

# Complete Streets Commission



## REGULAR MEETING AGENDA

**Date:** 7/12/2017  
**Time:** 7:00 p.m.  
**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 June 14, 2017 ([Attachment](#))
- F2. Recommend to City Council parking restrictions for Marcussen Drive and Pine Street ([Attachment](#))
- F3. Consider Support for Pedestrian and Bicycle Improvement Project for the Transportation Development Act Article 3 Grant Program ([Attachment](#))
- F4. Presentation by the Middle Avenue Pedestrian & Bicycle Rail Crossing Subcommittee
- F5. Consider Support for improvements at Middlefield Road between Linfield Drive and Santa Monica Avenue

- G. Committee/Subcommitte Reports**

- G1. Update from Multi-Modal Subcommittee (Levin/Walser)
- G2. Update from Oak Grove, University, Crane Bicycle Improvement Project Subcommittee

(Kirsch/Walser/Weiner)

G3. Update from Safe Routes to School Program Subcommittee (Lee/Mazzara/Walser/Welton)

G4. Update from Transportation Master Plan Subcommittee (Behroozi/Levin/Nash/Welton)

## **H. Informational Items**

H1. Major project status updates

H2. Upcoming Commission meeting schedule

## **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.

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## Complete Streets Commission



## REGULAR MEETING MINUTES - DRAFT

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

**A.** Chair Walser called the meeting to order at 7:04 p.m.

**B. Roll Call**

**Present:** Commissioners: Behroozi, Kirsch, Levin, Mazzara, Meyer, Nash, Walser, Weiner, Welton  
**Absent:** Commissioners: Lee  
**Staff:** Assistant Public Works Director Nikki Nagaya, Associate Transportation Engineer, Rene Baile, Assistant Engineer Kevin Chen

**C. Pledge of Allegiance**

**D. Reports and Announcements**

Staff Chen provided a summary of past transportation project public meetings and Council actions on transportation related items at past City Council meetings that occurred since the last Complete Streets Commission meeting on May 10, 2017.

**E. Public Comment**

- Steve Van Pelt spoke about the importance of proper longitudinal design slopes for bicyclists and recommended that the Ravenswood Avenue Railroad Crossing Project should keep bicycle traffic away from vehicular traffic on Ravenswood Avenue so proper design slopes can be achieved. He also spoke about the need to maintain adequate access for all travel modes during construction phases.
- Jen Wolosin spoke about the need to develop different street portfolios for the different travel modes. She invited the Commission and City Council to explore the City and witness issues first hand.

**F. Regular Business**

F1. Approve the Complete Streets Commission regular meeting minutes of May 10, 2017 ([Attachment](#))

**ACTION:** Motion and second (Walser/Kirsch) to approve the Complete Streets Commission regular meeting minutes of May 10, 2017. Motion passed 9-0-0-1, Commissioner Lee absent.

F2. Consider that North Lemon Avenue traffic plan should move to the next step in the Neighborhood Traffic Management Program (NTMP) process, survey for trial installation ([Staff Report # 17-002-CSC](#))

Staff Baile provided a presentation and answered questions from the Commission ([Presentation](#)).

Public Comments:

- Malvika Behl, N Lemon Avenue resident, thanked the Commission, spoke about the increased speeding on N Lemon Avenue and support for the project.
- Julie Pietrantoni, N Lemon Avenue resident, spoke about the unsafe road conditions on N Lemon Avenue and support for the project.
- Susan Barker, N Lemon Avenue resident, concurred with previous speakers and asked questions on the overall NTMP process.
- Ron Dumont, N Lemon Avenue resident, spoke about the need for resident input on where and how many speed humps should be installed on N Lemon Avenue.
- Robert Lum, N Lemon Avenue resident, identified Orange Avenue, N Lemon Avenue, and Elder Avenue as primary cut-through routes and expressed support for the project.

**ACTION:** Motion and second (Levin/Behroozi) to move the project forward. Motion passed 9-0-0-1, Commissioner Lee absent.

- 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](#))

Staff Nagaya provided a presentation and answered questions from the Commission ([Presentation](#)).

Public Comment:

- Steve Van Pelt spoke about the importance of connecting Alma Street bike lanes to the bicycle facilities proposed in the Ravenswood Avenue Railroad Crossing Project. He also believed there are ways to construct the Ravenswood Railroad Crossing Project without a shoofly.

**ACTION:** Motion and second (Welton/Weiner) to approve the proposed route with modification to include Crane Street instead of University Drive as part of the proposed network; support working with Town of Atherton on a crossing mitigation at Valparaiso Avenue; and recommendation to replace the "Bici Real" name. Motion passed 9-0-0-1, Commissioner Lee absent.

## **G. Committee/Subcommittee Reports**

- G1. Update from Middle Avenue Pedestrian & Bicycle Rail Crossing Subcommittee

Commissioner Weiner informed the Commission of a Subcommittee meeting on June 5, 2017, and requested to agendaize an update for the next Commission meeting in July 2017.

- G2. Update from Multi-Modal Subcommittee

Chair Walser reported on the subcommittee's communication.

- G3. Update from Oak Grove, University, Crane Bicycle Improvement Project Subcommittee

Vice Chair Kirsch asked for and received a project update from Staff Chen. Staff Chen stated that two bid proposals were received for the construction of the project, with the apparent low bidder came in below the engineer's estimate and the bid proposal is under review for completeness. Commissioner Weiner informed the Commission of a resident/Commissioner-led project web page available to the public (<http://bikemenlopark.weebly.com/oak-grove-bike-route.html>).

G4. Update from Safe Routes to School Program Subcommittee

Chair Walser voiced support for walking tours to identify key areas for the Program to address.

G5. Update from Transportation Master Plan Subcommittee

Commissioner Levin asked for and received a project update from Staff Chen and Nagaya. Staff stated that a project kickoff meeting took place on June 14, 2017, and discussed the project scope of work, goals for the Master Plan, and the need to create a Technical Advisory Committee and a Steering Committee for the duration of the project. Commissioners Welton and Behroozi recommended the inclusion of the Parks & Recreation Commission and Parents for Safe Routes, respectively, to the Transportation Master Plan Steering Committee.

**H. Informational Items**

H1. Quorum status for upcoming Complete Streets Commission meetings

Staff Chen reiterated the need of a quorum for the July meeting, where the Commission will consider support for projects for upcoming grant opportunities.

**I. Adjournment**

Chair Walser adjourned the meeting at approximately 9:21 p.m.

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**STAFF REPORT****Complete Streets Commission**

**Meeting Date:** 7/12/2017  
**Staff Report Number:** 17-003-CSC

**Regular Business:** **Recommend to City Council parking restrictions for Marcussen Drive and Pine Street**

**Recommendation**

Staff requests that the Complete Streets Commission recommend to City Council the following proposed parking restrictions for Marcussen Drive and Pine Street which are intended to manage the potential of overflow parking from the Oak Grove, University, Crane Bicycle Improvement Project:

1. Implement a Residential Parking Permit program for Marcussen Drive residents' from 8am to 5pm except holidays and weekends.
2. Conduct additional outreach to the residents of Pine Street in order to identify the parking treatment preferred by the neighborhood.

**Policy Issues**

On February 7, 2017, the City Council approved their 2017 Work Plan which includes the Project (#50). This Project is also consistent with the policies stated in the 2016 City of Menlo Park General Plan Circulation Element. These policies seek to improve safe multi-modal transportation and encourage health and wellness through active transportation options.

**Background**

On December 6, 2016, City Council approved a concept plan for a one-year trial installation of bicycle improvements on Oak Grove Avenue, Crane Street and University Drive. The Council's approval also included direction to include parking on the south side of Oak Grove Avenue between Alma Street and Laurel Street, to include raised delineators where the buffered space narrowed to 18 inches, and to identify a set of metrics to measure the effectiveness of the trial. At this meeting, the Council also appropriated funds for the design and construction of this project and authorized the City Manager to award a construction contract after the project was bid.

On March 28, 2017, City Council reviewed metrics to assess the one-year trial installation. As part of that review the Council directed staff to move forward with time-sensitive trial metrics on parking, traffic and speed data, and conduct additional community outreach before the trial is installed, and to identify potential design alternatives to address parking needs during large special events.

On April 18, 2017, City Council directed staff to construct the bicycle facility in a single phase during the summer in order to begin the one-year trial installation prior to the start of local schools, modify the design to allow parking on weekends on Oak Grove Avenue between Laurel Street and the city limits to the east, and to allow on-street parking for 15 Nativity Church special events each year. Staff was also directed to bring forward recommendations for Pine Street and Marcussen Drive to manage potential overflow parking.

## Analysis

Following Council direction, staff engaged with residents on Marcussen Drive and Pine Street to identify neighborhood concerns and gather input on options to manage potential overflow parking from the one-year trial installation of bicycle improvements on Oak Grove Avenue. Feedback from residents of each street was collected through a two-step process; first, outreach to gather general ideas and secondly, a vote on the most popular preferences was conducted. Following the City's Neighborhood Traffic Management Program policy, a consensus threshold of 60% neighborhood support was applied for changes to be considered.

### Marcussen Drive

Marcussen Drive is a residential street with existing "No Parking" between 7:00 am – 9:00 am on both sides of the street and between 4:00 pm – 6:00 pm on the southern end of the street. On May 18, 2017, the first outreach effort to Marcussen Drive was conducted by sending a letter to a neighborhood email list that had been provided by residents. Forty-four percent of the residents responded to the initial letter and stated concerns that the existing time restrictions were not effective, the available street width was too narrow with cars parked on both sides, and that the current restrictions burden residents. Based on the resident feedback, four options to manage parking were identified as shown in Table 1. A ballot with these options was mailed out to the residents on June 14, 2017, and ninety-six percent of the residents responded. The results of the vote are shown below:

Table 1: Marcussen Drive Voting Results

Parking Restriction Option	Percentage of Neighborhood in Support
<b>Option 1:</b> No Parking between 8:00 AM – 10:00 AM (Except holidays/weekends)	2%
<b>Option 2:</b> Two-Hour Parking between 8:00 AM – 5:00 PM (Except holidays/weekends)	5%
<b>Option 3:</b> Residential Parking Permit between 8:00 AM – 5:00 PM (Except holidays/weekends)	87%
<b>Option 4:</b> No changes	6%*

\* Residences that did not vote were included in the count for Option 4: No Changes

Based on the residents' votes, staff recommends that the Residential Parking Permit (RPP) option be implemented. The RPP would allow each residence three parking permits available for purchase through the Menlo Park Police Department for an administrative fee and would allow vehicles with this parking permit displayed to park on Marcussen Drive between 8:00am and 5:00pm on weekdays. A permit would not be required to park on weekends or holidays.

### Pine Street

Pine Street is a residential street with existing parking restrictions between 7:00 am – 9:30 am on the southeast corner of the street and no parking any time on the west side of the street between Cherry Avenue and Ravenswood Avenue. On May 31, 2017, the first outreach effort to Pine Street was conducted by mailing letters to all Pine Street residents. Forty percent of the residents responded to the initial letter and stated concerns that the available street width was too narrow for emergency vehicles to pass when cars parked on both sides and that residents needed to have parking options. Based on the resident



feedback, three options to manage parking were identified as shown in Table 2. A ballot with these options was mailed to the neighborhood on June 22, 2017. Staff received concerns from residents that some property owners or residents did not receive the ballot, and a third letter was sent to all property owners and residents on Thursday, June 29. The results of the vote are shown below:

Table 2: Pine Street Voting Results

Parking Restriction Option	Percentage of Neighborhood in Support
<b>Option 1:</b> No Parking Anytime on the Odd-Numbered side of the street (West side)	30%
<b>Option 2:</b> Residential Parking Permit between 8:00 AM and 5:00 PM (Except holidays/weekends)	10%
<b>Option 3:</b> No Changes	60%**

\*\* As of July 6, 2017, 43% of the residents have not responded and their votes have been included in Option 3: No Changes.

As of noon on July 6, 2017, fifty-seven percent of the Pine Street residents responded, with only forty percent in support of any change to the existing parking restrictions. Since less than sixty percent of the neighborhood was in support of a change to the existing parking restrictions, staff recommends that no changes be implemented on Pine Street at this time. With neighborhood consensus, staff would be comfortable recommending either option as summarized in Table 2. Staff will continue to count votes and provide an updated summary as part of the Commission presentation at the meeting as well. If parking overflow from Oak Grove Avenue becomes a concern following installation of the pilot project, parking restrictions can be reconsidered.

### Impact on City Resources

The City's current adopted budget includes staff time for review and inspections for this project. Funding for construction and consultant services were appropriated in December 2016.

### Environmental Review

The approval of a No Parking zone is categorically exempt under Class 1 of the California Environmental Quality Act. Class 1 allows for minor alterations of existing facilities, including highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use.

### Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Marcussen Drive and Pine Street each received two notices of the potential parking restrictions and the Complete Streets Commission meeting during the months of May and June. A third notice was sent to residents on Pine Street due to concerns that some residents may not have received prior notices.

**Attachments**

None

Report prepared by:  
Michael Tsai, Assistant Engineer

Report reviewed by:  
Nicole Nagaya, Assistant Public Works Director

**STAFF REPORT****Complete Streets Commission****Meeting Date:** 7/12/2017**Staff Report Number:** 17-004-CSC**Regular Business:**

**Consider Support for Pedestrian and Bicycle Improvement Project for the Transportation Development Act Article 3 Grant Program**

**Recommendation**

Staff recommends that the Complete Streets Commission support the grant application for Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program construction funding for the Pedestrian and Bicycle Improvement Project (Project). The Project includes the following proposed improvements:

- Crosswalk enhancements including a rectangular rapid flashing beacon (RRFB) at Blake Street and Middle Avenue and San Mateo Drive and Middle Avenue
- Ringwood Avenue Bike Route Markings
- San Mateo Drive Bike Route Markings
- Pierce Road Sidewalk Improvements
- Coleman Avenue Sidewalk Improvements

**Policy Issues**

The proposed project is consistent with policies stated in the 2016 General Plan Circulation Element. These policies seek to maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe, and active community and quality of life throughout Menlo Park.

**Background**

On May 15, 2017, the City/County Association of Governments (C/CAG) of San Mateo County issued a Call for Projects for the Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program. Funding for the TDA Article 3 Pedestrian and Bicycle Program is made available by the State and is annually distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis. C/CAG requires an action of support from a bicycle and pedestrian advisory board for the Project and the City's application for TDA Article 3 Pedestrian and Bicycle Program funds. Staff is proposing to submit an application for TDA Article 3 funds for the Menlo Park Citywide Bicycle/Pedestrian Improvements Project.

**Analysis**

The purpose of the Menlo Park Bicycle and Pedestrian Enhancement Project is to provide intersection and facility improvements to the City of Menlo Park's bicycle and pedestrian infrastructure to close gaps in the existing multi-modal transportation system and to enhance visibility at intersection crossings. This Project

includes enhancements and upgrades to intersection crossings, sidewalks, and accessible ramps at multiple locations throughout the City resulting in improved safety and connectivity to and from schools, parks, transit stations, and other destinations across the City and neighboring jurisdictions.

City staff has identified the following improvements for TDA Article 3 funding consideration based on several factors including proximity to schools, high-activity areas, pedestrian and bicycle demand, cost, and transportation network gap closures:

- *Coleman Avenue Sidewalk Improvements*

The proposed project on Coleman Avenue will construct approximately 70 feet of new curb, gutter, and sidewalk on the west side of Coleman Avenue at the intersection with Santa Monica Avenue. In addition to sidewalk construction, new ADA compliant curb ramps to improve access and complete the gap in the pedestrian network within Menlo Park would be constructed. Coleman Avenue provides improved walking access to Willow Oaks School, bus stops for both Laurel and Upper Laurel School, and other nearby parks and destinations.

- *Pierce Road Sidewalk Improvements*

The proposed improvements on Pierce Road will install curb, gutter, sidewalks, driveways, and ADA compliant curb ramps to complete several gaps, approximately 600 feet, in the pedestrian network between the Ringwood/101 pedestrian overcrossing and Henderson Avenue (~1200 ft), providing safer and more accessible walking routes to: Belle Haven Elementary School, Menlo Atherton High School, Boys & Grills Clubs of the Peninsula, Menlo Park City Library, Onetta Harris Community Center, Flood Park, Market Place Park, Kelly Park, and transit stops.

- *Middle Avenue & Blake Street Crosswalk Enhancements*

The proposed crosswalk enhancements will restripe the existing crosswalk, install a RRFB and install ADA compliant curb ramps to improve visibility, enhance connectivity and provide safe routes to nearby schools, transit stops, parks, and activity centers, including: Little House Activity Center, Hillview Middle School, Jack W. Lyle Park, Nealon Park, and Downtown Menlo Park.

- *Middle Avenue & San Mateo Avenue Crosswalk Enhancements*

The proposed crosswalk enhancements will restripe the existing crosswalk, install a RRFB, install bicycle markings, and install ADA compliant curb ramps to improve visibility, enhance connectivity and provide safe routes to nearby schools, parks, activity centers, transit stops, and the San Mateo Avenue pedestrian & bicycle bridge linking to Palo Alto. Destinations include: Oak Knoll Elementary, Hillview Middle School, Arbor Road Park, Stanford Shopping Center, Lucile Packard Children's Hospital and Stanford Hospital.

- *San Mateo Avenue/Walpole Drive & Ringwood Avenue Bike Route Markings*

The proposed improvements will install sharrows (Class III-Bike Route Markings) and signage along San Mateo Avenue between the San Mateo Avenue pedestrian & bicycle bridge and Valparaiso Avenue, and along Ringwood Avenue between the Ringwood/101 pedestrian overcrossing and Bay Road to increase bicycle awareness and connectivity to the bicycle network. These routes are identified in the 2005 Comprehensive Bicycle Development Plan and improvements are identified in the 2016 General Plan Circulation Element and in the San Mateo

## County Comprehensive Bicycle and Pedestrian Plan.

The grant application for the Project is being prepared in accordance with the goals and objectives established by Council under the 2016 General Plan Circulation Element. The grant application is required to be submitted by July 14, 2017, along with a motion of support by the Complete Streets Commission. Staff is finalizing the grant application and will be seeking \$375,000 in funding to complete the Project with a local match of \$150,000 (40%).

Staff is continuing to search for funding opportunities for other projects that have been identified through resident feedback, Commission feedback, or identified by staff. Several additional grant programs are anticipated to be announced later this year, specifically for pedestrian and bicycle projects and safe routes to school improvements. Staff has prepared a list of potential projects (Attachment A) for consideration in upcoming grant opportunities. Commission feedback on this list of potential future projects is welcome to help staff plan ahead for future grant opportunities.

### **Impact on City Resources**

Staff resources are required to support this project. If TDA Article 3 funding is approved, staff will be request Council to include the projects into the Capital Improvement Program for FY 17-18, advancing the necessary funds and staff resources to take advantage of the grant funds. It may impact the timely completion of previously funded projects.

### **Environmental Review**

The installation of these improvements are categorically exempt under Class 1 of the California Environmental Quality Act. Class 1 allows for minor alterations of existing facilities, including highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use.

### **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. List of Potential Future Projects

Report prepared by:

Octavio Duran Jr., Assistant Engineer

Report reviewed by:

Nicole H. Nagaya, Assistant Public Works Director

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## List of Potential Future Projects

### Sidewalk or Walking Path Gaps

- Oak Grove Avenue near Vallambrosa Center (between Nativity Church and School)
- Haven Avenue near Anton Menlo Apartments
- O'Connor Street near Elliot Drive, and between Menalto Avenue and Elliot Drive
- Menalto Avenue between O'Keefe Street and Walnut Street
- Encinal Avenue between Felton Drive & Railroad (Caltrain) Tracks
- Laurel Street between Glenwood Avenue and Encinal Avenue

### Rectangular Rapid Flashing Beacons (RRFB)

- Valparaiso Avenue/Elder Avenue (2<sup>nd</sup> leg)
- Middlefield Road/Linfield Drive (replacement of existing in-roadway system)
- Oak Grove Avenue/Marcussen Drive

### Pedestrian Hybrid Beacon

- Middlefield Road/Linfield Drive – Santa Monica Avenue, in collaboration with the Menlo Park Fire Protection District<sup>1</sup>

### Crosswalk Enhancements + Curb Extension

- Sharon Road/Eastridge Avenue

### Bike lanes

- Marsh Road – Scott Drive to Bay Road
- Middlefield Road– South of Willow Road
- Green bike lane installation in existing bike lanes – Willow Road within Caltrans right-of-way (O'Brien Drive to Bayfront Expressway)

### Other projects

- El Camino Real Pedestrian Crossings at Roble Avenue, Encinal Avenue
- Speed feedback sign on Santa Cruz Avenue near Oakdell Drive

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<sup>1</sup> This location and suggested improvement is currently being evaluated by staff based on the Fire District's request to the City on June 26, 2017. It is expected to be brought forward to the City Council at a future meeting for consideration of staff resources and prioritization, before funding opportunities are pursued.

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