



**Sustainable San Mateo County
2017 City and County Survey**

Municipality: City of Menlo Park

Name and Title of Person(s) filling out survey: Jason Ino Sustainability Assistant
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Our 2017 Key Indicator, Cost of Living, examines the cost of living and how it impacts our neighborhoods, health, and culture. In San Mateo County, as with other metropolitan areas across the nation, the middle-class is shrinking. The high cost of living in the county is driving out low-income residents and limiting the ability of new arrivals to find suitable housing in proximity to their jobs. The first seven survey questions aim to collect information on what challenges your municipality experiences and what steps you have taken to address cost of living issues. In addition, we ask for any updates on progress on sustainability projects your municipality has undertaken. If you have any questions or concerns, please feel free to contact our City and County Survey Coordinator, Bryan Chen at bryan@sustainableanmateo.org.

1. How many of your municipal staff, firefighters and police officers live outside the county or more than 20 miles from your municipality?

Category	Outside Municipality (more than 20 miles)	Outside County	Comment
Staff	55	125	Total of 216 FTE
Firefighters	N/A	N/A	Menlo Park Fire District is a separate entity from the City. Contact Fire District for information.
Police Officers	17	28	42 total Police Officers

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2. What policies has your municipality enacted to ease the transportation and/or housing costs for employees?

The City offers the following programs to employees to ease transportation costs for employees:

- Caltrain Go Pass participation (one of only two cities for 2017 that offer it) for all fulltime employees
- \$75 Commuter Check for transit passes, tickets
- \$1.50/day for carpooling, biking, or walking to work
- Emergency Ride Home Program participation to ease apprehension of “needing a car just in case” if they use alternative modes
- Internal employee bike share for personal errands
- Biking facilities, such as showers, racks, ‘secure’ parking
- BMR policy that gives live or work preference to employees

3. Parking policy can shape travel behavior, community design, and development economics.

What are your parking policies?

Category	Yes	No	Comment (please provide details, clarifications, or links to additional information)
Does your municipality have parking space minimums for new housing developments (# cars per unit or # cars per bedroom outside TOD? within TOD)? The number of required spaces is important economically because the cost of each space adds to development cost and can increase rents or sales price.	X		Retirement living units: Adequate parking for the character of the occupancy but not less than one (1) garage space per three (3) units; High Density Residential (R-4) District: Units with two (2) or more bedrooms require two (2) off-street parking spaces per unit; one (1) bedroom units require one and one-half (1 1/2) off-street parking spaces per unit; studio units require one (1) off-street parking space per unit; each unit shall have at least one (1) covered off-street parking space; one (1) guest off-street parking space for every three (3) units shall be provided on the site.
Does the city require or allow unbundled parking (paid separate from unit rent)? Unbundled parking can help reduce housing cost.	X		The City allows unbundled parking as shown in Title 16.43 , 16.44 , and 16.45 of the City's municipal code.
Does the city encourage shared parking by reducing per unit parking ratio where shared parking is provided? This can reduce development cost by reducing total number of spaces needed to meet demand.	X		An individual development proposal may incorporate a shared parking study to account for the mixture of uses, either on site or within a reasonable distance. The shared parking supply would be subject to review and approval based on the proposed uses, specific design and site conditions.
Does your municipality have a policy regarding Residential Permit Parking (RPP) which is used to protect nearby properties from overflow parking from new development?	X		Residents on streets with restrictions may apply for a daytime parking permit if their address qualifies. Permits can be purchased at the main lobby of the police station during regular business hours.

4. How many housing units have been built in the past year or in the pipeline for this year? What percent of these are affordable?

Within the past year (2016) 431 housing units were built; 21% of those housing units were Below Market Rate housing.

5. How many square feet of office/commercial development has been approved in the past year or in the pipeline for this year? How many new jobs are expected to result from this development?

Five office/commercial developments totaling 636,784 square feet of commercial development has been approved in 2016 and 2017. An estimated 805 employees are expected to be working in these buildings.

- 706-716 Santa Cruz Ave
 - 46,908 square feet
 - estimated 90 employees
- 300-550 El Camino Real
 - 429,739 square feet
 - estimated 500 employees
- 1430 O'Brien Dr:
 - 84,458 square feet
 - estimated 188 employees

- 1704 El Camino
 - 40,027 square feet
 - estimated 19 employees
- 3585 Haven Ave
 - 35,652 square feet
 - estimated 8 employees

6. Does your city have a minimum wage ordinance? Please describe the timeline, wage levels and other adjustments (such as requirements for use of prevailing wage labor in city-owned developments.)

No, the City does not have a minimum wage ordinance. N/A

7. How many permits have been approved for second or Accessory Dwelling Units (ADU)? ADUs have the potential to provide affordable housing. Does your municipality provide any incentives or participate in any activities to promote ADU's?

7 permits have been approved for Secondary Dwelling or Accessory Dwelling this year (2017).

The City does not have incentives or participate in activities to promote ADUs (a.k.a. SDUs).

8. Has your municipality signed the US Climate Mayor's commitment to adopt, honor and uphold the Paris Climate Agreement goals and/or has the subject been discussed at a Council meeting?

Yes, the City has signed the US Climate Mayor's commitment to the Paris Climate Agreement and discussed the subject at Council meetings. The City will strive to the extent economically feasible to reduce greenhouse gas pollution, which involves taking actions in our own operations and community-wide, such as an inventory of greenhouse gas emissions in City operations and in the community, carbon emissions reduction targets and a citywide action plan.

9. Last year, we worked with [OpenSMC](#) to create a guide on local residential zoning codes to grow beans, raise birds and keep bees. Has permitting for agriculture, bees, chickens, etc changed from the previous year?

There have been no permitting changes from this previous year. See Chapter 9, Section 9.26 of the City's Municipal Code <http://www.menlopark.org/municipalcode>, the regulations are as follows:

1. Residents are allowed to keep up to 50 poultry and rabbits for each ¼ acre of lot area (10,890 square feet), or the same proportionate number on lots having a greater or lesser area. More than the allowed number and more than the allowed number within 100 feet of any dwelling can be allowed subject to a permit granted by the City Council.
2. Any area, yard or coop for poultry must maintain a minimum distance from any dwelling (house) of 30 feet unless the poultry do not have access to the area for more than 6 hours during any day.
3. Poultry are not allowed to run at large (meaning not within the immediate possession or control of some person) within the city.
4. Yards and coops must be maintained in a clean and sanitary manner (cleaned at least twice in a week and more often if required).
5. It is unlawful to keep any poultry which by any sound or cry disturbs the peace and quiet of any neighborhood to such an extent as to interfere with the reasonable and comfortable enjoyment of life or property. In this case, the poultry would be deemed a menace and would constitute a public nuisance.
6. A coop is defined as an enclosure that is roofed or has an overhead covering of wire or other materials and which is used or intended as shelter for any poultry or animal.

Depending on the design and size of the coop, it may trigger a requirement for a building permit and have other setback and height limitations.

10. What are the most pressing sustainability-related issues for your municipality in the short- and long-term? Please describe them.

Short-term:

- Keeping pace with EV charging station demand
- Transitioning away from a natural gas infrastructure
- Traffic congestion and affordable housing
- Make progress on the Climate Action Plan (CAP) update and Greenhouse Gas (GHG) emissions inventory
- Zero Waste Plan

Long-term:

- Implementation of Zero Waste Plan and rate study
- Continued implementation of Climate Action Plan

Please see:

- Five Year GHG Reduction Strategies for 2015-2020 in Menlo Park's most recent CAP, <http://www.menlopark.org/climate>
- Water Conservation Goals, <http://www.menlopark.org/150/Urban-Water-Management-Plan>

11. What additional, programs or events could SSMC provide that would be valuable to your work?

- More collaborative/coordination efforts between city/town agencies and county on projects, policies, and programs, specifically for funding opportunities or lobbying regional, state, and federal agencies on pressing sustainability issues in order to get appropriate funding.
- Assistance with policy analysis, such as when to require EV charging stations for multifamily additions and alternations.

12. The Indicators Report covers more than 40 sustainability indicators addressing the three E's – economy, environment and equity. Please describe any other initiatives that showcase progress your municipality is making towards sustainability.¹

The City of Menlo Park has taken a number of actions in recent years to address the three E's (economy, environment, and equity). The projects, programs, and initiatives described below provide an overview of Menlo Park's sustainability achievements.

On December 6, 2016, the City Council adopted three new zoning districts (Connect Menlo). The new districts set the framework for creating the live/work/play environment concept that was desired for the area. Each of the districts includes development regulations, design standards, transportation demand management, and green and sustainable building requirements.

Between El Camino Real and the Caltrain right-of-way (Station 1300 El Camino Real), 11 parcels of land will be transformed into a mixed-use development. These parcels generally consist of vacant, previously developed land. A total of 184 housing units, with 20 of them being Below Market Rate housing, will be included in this space. This project exemplifies smart growth by developing attractive affordable housing adjacent to major transit centers.

In November, the City debuted a Frequent Rider Card program, offering prizes for people who shop locally by bike. Participants received a free "Frequent Rider Card" helping them explore local stores and win prizes when they shopped by bike. Riders could visit seven participating stores by bicycle and make a purchase between November and New Year's Eve.

A hallmark initiative for the City was the creation of its Community Zero Waste Plan. The plan was created through the collaboration of City staff and various consulting groups. Together, these parties form the zero waste plan project team. Many strategies outlined in the plan have a nexus with the City's Climate Action Plan.

In addition to the milestones and accomplishments shown below The City's Environmental Quality Commission meets monthly to discuss a variety of sustainability topics, and the City's Sustainability Division provides

¹ If you have supporting photos, please send high-resolution image files (1 Mb or higher or at least 300 dpi) to: photos@sustainablemateo.org together with a description of the image and photo credits. We will include selected photos on the website and in print materials.

leadership in completing relevant sustainability projects, along with other compliance and regulatory duties. A number of Menlo Park non-profit organizations support these efforts as well.

The City provides residents and businesses with information, tools, and resources to be more sustainable. Examples include quarterly water and garbage bill inserts to make residents aware of sustainability programs and events, solid waste and recycling stickers for our customers so they know what solid waste materials go into which cart/bin, free water-efficient fixture giveaways for our residents, FAQ material on the City's website, and presentational slides that are displayed throughout the City facilities on flat screen TV's. The City has a Facebook, Twitter, and Instagram account that it uses to promote sustainable activities. The City has tabled Sustainability Division information during Facebook Farmers Markets, Earth Day events, and Coastal Cleanup Day events.

Sustainability milestones and accomplishments:

- 2005 - Menlo Park completes baseline GHG inventory
- 2009 - City adopts CAP
- 2012 - City adopts polystyrene food ware ordinance
- 2013 - City adopts 27% GHG reduction target
- 2013 - City adopts reusable bag ordinance
- 2014 - Implementation of Environmental Purchasing Policy
- 2015 - Variable frequency drive systems installed in Burgess Pool and Belle Haven Pool
- 2015 - New chillers and variable frequency drive system installed at City Hall/Administration Building and Library
- 2015 - New energy monitoring system installed at City Hall/Administration building and Library
- 2015 - Solar photovoltaic installations completed at the Arrillaga Family Gymnastics Center, Civic Center parking lot (solar carport), Arrillaga Family Gymnasium, Onetta Harris Community Center, and City Corporation Yard
- 2015 - City teamed up with Menlo Spark, Facebook, and the nonprofit, GRID Alternatives to provide free solar panels to 10 residences in Belle Haven
- 2016 - City Council approves of Caltrain Go Pass for city staff
- 2016 - Electric vehicle charger installations for Civic Center and downtown Parking Plaza 2
- 2016 - Menlo Park named as 2016 Business Environmental Award Finalist
- 2016 - City receives a Silicon Valley Water Conservation Award
- 2017 - City host's 1st annual Earth Day Celebration event
- 2017 - Participates in a Community Choice Energy program called Peninsula Clean Energy
- 2017 - All municipal operations are powered using ECO100 (100% carbon-free renewable electricity)
- 2017 - New zoning ordinances include green sustainable building requirements
- 2017 - Zero Waste Plan