

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 6/14/2017
Time: 7:00 p.m.
Administration Building
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Pledge of Allegiance

D. Reports and Announcements

Under “Reports and Announcements,” staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

E. Public Comment

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

F. Regular Business

- F1. Approve the Complete Streets Commission regular meeting minutes of May 10, 2017 ([Attachment](#))
- F2. Consider that North Lemon Street traffic plan should move to the next step in the Neighborhood Traffic Management Program (NTMP) process, survey for trial installation ([Attachment](#))
- F3. Consider and provide feedback on the Managers’ Mobility Partnership collaborative effort to identify and plan for a safe and accessible north-south bicycle route for travel in the mid-Peninsula ([Attachment](#))

G. Committee/Subcommittee Reports

- G1. Update from Middle Avenue Pedestrian & Bicycle Rail Crossing Subcommittee (Behroozi/Kirsch/Nash/Weiner)
- G2. Update from Multi-Modal Subcommittee (Levin/Walser)
- G3. Update from Oak Grove, University, Crane Bicycle Improvement Project Subcommittee (Kirsch/Walser/Weiner)

G4. Update from Safe Routes to School Program Subcommittee (Lee/Mazzara/Walser/Welton)

G5. Update from Transportation Master Plan Subcommittee (Behroozi/Levin/Nash/Welton)

H. Informational Items

H1. Quorum status for upcoming Complete Streets Commission meetings

I. Adjournment

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

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

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

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

Complete Streets Commission



REGULAR MEETING MINUTES - DRAFT

Date: 5/10/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

- A.** Former Transportation Chair Mazzara called the meeting to order at 7:05 p.m. He indicated that this was the first meeting after the merger of the former Transportation and Bicycle Commissions. Commissioner Mazzara provided recommendations for commissioners and staff to conduct the meeting in an orderly and concise fashion. Commissioner Mazzara then invited the entire Commission to toast Staff Baile for his 12 years of service as the former Transportation Commission staff liaison. Lastly, Commissioner Mazzara asked each commissioners to briefly introduce themselves during roll call.

B. Roll Call

Present: Commissioners: Behroozi, Kirsch, Lee, Levin, Mazzara, Meyer (via telephone from New York, New York), Nash, Walser, Weiner, Welton
Absent: None
Staff: Assistant Public Works Director Nikki Nagaya, Associate Transportation Engineer, Rene Baile, Assistant Engineer Kevin Chen

C. Pledge of Allegiance

D. Public Comment

- Jen Wolosin spoke about the importance of a structured Safe Routes to School Program and encouraged the Commission to get more community involvement.
- Andrew Barnes spoke about the importance of moving the Willows Neighborhood Complete Streets Project forward with the help of the Complete Streets Commission.

E. Regular Business

- E1.** Approve the Bicycle Commission regular meeting minutes of April 10, 2017 and the Transportation Commission regular meeting minutes of April 12, 2017

ACTION: Motioned and seconded (Behroozi/Kirsch) to approve the Bicycle Commission regular meeting minutes of April 10, 2017. Motion passed 6-0-0, by six former Bicycle Commissioners.

Motioned and seconded (Mazzara/Meyer) to approve the Transportation Commission regular meeting minutes of April 12, 2017. Motion passed 2-0-2, by four former Transportation Commissioners, Levin and Walser abstained.

E2. Elect Chair and Vice Chair for the Complete Streets Commission from May, 2017 to April, 2018

ACTION: The following commissioners were voted Chair and Vice Chair for the Complete Streets Commission:

Chair: 1 year term expiring April 30, 2018

Bianca Walser: Nominated by Welton and seconded by Behroozi. Nomination confirmed 6-2-1, Kirsch and Lee voted for other candidates, Walser abstained.

Vice Chair: 1 year term expiring April 30, 2018

Bill Kirsch: Nominated by Mazzara and seconded by Levin. Nomination confirmed 9-1-0, Weiner voted for other candidate.

E3. Discuss Complete Streets Commission roles and responsibilities and mission statement

Staff Chen provided a Power Point presentation and staff Chen and Nagaya answered questions from the Commission.

ACTION: Commission provided input wanting to all seat on the dais. Then each commissioners provided their top considerations for the future mission statement:

Mazzara: to keep residents safe

Levin: to increase use of sustainable transportation, to mature the existing transportation system, to ensure compatibility between City and regional transportation networks and improvements

Nash: to include all members of the community, to promote all modes of transportation

Kirsch: to address near term transportation problems

Weiner: to address transportation problems quicker

Welton: to extract relevant components from the former Transportation and Bicycle Commission mission statements

Walser: to keep the mission statement high level, to emphasize the importance of “last mile” transit connections

Behroozi: to keep the mission statement crisp and succinct

Lee: to have the spirit of inclusiveness

Meyer: to hold true to the Commission name

No action taken.

E4. Create new Complete Streets Commission committees/subcommittees

ACTION: The following subcommittees were created with volunteered subcommittee members listed:

Safe Routes to School Program Subcommittee

Members: Lee, Mazzara, Walser, Welton

Middle Avenue Pedestrian & Bicycle Rail Crossing Subcommittee

Members: Behroozi, Kirsch, Nash, Weiner

Transportation Master Plan Subcommittee

Members: Behroozi, Levin, Nash, Welton

Oak Grove, University, Crane Bicycle Improvement Project Subcommittee

Members: Kirsch, Walser, Weiner

Multi-Modal Subcommittee

Members: Levin, Walser

F. Committee/Subcommitte Reports

No agenda item.

G. Informational Items

G1. Overview of the City of Menlo Park Neighborhood Traffic Management Program

Staff Baile provided a Power Point presentation and staff Baile and Nagaya answered questions from the Commission.

No action taken.

G2. Annual Commission Appreciation Event, May 16, 2017

Staff Baile indicated the event will include Brown Act training from 3:00 p.m. to 5:00 p.m. No comments and questions from the Commission.

G3. Bike to Work Day, May 11, 2017

Staff Baile indicated the City will have five energizer stations within the City. No comments and questions from the Commission.

G4. Ravenswood Grade Separation Project, 3rd Community Meeting, June 7, 2017

Staff Baile indicated a flyer will be sent out to the public. No comments and questions from the Commission.

H. Adjournment

Commissioner Mazzara adjourned the meeting at approximately 9:49 p.m.

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STAFF REPORT

Complete Streets Commission

Meeting Date: 6/14/2017
Staff Report Number: 17-002-CSC

Regular Business: Consider whether the North Lemon Avenue traffic plan should move to the next step in the process, which is a survey for trial installation, in accordance with the City's Neighborhood Traffic Management Program (NTMP)

Recommendation

Recommend that the North Lemon Avenue traffic plan should move to the next step in the process, which is a survey for trial installation, in accordance with the City's Neighborhood Traffic Management Program (NTMP). The North Lemon Avenue traffic plan consists of installation of speed humps at three locations on North Lemon Avenue as shown on Attachment "A".

Policy Issues

This project is consistent with the City's Circulation Element, adopted in 2016, which includes goals of promoting safe, multimodal streets, and minimizing cut-through and high-speed traffic that diminishes the quality of life in Menlo Park's residential neighborhoods.

Background

- North Lemon Avenue, between Valparaiso Avenue and Santa Cruz Avenue, is designated as a neighborhood connector in the Circulation Element of the City of Menlo Park's 2016 General Plan, which is defined as: Low-medium volume residential through street.
- Primarily serves residential neighborhoods.
- Provides high quality conditions for walking and bicycling and distributes vehicle, pedestrian, and bicycle trips to and from other streets.

North Lemon Avenue is a two-way roadway but currently does not have centerline striping. It does not have standard sidewalk, curb, and gutter but allows on-street parking on both sides of the street. There is no speed limit sign on North Lemon Avenue but the prima facie or presumed speed limit on North Lemon Avenue is 25 mph. North Lemon Avenue is not a primary emergency response route for the Menlo Park Fire Protection District as designated in the Circulation Element, but fire or ambulances would need to travel on North Lemon Avenue for any local incidents on the street. Any speed humps installed through this process would be designed to accommodate needed vertical clearance and the wheel widths fire vehicles.

Analysis

After working on the Neighborhood Action Request Form or NARF for approximately eighteen months, on May 23, 2017, residents and property owners on North Lemon Avenue submitted the completed NARF to the City staff, requesting the following traffic measures to address drivers speeding on North Lemon Avenue between Valparaiso Avenue and Santa Cruz Avenue.

1. Installation of a speed hump between 1336 and 1342 North Lemon Avenue and in front of 1335 North Lemon Avenue
2. Installation of a speed hump in front of 1211 and 1228 North Lemon Avenue
3. Installation of a speed hump in front of 1190 North Lemon Avenue and 1189 North Lemon Avenue

Attachment "A", which was part of the NARF, shows the notification or study area, and the approximate locations of the speed humps requested by the petitioners. Staff has verified that this petition included at least 60% of Menlo Park households in the study area established by staff in accordance with the NTMP - the petition included signatures from 26 of 43 (or 61%) households in the study area.

The following are the traffic data collected by staff for three days in April, 2015 related to vehicular traffic volumes and speeds and the collision statistics for the period between 2014 and 2016 on North Lemon Avenue between Valparaiso Avenue and Santa Cruz Avenue. The traffic data were collected at the beginning of the 18-month period while the residents were completing NARF.

1. 85th Percentile Speed: 32 mph southbound and 29.8 mph northbound
2. Average Daily Traffic: 822 vehicles per day
3. Collision Statistics: 0 reported collision on North Lemon Avenue between Valparaiso Avenue and Santa Cruz Avenue.

Based on the above traffic and collision statistics collected on North Lemon Avenue between Valparaiso Avenue and Santa Cruz Avenue, this project qualifies as an NTMP project because one of the three qualifying criteria for an NTMP project is met as follows:

1. The 85th percentile speed must be in excess of the posted speed limit by more than 5 miles per hour (mph). The 85th percentile speed is the speed at or below which 85 percent of motorists travel. In other words, this criteria aim at capturing peak travel speeds. The measured 85th percentile speed on North Lemon Avenue is 32 mph for the southbound direction. This is in excess of 5 mph above the prima facie speed limit of 25 mph.

In accordance with the NTMP, this meeting of the Complete Streets Commission is being held to discuss reported traffic concerns and issues. It is important that the Complete Streets Commission hears the different views and experiences of the neighbors, as well as results of the preliminary City staff evaluation. Through this process, a shared definition of the reported issues can be developed, along with the desired outcomes and applicable solutions that can be further investigated. The Complete Streets Commission has the discretion to deny the request, recommend an alternative action, or continue to pursue Level II measures. Residents disagreeing with the decision of the Complete Streets Commission may appeal to the City Council.

Staff recommends that the North Lemon Avenue traffic plan should move to the next step in the process, which is survey for trial installation, for the following reasons:

1. North Lemon Avenue traffic plan qualifies as an NTMP project based on the gathered traffic statistics; and,
2. The requested measures i.e. speed humps, in the traffic plan will address the drivers speeding on North Lemon Avenue.

Impact on City Resources

There will be City resources involved such as staff time and mailing costs in preparing the surveys for trial installation to the North Lemon Avenue residents and should be available in the City's Transportation Division budget for 2017-18. There will be costs associated with the installation of speed humps, which in previous projects, costs approximately \$5,000 to \$6,000 per speed hump.

Environmental Review

Environmental review is not required for this item at this time since it does not involve any construction. However, environmental review will be conducted at the time the City Council approves the trial installation but is expected to be Categorically Exempt under the California Environmental Quality Act since it involves minor construction on a public street.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Postcard notices of this meeting were also mailed to the residents on North Lemon Avenue.

Attachments

- A. North Lemon Avenue Location Map Including Petition for Study Area, Problem Area and Approximate Locations of Requested Speed Humps

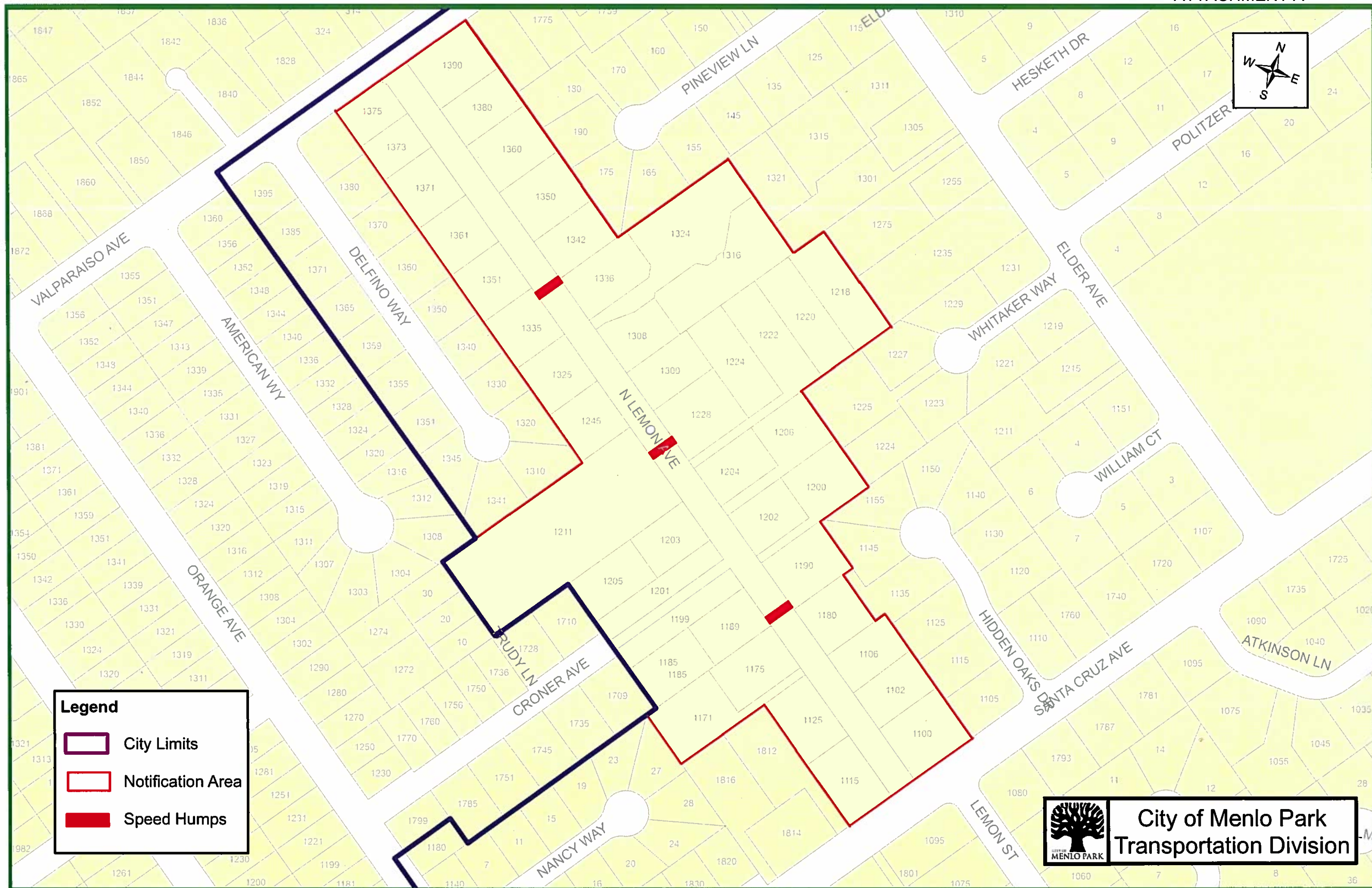
Report prepared by:

Rene Baile, P.E., Associate Transportation Engineer

Report reviewed by:

Nikki Nagaya, P.E., Assistant Public Works Director

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**STAFF REPORT****City Council****Meeting Date:****2/7/2017****Staff Report Number:****17-032-CC****Consent Calendar:**

Adopt a resolution in collaboration with the Cities of Mountain View, Palo Alto and Redwood City directing staff to participate in sub-regional planning on bike routes

Recommendation

Staff recommends the City Council adopt a resolution (Attachment A) of support endorsing a collaborative effort with the Cities of Mountain View, Palo Alto and Redwood City to identify and plan for a safe and accessible north-south bicycle route for travel across and between these mid-Peninsula communities.

Policy Issues

The proposed resolution is consistent with the City's 2016 Circulation Element that includes goals to (1) provide safe, efficient circulation system that promotes a healthy, safe, and active community and quality of life throughout Menlo Park and (2) increase accessibility for and use of streets by pedestrians, bicyclists, and transit riders. Additionally, policies to support coordination with neighboring jurisdictions to implement regional transportation improvements are consistent with this effort.

Background

After several discussions regarding transportation and mobility challenges common to the mid-Peninsula region, on May 2, 2016, the city managers of Menlo Park, Mountain View, Palo Alto and Redwood City and senior leadership at Stanford University committed to work collaboratively on transportation solutions to improve walkability, enhance the bicycle network, address first- and last-mile challenges associated with using transit, advocate for enhanced Caltrain service, and improve traffic signal coordination and other "smart" approaches for travel on major arterials crossing the mid-Peninsula. One focus area identified by the group is to enhance bicycle networks and infrastructure with the goal of creating an interconnected, regional bicycle network.

Analysis

Given the ease of implementation, the low cost relative to other transportation projects, and the potential to make significant improvements in a short time, upgrading bicycle infrastructure in the mid-Peninsula makes practical sense. For this reason, the Managers Mobility Partnership has been discussing the need for a north-south bicycle corridor traversing the four cities. In Menlo Park, this route is expected to be located on an existing bike route between El Camino Real and Middlefield Road to connect to key destinations and include only potential minor stripping, sign or signal modifications. To document this commitment, each city is seeking City Council approval of a resolution authorizing staff to do the following:

1. Carry out a short-term project to delineate existing North-South routes more effectively, with common signage across the four cities, and improvements made where there are gaps and difficulties for the cyclist.
2. Initiate a longer-term creative process to identify new, more linear and more continuous north-south route(s). The resolution kicks off a planning process for a high-quality, secure bicycle facility, one that is safe for use by cyclists from age 8 to age 80.
3. Coordinate with Partnership communities on a thorough, systematic, and broad-based community engagement process to identify the route(s).

The City Councils of Mountain View, Palo Alto and Redwood City have each approved the resolution as attached at meetings in January 2017.

Staff anticipates using community engagement channels to be initiated for the Transportation Master Plan in the coming year to seek community input on a potential route. Outreach and planning would be coordinated with immediate neighbors, including the Town of Atherton, San Mateo County, and East Palo Alto, as well as Partnership cities. This coordination is critical to developing a corridor that would allow residents to seamlessly and safely traverse jurisdictional boundaries. Proposed designs that result from these engagement efforts would be developed with the input and review of the Bicycle Commission and would ultimately return to the City Council for approval.

Impact on City Resources

Designating an existing north-south bicycle route and exploring longer-term projects would be accomplished within existing staff resources and funding through related ongoing projects. Decision making on designating a route and funding any significant capital improvement would be at the Council's discretion at a future date.

Environmental Review

The adoption of this resolution is not a project under the California Environmental Quality Act. Any specific projects that result from this process would be reviewed for potential environmental impacts as those projects are defined.

Public Notice

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

Attachments

- A. Resolution

Report prepared by:
Nicole H. Nagaya, Assistant Public Works Director

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK, IN COLLABORATION WITH THE CITIES OF MOUNTAIN VIEW, PALO ALTO AND REDWOOD CITY, PROVIDING DIRECTION TO PARTICIPATE IN SUB-REGIONAL PLANNING ON BIKE ROUTES

WHEREAS, the cities of Menlo Park, Mountain View, Palo Alto and Redwood City face transportation and mobility challenges in their communities in the wake of regional population growth and economic expansion; and

WHEREAS, the managers of these four cities have agreed to work jointly to address these challenges, through the Managers' Mobility Partnership; and

WHEREAS, enhancing the bicycle network and associated infrastructure is a crucial component of comprehensive transportation planning; and

WHEREAS, biking collisions disproportionately affect disadvantaged people in our region; and

WHEREAS, increasing the number of bicycle commuters is a shared goal of the four cities in the Managers Mobility Partnership; and

WHEREAS, an interconnected regional network of bicycle routes is necessary to increase the number of people who choose to bicycle as a form of transportation.

NOW, THEREFORE, BE IT RESOLVED, the City Council of Menlo Park does hereby:

SECTION 1. City of Menlo Park will begin a collaborative process of identifying a high-quality, safe, north-south Mid-Peninsula bicycle corridor which traverses the four partner cities of the Managers' Mobility Partnership.

SECTION 2. Each city will engage in its own public outreach process and coordinate closely with the other Partnership cities to articulate the route for that north-south bicycle corridor.

SECTION 3. The bicycle corridor will be one that is:

- a. Suitable for riders of all ages and abilities;
- b. Direct, and serves as an artery linking the partner cities;
- c. Identified by suitable signage;
- d. Provides access to downtown areas, job centers, and other intense land uses.

SECTION 4. In the short term, the cities will collaborate to address gaps, enhance signage, and explore other improvements to the existing bicycle network between communities.

I, Pamela Aguilar, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the seventh day of February, 2017, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this seventh day of February, 2017.

Pamela Aguilar, CMC
City Clerk