

Menlo Park Neighborhood Plan Steering Committee Monthly Meeting April 13, 2022

Time: 5:30 pm to 6:30 pm

Zoom Meeting link: Join Zoom Meeting

https://us06web.zoom.us/j/86933942204?pwd=WUFTaGNTT1JoQ3IyTkZYclFNNHNhZz09

Draft Agenda

- Welcome
- Last Meeting Minutes: There are no Minutes for the previous Steering Committee meeting. Pending items from previous meeting are incorporated in this Agenda.
- Outreach Efforts:
 - Overseen by Neighborhood Plan Steering Committee
 - Vecinos Happy Hour Success Story (Wendy Sterner)
 - Vecinos Stipend Structure (Will be addressed via separate meeting with Vecinos Program Director and Coordinator)
 - Dia de San Juan (Liza Grant)
 - Overseen by Project Team (Scope of Work)
 - Neighborhood Plan Table at Barrio Sin Nombre Ribbon Cutting Ceremony (Wednesday, May 4, at 5:30 pm)
 - Menlo Park Neighborhood Plan Workshop: The Workshop is the major event that will inform the goals and policies of the plan.
 - Location: Sentinel Building, City Resource Campus, Menlo Park
 - Date: May 7, 2022 (Reserved)
 - Workshop Structure: (Maria Masque)
 - Registration, Presentations, and Discussion sessions
 - Room Layout
 - Event Duration Discussion (See Options page 2 of Workshop Structure document)
 - Discussion Table Topics (See page 2 of Workshop Structure Document)
 - Discussion Tables Subject Area Experts from Various City Departments for (Rebecca Ruopp)
 - Workshop Advertising Strategy:
 - Workshop Flyer/Lawn Sign Steering Committee Approval (Spanish version will also be available)
 - Vecinos Activation for Workshop Flyer Distribution Critical in Getting the Word Out (Maria Masque and Rebecca Ruopp)
 - Vecinos Weak Coverage Areas (Maria Masque)
 - Email Blast
- Current Conditions Assessment Report (CCAR)
 - CCAR Proposed Revisions Comment Matrix (Maria Masque)
 - Steering Committee Review Deadline has been extended until Friday, April 15 for those who
 have not presented their comments yet and wish to do so.
- Steering Committee/Consultant Completed and Upcoming Activities/Actions Log
 - o Brief Update (Maria Masque) Note: Please see Log on next page
- Adjournment







Steering Committee/Consultant Completed and Upcoming Activities/Actions Log

Steering Committee Meeting April 13, 2022

[Next Steering Committee Meeting, Wednesday, May 11, 2022]

The following log shows activities/actions recently completed or to be undertaken over the next month by the Menlo Park Neighborhood Plan Consultant Team and the Menlo Park Steering Committee. These are based on the Scope of Work (SOW) and the Public Engagement Program (PEP) for the Menlo Park Neighborhood Plan.

MENLO PARK NEIGHBORHOOD PLAN CONSULTANT TEAM			
ACTION/ACTIVITY & SOURCE (i.e., SOW, PEP, other)	LEAD PERSON(S)	EST. COMPLETION DATE	STATUS/NOTES
MPNP Workshop (SOW) – Proposal Approved by Steering Committee on July 2021	Linda Morales, Maria Masque, Koren Manning, Rebecca Ruopp	Proposal Approved by SC July 30, 2021	Programming Phase
PEP Approval (SOW)	Menlo Park Neighborhood Association	August 9, 2021	Completed
Menlo Park Management Meeting with PDSD (SOW)	Rebecca Ruopp/Koren Manning/Linda Morales/Maria Masque	Monthly	Completed
Vecinos Coordination Meeting with Lyssa Hall	Rebecca Ruopp/Maria Masque	August 31, 2021	Completed
Vecinos Structure, Maps, and Demographic/Socio- economic data for Thriving Communities Grant	Submitted to Lyssa Hall by Maria Masque	September 15, 2021	Completed
Community Conversations	The Planning Center Team	September-October	Completed
Vecinos Summary Activation for Community Conversations Flyer Distribution	Project Team – Rebecca Ruopp and Maria Masque.	October 7, 2021	Completed
Community Conversations (SOW/PEP)	Project Team	Oct. – Nov. 2021	Completed
Neighborhood Plan Meeting with The Ward 1 Office (SOW)	Rebecca Ruopp/Maria Masque/Alicia Morales	November 2, 2021	Completed
Input Received to Date (Comments & Cards) (SOW)	Maria Masque/Alicia Morales	Ongoing	Completed
Current Conditions Technical Report (SOW)	Rebecca Ruopp leading City Review	Completed	Under review by SC
Tucson Origins Heritage Park Investigation	Maria Masque/Rebecca Ruopp	Completed	Update (Raul's notes)
Caterpillar Investigation	Rebecca Ruopp	Completed	Completed
PEP Schedule Update (SOW)	Maria Masque	In Progress	November SC Mtg.
Debrief Meeting with The Ward 1 Office (SOW/PEP)	Project Team – Koren Manning, Rebecca Ruopp, Maria Masque	December 8, 2021	Completed
MPNA Meeting Attendance	Maria Masque and/or Rebecca Ruopp	Nov. and Dec. 2021	Ongoing as needed.
MENLO PARK STEERING COMMITTEE			
Vecinos Coordination	Zach Yentzer, Director, Wendy Sterner, Coordinator	On going	Ongoing
PEP Approval	MPNA Wendy Sterner/Zach Yentzer	August 9, 2021	Completed
MPNA Survey	Wendy Sterner with Assistance of Project Team	Ongoing	In Progress
Updates to Menlo Park Neighborhood Plan website	Shelly Glandon	As needed	Ongoing
Vecinos Appreciation Happy Hour	Wendy Sterner	Ongoing	Completed
MPNA Elections/Picnic at the Park	Wendy Sterner	February 12, 2022	Completed
Fall 2022 Resource Fair	Wendy Sterner and Liza Grant	Programming Phase	In Progress
Día de San Juan	Liza Grant	Programming Phase	In Progress

