEIR. The Draft Station Area Specific Plan will encompass findings and incorporate Tasks 1-5, and reflect the required elements as identified under the project overview section.

The Draft Station Area Specific Plan shall, at a minimum, include the following elements:

1. Goals and implementation measures for the Plan.
2. Description of Planning Process - Description of the public involvement process used to engage community stakeholders and members of the public.
3. Land Use Section - Description of anticipated increase in new housing units, affordable housing, jobs and mix of other uses within a half-mile radius of the Menlo Park station.
4. Station Access and Circulation Section - Address pedestrian, transit, auto, and bicycle access to the Menlo Park station. Estimate of the number of transit riders from within the station area accessing the transit station by non-motorized modes.
5. Parking Section - Address innovative parking management policies and strategies.
6. Pedestrian Design - Incorporate design policies and standards that will promote walkability and livability of the station area, and
7. Implementation Section - Describe local commitment to formally adopting and implementing the Station Area Specific Plan.

RECIPIENT will conduct a Workshop following preparation of the Draft Station Area Specific Plan and Draft Environmental Impact Report and prior to the development of the Final Station

Area Specific Plan, related General Plan and Zoning Ordinance amendments and Final Environmental Impact Report.

Deliverable #6a: Draft Station Area Specific Plan and DEIR

Deliverable #6b: Workshop #4 Meeting Summary

Deliverable #6c: Final Draft Station Area Specific Plan

Task 7: Adoption of the Final Station Area Specific Plan, Related General Plan and Zoning Ordinance Amendments and Final Environmental Impact Report

Ultimately, this set of tasks leads to the adoption of a Station Area Specific Plan, General Plan and Zoning Ordinance amendments necessary to implement the Plan, and the approval of a programmatic Final Environmental Impact Report (FEIR) such that it positions RECIPIENT to market the redevelopment of the station area. The Zoning Ordinance amendments will incorporate concepts of form-based zoning, including detailed prescriptions of physical form related to standards for building envelopes, architecture and streets, in a well illustrated, clear plan.

Task 7.1 Planning Commission Hearing on Final Station Area Specific Plan, General Plan and Zoning Ordinance amendments and the FEIR

The Final Station Area Specific Plan, General Plan and Zoning Ordinance amendments and FEIR will be presented for a recommendation to the City Council at a hearing before the Planning Commission.

Task 7.2 City Council Hearing on Final Station Area Specific Plan, General Plan and Zoning Ordinance amendments and FEIR

The Final Station Area Specific Plan, General Plan and Zoning Ordinance amendments and FEIR will be presented at a public hearing before the City Council.

Task 7.3 City Council approval of Final Station Area Specific Plan, General Plan and Zoning Ordinance Amendments and FEIR

Consultant shall make any final revisions or modifications to the Station Area Specific Plan, General Plan and Zoning Ordinance amendments and FEIR, prepare a camera-ready copy and coordinate printing of the documents. After approval, RECIPIENT shall provide MTC with four-color copies of the adopted Station Area Specific Plan.

Deliverable #7a: Final Station Area Specific Plan and General Plan and Zoning Ordinance amendments as adopted by City Council

Deliverable #7b: Final Environmental Impact Report as adopted by City Council

Summary

The Menlo Park City Council, acting as the Board of Directors of the Community Development Agency, identified the “East Hamilton-Tyco” redevelopment opportunity as a top priority months before the announcement of the Station Area Planning Grant Program. The original proposal was to focus first on access and circulation issues surrounding the rail station. A future phase would have subsequently looked at potential land uses. MTC and TA funding, combined

with programmed Agency funding, will accelerate the timeline originally envisioned and ensure a holistic, multidisciplinary planning approach. In addition, it will ensure that the plan reflects “best practices” of other communities in planning transit-oriented developments that effectively capitalize on existing employment centers and the complementary development of housing and additional job generating uses that would serve to support commuter rail.

The precise plan and environmental review will be context-specific in order to determine how best to develop higher densities in the station area and effectively and sensitively transition to the adjacent residential area. This is an ideal opportunity to do state-of-the-art planning that will serve as a model for other transit hubs. As important, the community engagement process will result in a plan that is beneficial to residents and riders, is broadly supported and effectively addresses environmental, economic and social justice issues that often impact lower income neighborhoods in close proximity to rail service corridors.

ATTACHMENT B
MENLO PARK DUMBARTON RAIL STATION
PROJECT BUDGET AND SCHEDULE

The following table provides the project budget by deliverable, including the local match to be provided by the City of Menlo Park:

Task	Deliverables	Total Cost	MTC Grant	TA Grant	City Match	Completion Date
1	Brownfields Investigation and Land Use Alternatives Analysis	\$25,000	\$10,000		\$15,000	Dec. 2006
2	2A – Existing Conditions and Land Use Alternatives Analysis Report 2B – Workshop #1 Meeting Summary	\$75,000	\$35,000		\$40,000	March 2007
3	Market Demand Analysis	\$25,000	\$10,000		\$15,000	June 2007
4	4A - Parking Demand Analysis and Potential TOD Parking Policies 4B – Workshop #2 Meeting Summary	\$25,000	\$10,000	\$15,000		June 2007
5	5A – Station Access and Circulation Plan and Design Standards 5B – Workshop #3 Meeting Summary	\$75,000	\$35,000	\$40,000		Sept. 2007
6	6A – Draft Rail Station Area Specific Plan and EIR 6B – Workshop #4 Meeting Summary 6C – Final Draft Station Area Specific Plan	\$200,000	\$90,000	\$20,000	\$115,000	May 2008
7	7A – Final Station Area Plan, General Plan Amendments, and Zoning Codes as adopted by the City Council 7B – Final Environmental Impact Report	\$100,000	\$35,000		\$40,000	June 2008
	TOTAL	\$525,000	\$225,000	\$75,000	\$225,000	