

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 8/9/2017
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 July 12, 2017 ([Attachment](#))
- F2. Approve installation of red curbs and removal of one non-conforming on-street parking space at 1330 Hoover Street ([Attachment](#))
- F3. Approve installation of red curb and removal of two on-street parking spaces on Santa Cruz Avenue adjacent to Fremont Park ([Attachment](#))
- F4. Nominate a Commissioner to serve on the Transportation Master Plan Oversight and Outreach Committee ([Attachment](#))
- F5. Recommendation to the City Council to send a letter of support for the County of San Mateo Bicycle Marking Improvement Project (Santa Cruz Avenue between Sand Hill Road and Alameda de las Pulgas) ([Attachment](#))

G. Informational Items

- G1. Update on the Citywide Safe Route to School Program

G2. Brown Act and Conflicts of Interest update

G3. Major project status updates

G4. Upcoming Commission meeting schedule

H. Committee/Subcommittee Reports

H1. Update from Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee (Behroozi/Kirsch/Nash/Weiner)

H2. Update from Multimodal Subcommittee (Levin/Walser)

H3. Update from Oak Grove, University, Crane Bicycle Improvement Project Subcommittee (Kirsch/Walser/Weiner)

H4. Update from Safe Routes to School Program Subcommittee (Lee/Mazzara/Walser/Welton)

H5. Update from Transportation Master Plan Subcommittee (Behroozi/Levin/Nash/Welton)

I. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.org and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 8/3/2017)

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: 7/12/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Chair Walser called the meeting to order at 7:07 p.m.

B. Roll Call

Present: Behroozi, Kirsch, Lee, Levin (arrived at 7:21 p.m.), Mazzara, Nash, Walser, Weiner, Welton (arrived at 7:19 p.m.)

Absent: Meyer

Staff: Assistant Public Works Director Nikki Nagaya, Assistant Engineers Kevin Chen, Michael Tsai, Octavio Duran

C. Pledge of Allegiance

D. Reports and Announcements

Staff Chen provided a summary of past Council actions on transportation related items at the past City Council meeting that occurred since the last Complete Streets Commission meeting on June 14, 2017.

E. Public Comment

- Jen Wolosin spoke about San Mateo County's Santa Cruz Avenue Corridor Study project.
- Pamela Jones spoke about recent signage and speed limit changes on Hamilton Avenue.
- Michael Doran spoke about the Santa Cruz Avenue Sidewalk project.

F. Regular Business

F1. Approve the Complete Streets Commission regular meeting minutes of June 14, 2017

ACTION: Motion and second (Kirsch/Mazzara) to approve the Complete Streets Commission regular meeting minutes of June 14, 2017, passes (8-0-1-1; Lee abstained; Meyer absent).

F2. Recommend to City Council parking restrictions for Marcussen Drive and Pine Street

Staff Tsai provided a presentation.

Public Comments:

- Tom Prussing spoke the importance of area resident parking and made suggestions for a streamlined outreach process.
- Vincent Burk spoke about Pine Street parking users, enforcement challenges and the neighborhood ballot result.

- Nancy Martin spoke about the parking demand and safety for pedestrians and local vehicles.
- Rory Hartong-Redder supported doing what is best for the street.

ACTION: Motion and second (Kirsch/Weiner) to support Option 3 for Marcussen Drive, implementing a residential parking permit effective between 8 a.m. to 5 p.m., except weekdays and holidays, passes (8-1-1; Mazzara dissented; Meyer absent).

ACTION: Motion and second (Kirsch/Behroozi) to support Option 1 for Pine Street, implementing no parking anytime on the odd-numbered (west) side of the street, fails (1-8-1; Kirsch aye; Meyer absent).

By consensus the Commission requested staff continue outreach to Pine Street residents in order to garner neighborhood consensus on a preferred parking treatment, with a note identifying what Marcussen Drive residents have requested.

F3. Consider Support for Pedestrian and Bicycle Improvement Project for the Transportation Development Act Article 3 Grant Program

Staff Duran and Nagaya provided a presentation.

ACTION: Motion and second (Welton/Levin) to support the grant application, passes (9-0-1; Meyer absent).

F4. Presentation by the Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee

Commissioner Weiner provided presentations on a 500 El Camino Real circulation proposal and a Middle Avenue Complete Streets options.

The Commission requested staff to share the presented improvements with the project consultant team and consider recommending amendments to the Downtown Specific Plan to provide for a possible multi-use pathway and reduced parking supply.

F5. Consider Support for improvements at Middlefield Road between Linfield Drive and Santa Monica Avenue

Commissioner Weiner provided a presentation.

Public Comment:

- Jen Wolosin spoke in support of installation of a double HAWK signal.

ACTION: Motion and second (Levin/Behroozi) to encourage the City Council to advance this project, passes (9-0-1; Meyer absent).

G. Committee/Subcommittee Reports

G1. Update from Multimodal Subcommittee

Commissioner Levin reported on her visit to the Bishop Ranch office park for a demonstration of its autonomous shuttle pilot program. She indicated a written report on the visit will be shared in the future.

G2. Update from Oak Grove, University, Crane Bicycle Improvement Project Subcommittee

Staff Chen provided a project update and schedule.

G3. Update from Safe Routes to School Program Subcommittee

Chair Walser reported that the first subcommittee meeting will take place in the near future.

G4. Update from Transportation Master Plan Subcommittee

Commissioner Levin asked for project update. Staff Chen indicated this is part of Item H1.

H. Informational Items

H1. Major project status updates

Staff Chen provided project updates on:

- Haven Avenue Streetscape project
- Dumbarton Transportation Corridor Study
- Santa Cruz Avenue Sidewalk project
- Transportation Master Plan project

H2. Upcoming Commission meeting schedule

Staff Chen provided a summary of agenda items for the next meeting.

I. Adjournment

Chair Walser adjourned the meeting at 11:30 p.m.

The background of the slide is a photograph of a park. In the foreground, there is a wooden fence made of vertical posts. Behind the fence is a grassy field. In the distance, two people are standing on a grassy hill. The sky is overcast with grey clouds. The image is framed by a teal banner across the middle and a light green and grey border on the left side.

OAK GROVE AVE, CRANE ST, UNIVERSITY DR BIKE IMPROVEMENT PROJECT

July 12, 2017



Today's Presentation



- Previous Council Action
- Marcussen Drive
- Pine Street



April 18, 2017 Council Direction

- Approved single phase construction schedule
- Modified design to accommodate parking
- Staff recommendations to manage parking on Marcussen Drive and Pine Street



Marcussen Drive

Existing Conditions: “No Parking” between 7:00 am – 9:00





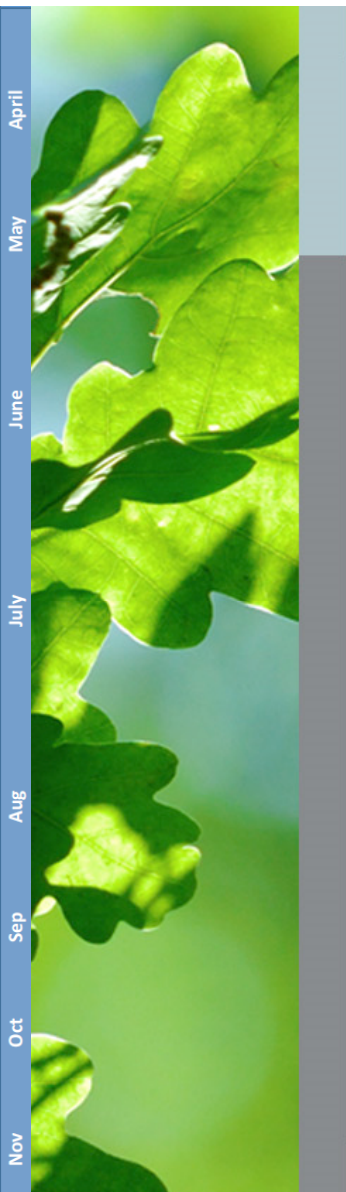
Marcussen Drive

May 18, 2017 email to the neighborhood

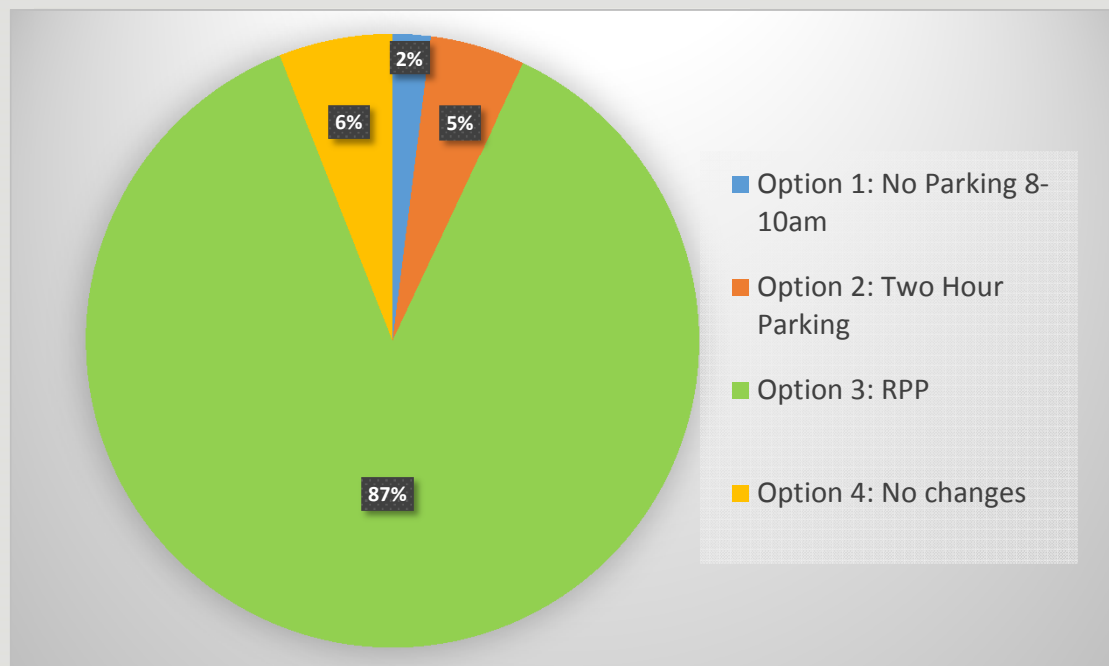
- 44% response rate
- Concerns
 - Existing restrictions are not effective
 - Narrow roadway width
 - Burden on residents

June 14, 2017 Ballot sent to neighborhood

- 96% response rate



Marcussen Drive Neighborhood Vote





Pine Street

Existing conditions:

- No Parking Anytime (west side between Cherry and Ravenswood)
- No Parking between 7-9 am (east side between Cherry and Ravenswood)





Pine Street

May 18, 2017 initial letter mailed to the neighborhood

- 40% response rate
- Concerns
 - Available street width too narrow for Emergency Vehicles

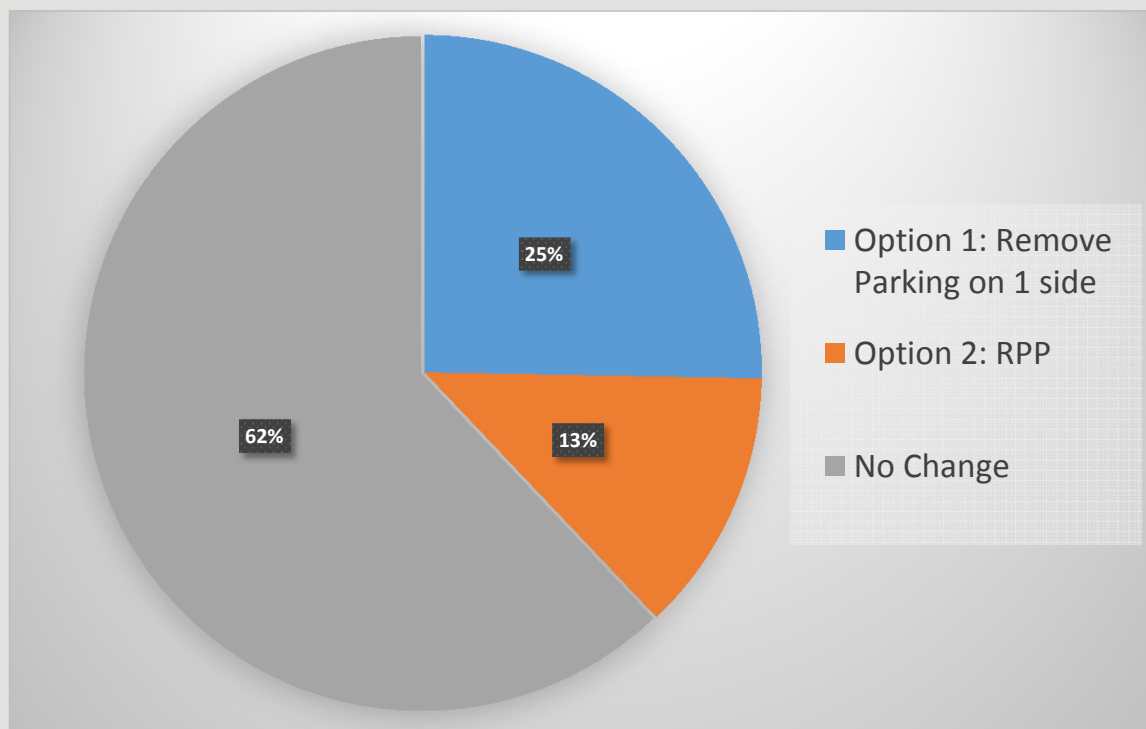
June 22, 2017 Ballot sent to neighborhood

June 29, 2017 Letter and additional Ballot sent to neighborhood

- 59% response rate as of July 12, 2017



Pine Street Neighborhood Vote





Staff Recommendations

- Implement Residential Parking Permit on Marcussen Drive effective between 8:00 am – 5:00 pm except weekdays and holidays.
- Conduct additional Outreach on Pine Street to reach a neighborhood consensus.





THANK YOU



TDA ARTICLE 3 PEDESTRIAN & BICYCLE PROGRAM CALL FOR PROJECTS

July 12, 2017

ARMSTRONG FAMILY
GYMNASIUM

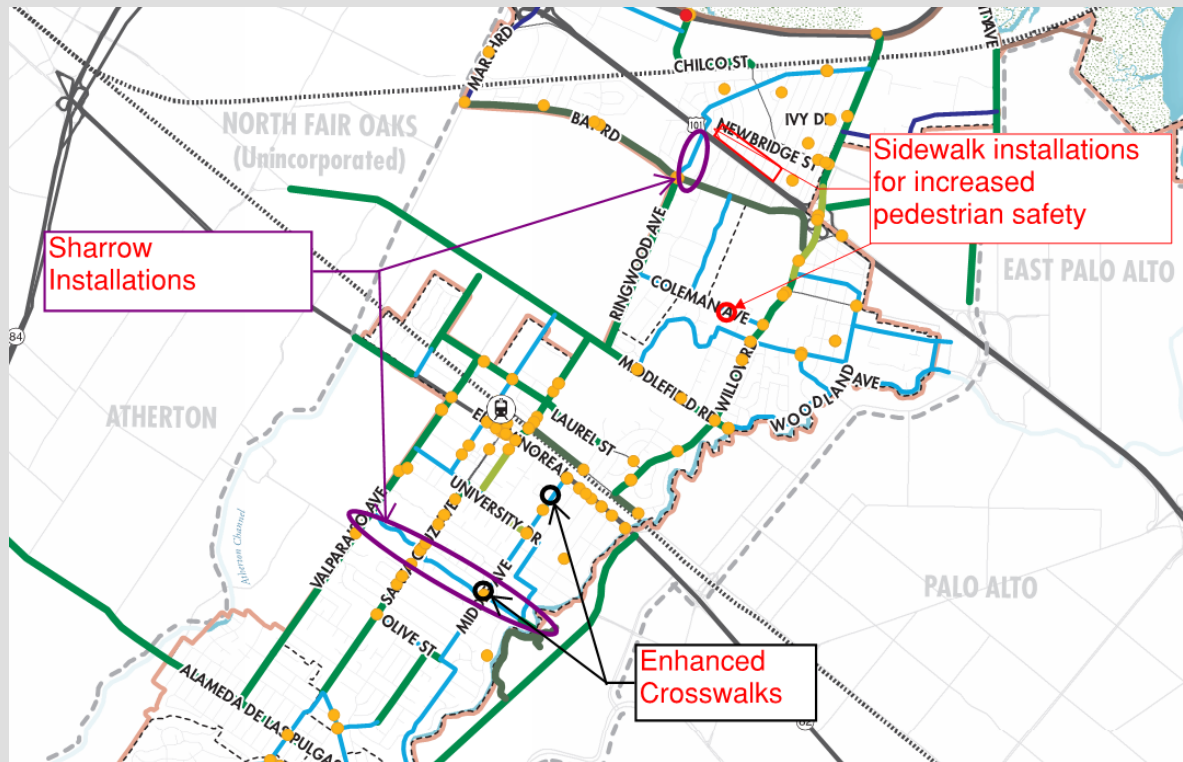
APPLICATION + COMMISSION SUPPORT

- Pedestrian and Bicycle Projects
- Agencies eligible for up to \$400,000 for construction
- Application Due: July 14, 2017
- Support from Complete Streets Commission is required to submit application

PROPOSED PROJECTS APPLICATION

- Sidewalk Improvements
 - Coleman Ave
 - Pierce Road
- Middle Ave Intersection Crosswalk Enhancements
 - At San Mateo Dr
 - At Blake St
- Bike Routes Installation
 - San Mateo Drive/Wallea Dr
 - Ringwood Avenue

PROPOSED PROJECTS AND LOCATIONS





EXISTING CONDITIONS – PIERCE RD





EXISTING CONDITIONS – PIERCE RD



EXISTING CONDITIONS – COLEMAN AVE





EXISTING CONDITIONS – MIDDLE & BLAKE



EXISTING CONDITIONS – MIDDLE & SAN MATEO





EXISTING CONDITIONS – SAN MATEO DR





EXISTING CONDITIONS – RINGWOOD AVE



BUDGET INFORMATION

- Total Project Cost = \$525,000
- Funds Requested = \$375,000
- Local Match (\$) = \$150,000
- Local Match (%) = 40%



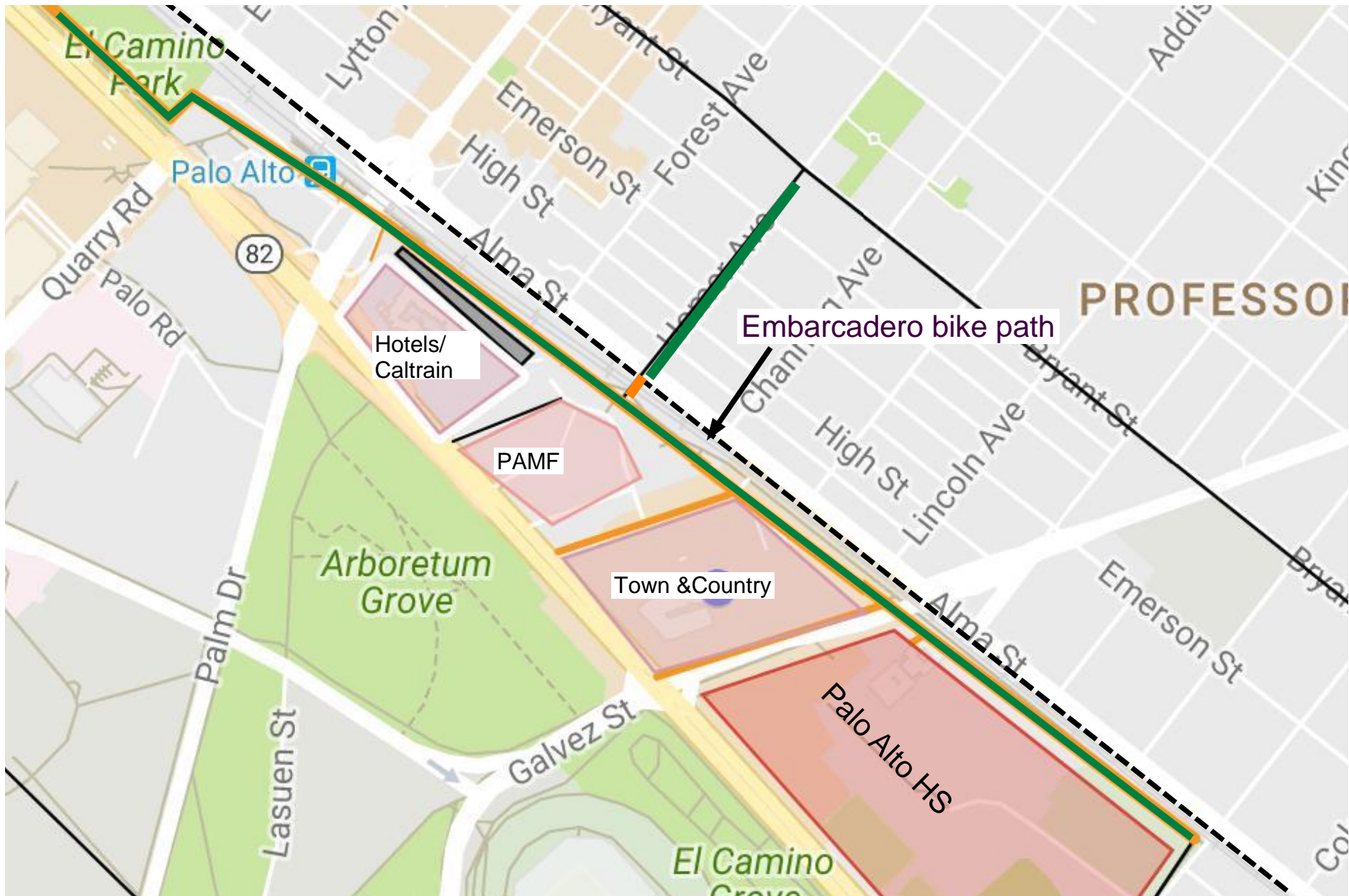
DISCUSSION / QUESTIONS

500 ECR Undercrossing Circulation Proposal

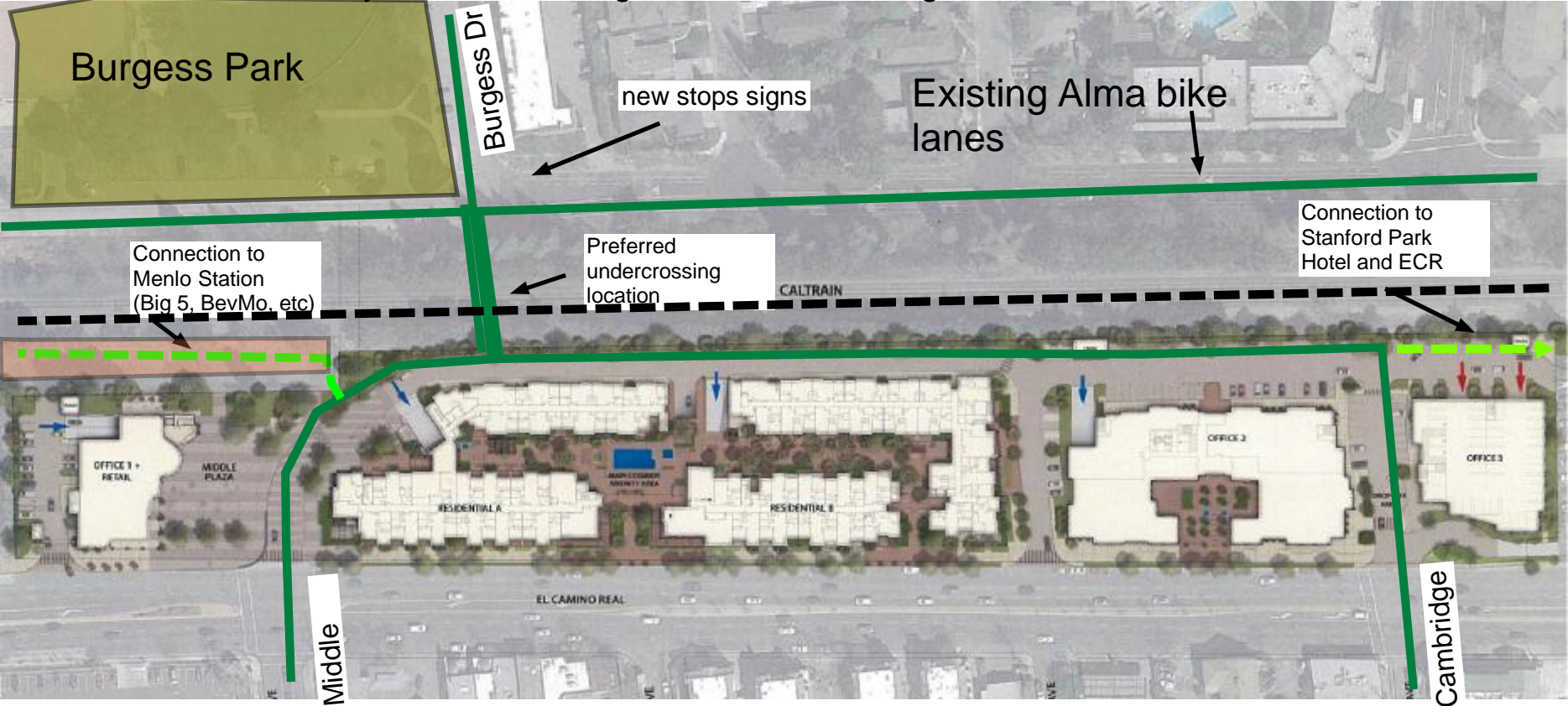
500 ECR Proposed Site Plan with possible location of crossing and connection to Middle Ave



Palo Alto - Homer Connection to Embarcadero Bike Path provides access to Caltrain, PAMF, Town & Country, PAHS, Churchill Ave



500 ECR Site Plan with cycletrack and Burgess Dr undercrossing



500 ECR rear access road replaced with multi-use path (wide enough for emergency vehicles)



Parking. The majority of the Project parking would be provided in two underground parking garages and an at-grade garage providing approximately 910 parking spaces. The northern underground garage would be located under, and would serve, Office Building 1 and Residential Buildings A and B. The southern underground garage would be located under, and would serve, Office Building 2. A surface parking garage on the ground floor Office Building 3 would serve this building. Additionally, uncovered surface parking spaces would be provided throughout the site, including at the northern end of the Project site available for the retail node at Middle Plaza, and short-term loading and visitor spaces located around the residential buildings and Office Buildings 2 and 3, totaling approximately 50 surface spaces.

Table 2-5 provides the Project parking requirements based on the El Camino Real/Downtown Specific Plan and the proposed parking. Combined, the Project site would include 960 parking spaces, as recommended by a draft shared parking analysis to account for the proposed mixture of uses on site, which is a reduction from the number of parking spaces that would be required in the absence of shared parking.

Table 2-5. Project Parking by Use

| Use | Approximate Gross Floor Area or Units | Parking Required | Proposed Parking |
|------------------------------|---------------------------------------|-------------------|------------------|
| Office | 144,000 sf | 548 (3.8/1000 sf) | 564 |
| Residential | 215 units | 398 (1.85/unit) | 356 |
| Retail Use (at Middle Plaza) | 10,000 sf | 40 (4.0/1000 sf) | 40 |
| Total | | 986 | 960 |

Source: Stanford University 2017.
sf = square feet

Landscaping

As shown in Figure 2-2, landscaping would be provided throughout the Project site. The 79 on-site and street trees at the Project site include Italian stone pine, London plane, Canary Island date palm, coast live oak, valley oak, holly oak, and coast redwood. ³ With implementation of the Project, all but two of the 42 existing street trees along El Camino Real are expected to be retained. A total of 37 existing trees are on the Project site, of which 12 non-heritage trees and 11 heritage trees would be removed; eight non-heritage trees and one heritage tree would be transplanted on the Project site. Removed heritage trees would be replaced at a ratio of two replacement trees for each tree removed.

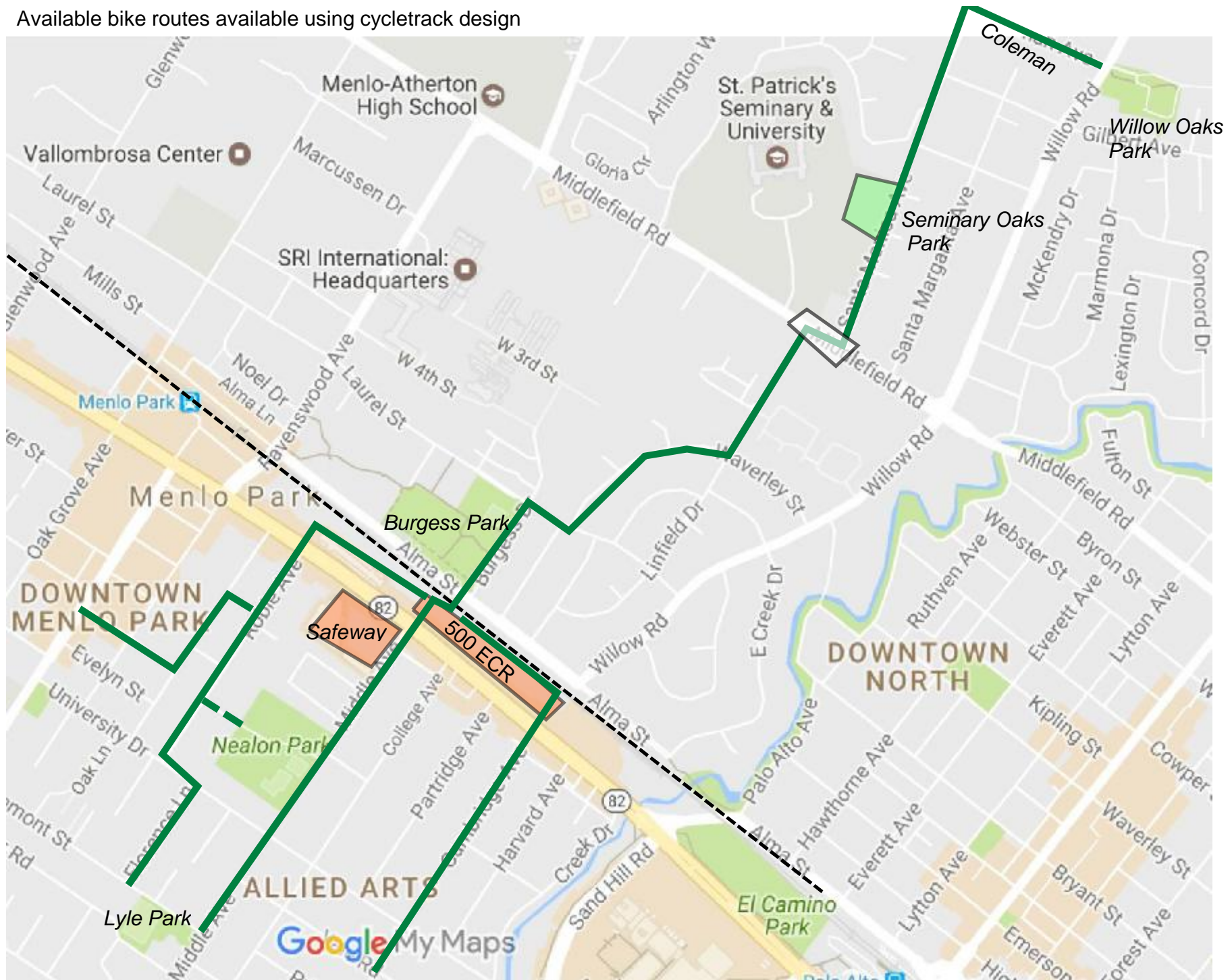
The existing Project site is comprised of approximately 331,500 sf of impervious surfaces (more than 90 percent). Implementation of the Project would reduce impervious surfaces to 307,650 sf (approximately 84 percent). Approximately 59,500 sf of pervious landscaped areas would be provided throughout the site. Stormwater treatment areas totaling up to 13,950 sf would limit stormwater runoff.

The Project would include approximately 3.9 acres of open space, as defined in the Specific Plan, composed of landscape, hardscape, terraces, and balconies.

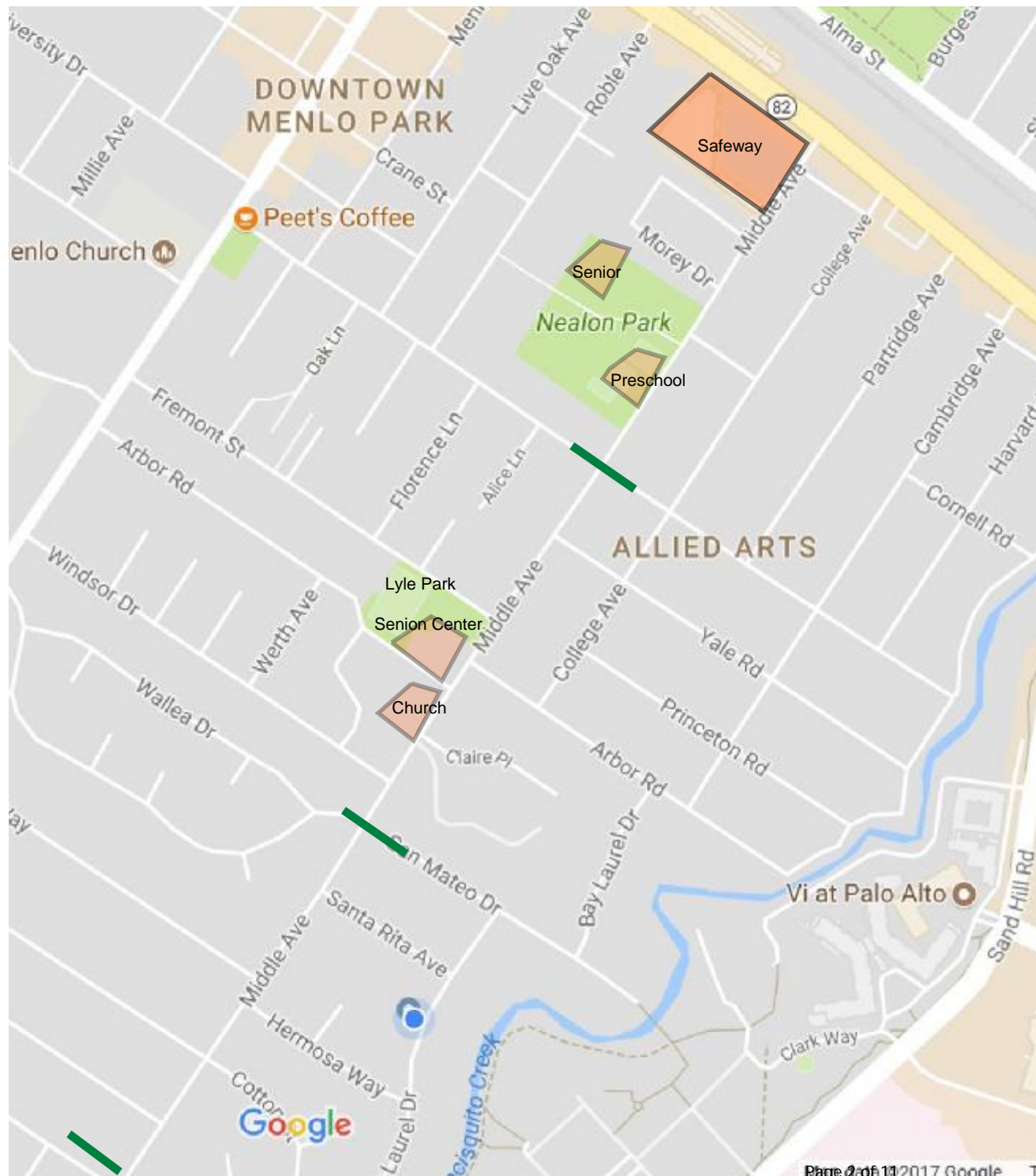
³ Revised Tree Disposition Plan, Sandis, May 2016.

500 ECR Site Plan enhanced access road replaced with landscaping/cycletrack with ECR garage entrances





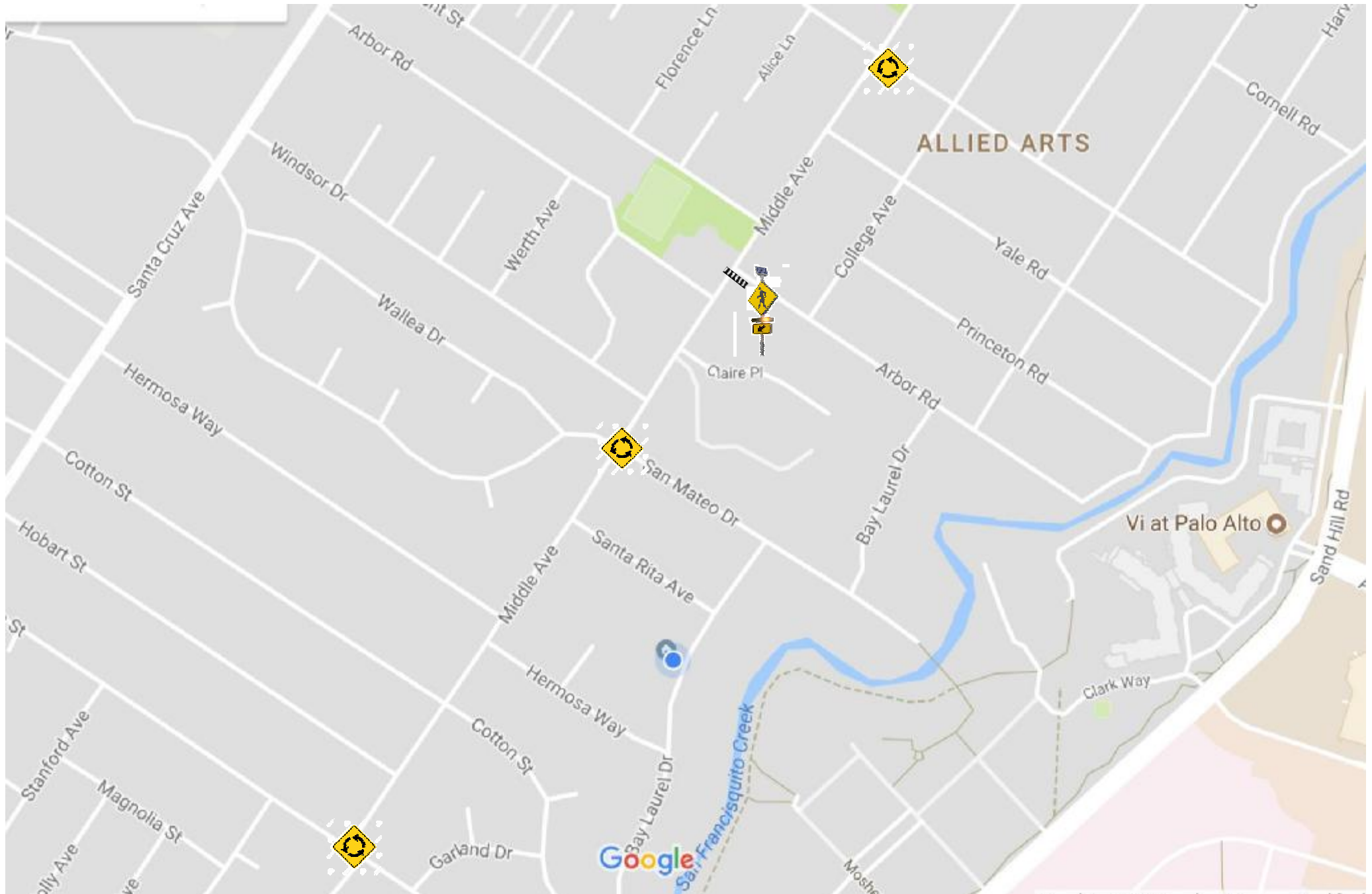
Middle Avenue Complete Streets (MACS)



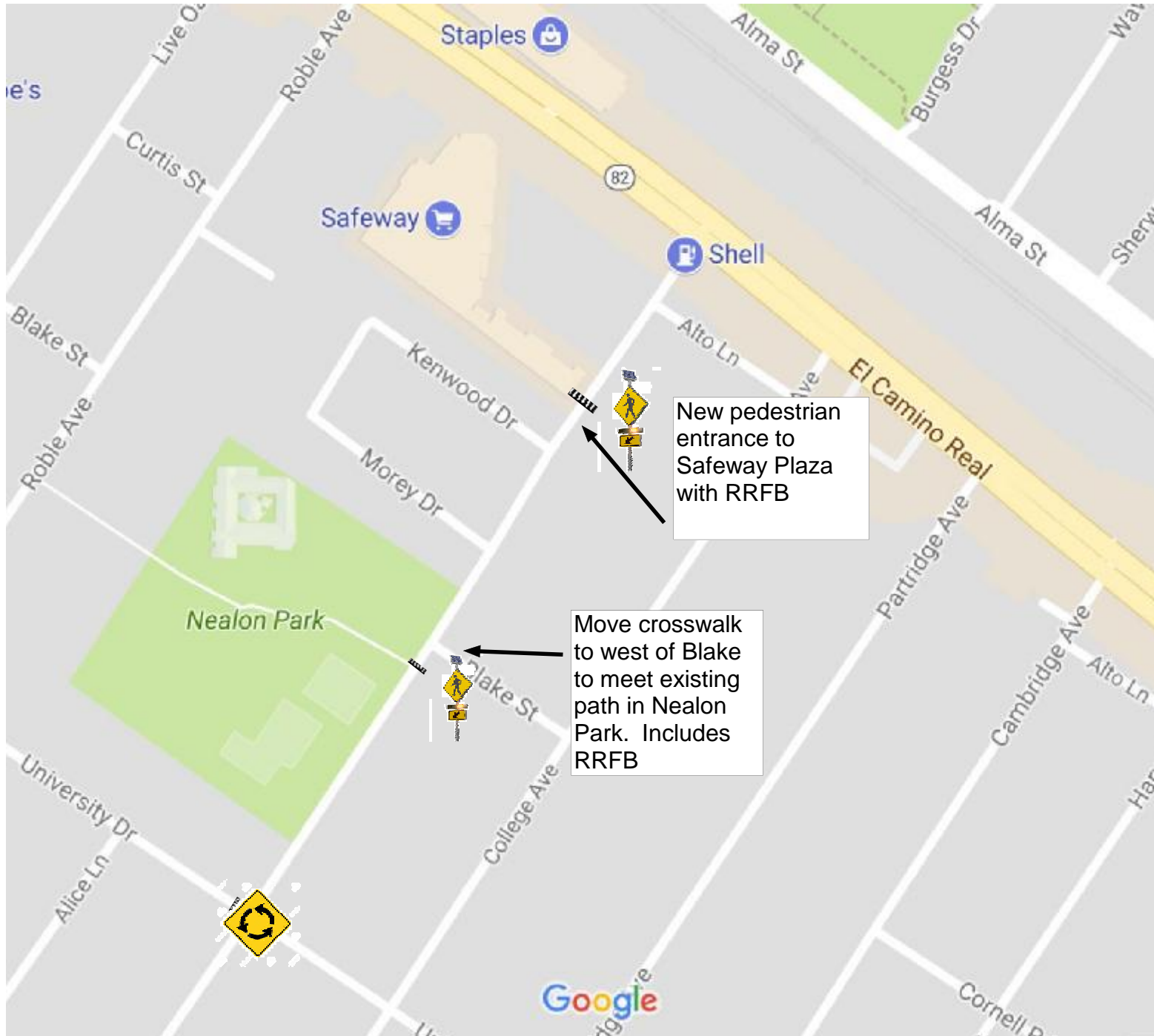
Middle Ave:

- 3 bike routes
- 2 parks
- 1 school
- 2 senior centers
- 1 shopping center

Middle Ave - Olive to University: Roundabouts at Olive, San Mateo and University, RRFB at Arbor



Middle Ave - University to El Camino: RRFBs at Blake and Safeway



Bike Lanes

Existing configuration with 10' traffic lanes and 10' parking lanes



Proposed configuration: remove parking and install buffered bike lanes

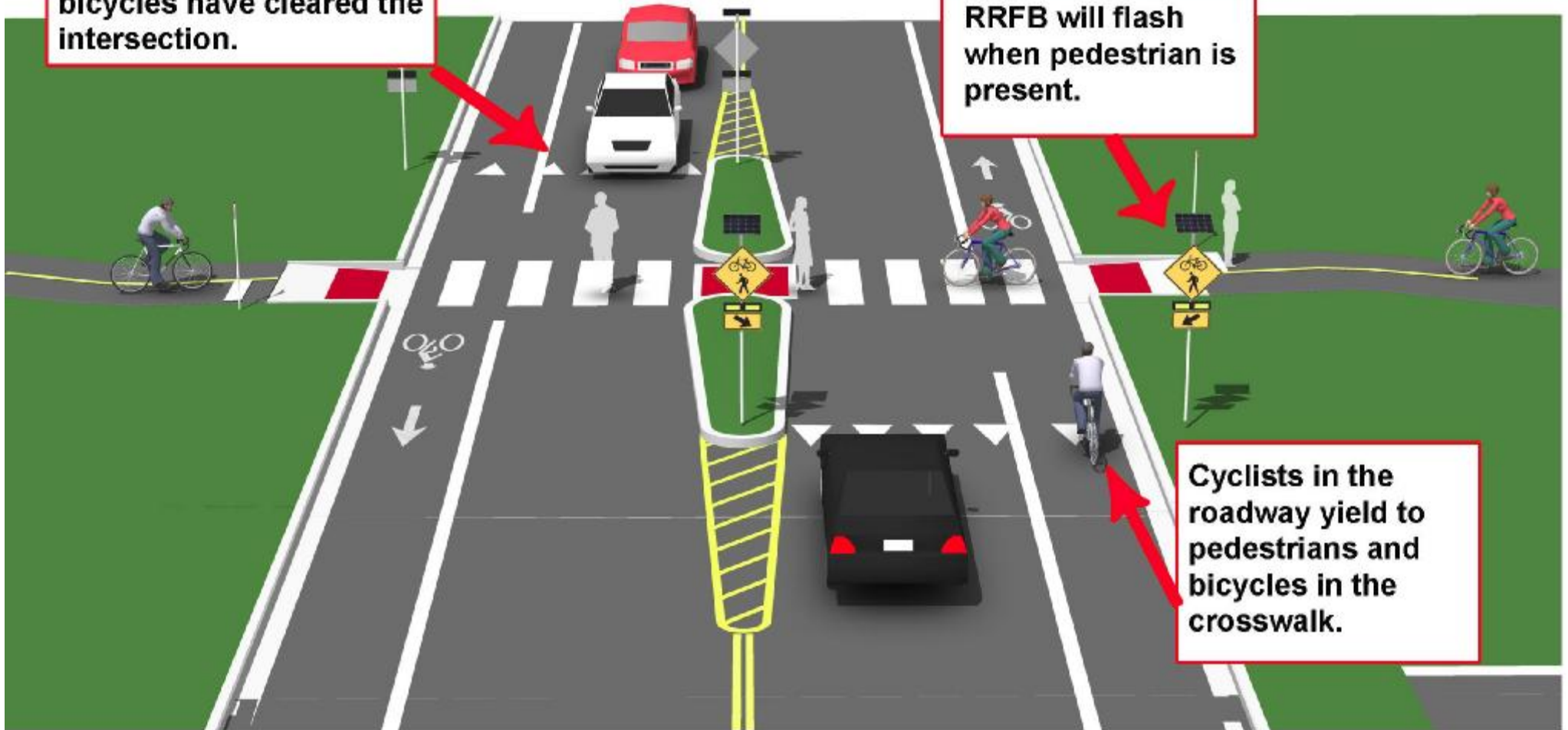


RRFB crosswalks

Motorists stop behind the advance yield markings until pedestrians and bicycles have cleared the intersection.

RRFB will flash when pedestrian is present.

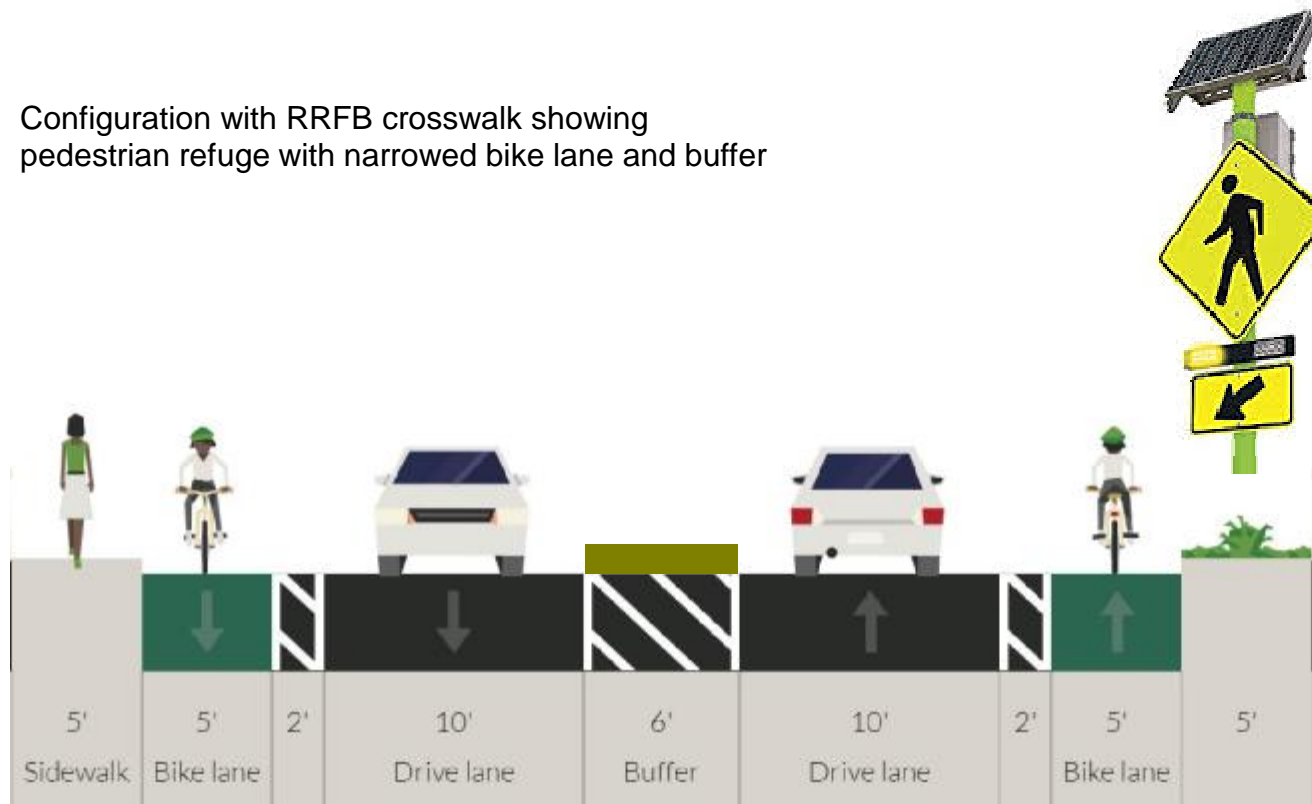
Cyclists in the roadway yield to pedestrians and bicycles in the crosswalk.



Proposed configuration: remove parking and install buffered bike lanes



Configuration with RRFB crosswalk showing pedestrian refuge with narrowed bike lane and buffer

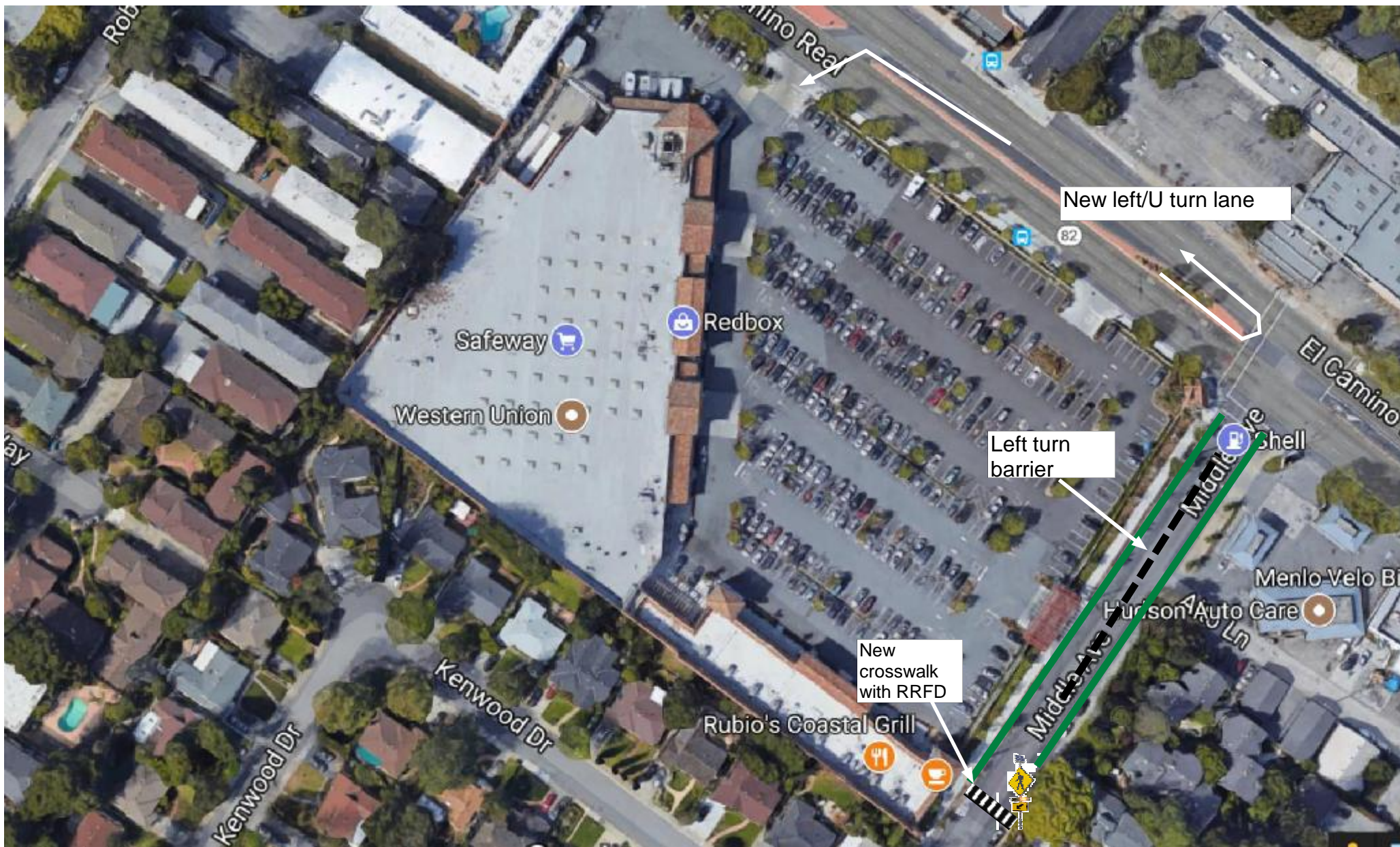


Proposed configuration: remove parking and install buffered bike lanes



Configuration between University and Fremont where parking remains on north side





The diagram illustrates a street cross-section with the following components from left to right:

- Safeway:** A parking lot area with a white SUV and a blue 'P' parking sign on a tall pole.
- 5' Sidewalk:** A narrow sidewalk with a person walking.
- 5' Bike lane:** A green-paved lane with a white downward arrow, containing a cyclist.
- 10' Drive lane:** A black-paved lane with a white downward arrow, containing a car.
- 10' Turn lane:** A black-paved lane with a white left-turn arrow, containing a car.
- 5' Bike lane:** A green-paved lane with a white upward arrow, containing a cyclist.
- 10' Turn lane:** A black-paved lane with a white right-turn arrow, containing a car.
- 5' Sidewalk:** A narrow sidewalk with a person walking.
- Shell:** A building with a green awning and blue windows.

Below the street surface, the lane widths are indicated: 5', 5', 10', 10', 5', 10', and 5'.

[illegible]

Page 10 of 11

MACS parts list



Olive



San Mateo



University



Arbor (Lyle Park)



Blake (Nealon Park)



Safeway

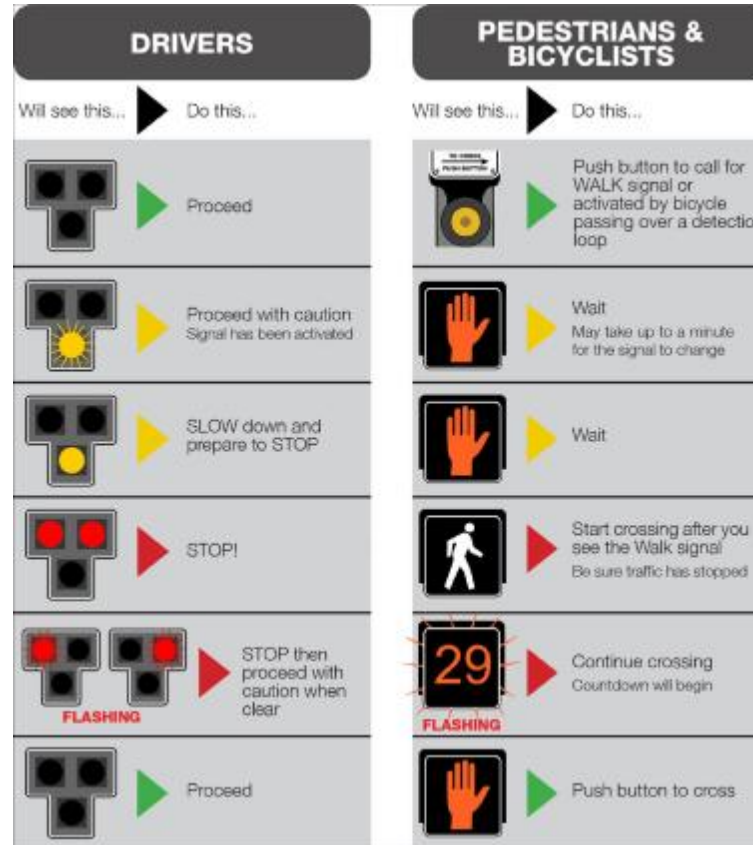


Menlo Park Fire District Station 1 Double HAWK Proposal

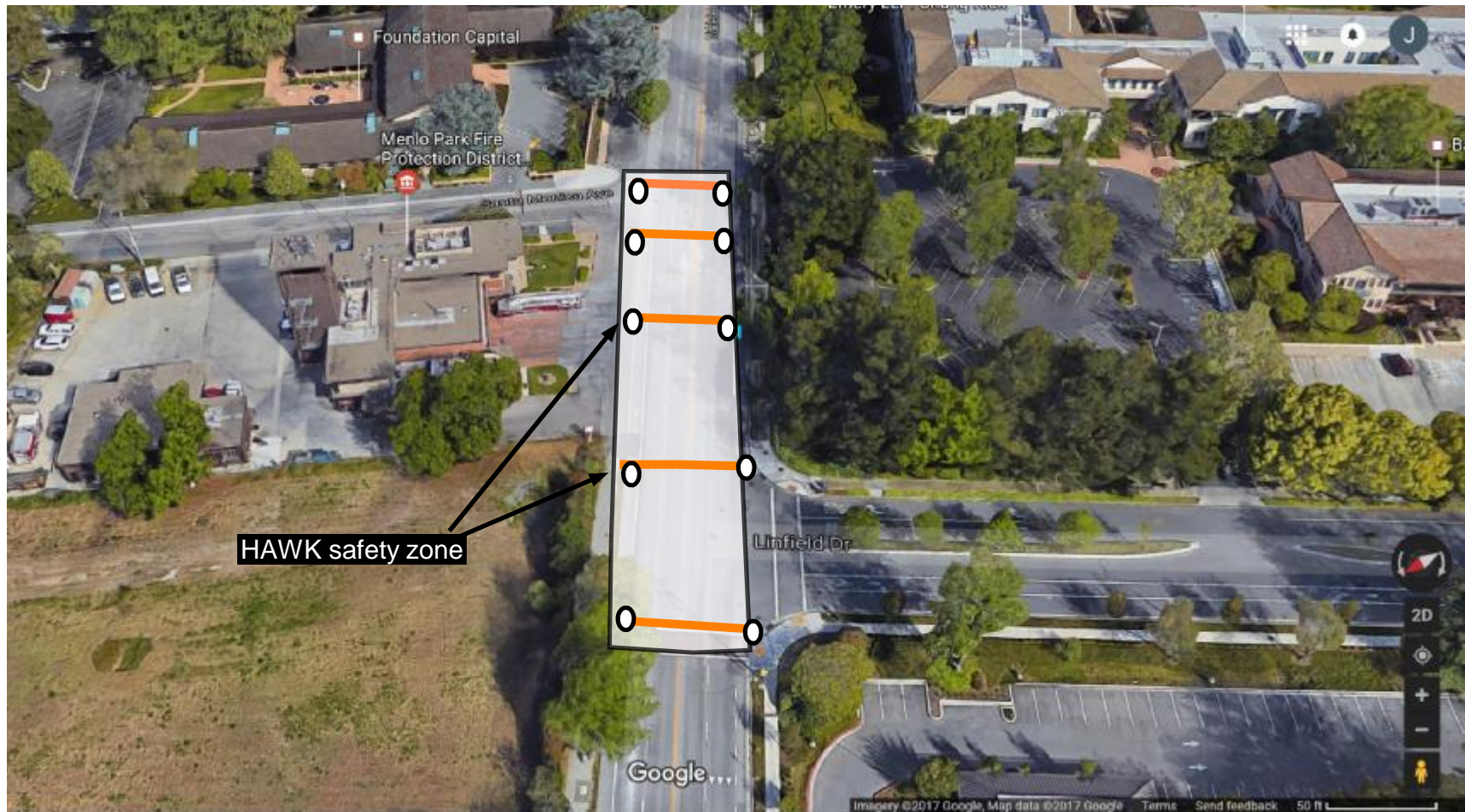
Existing condition: lighted crosswalk at Linfield north side



HAWK signal activation sequence



Initial idea: Use HAWK safety zone for fire fighting equipment and pedestrian crossings



KEY



Bike crossing

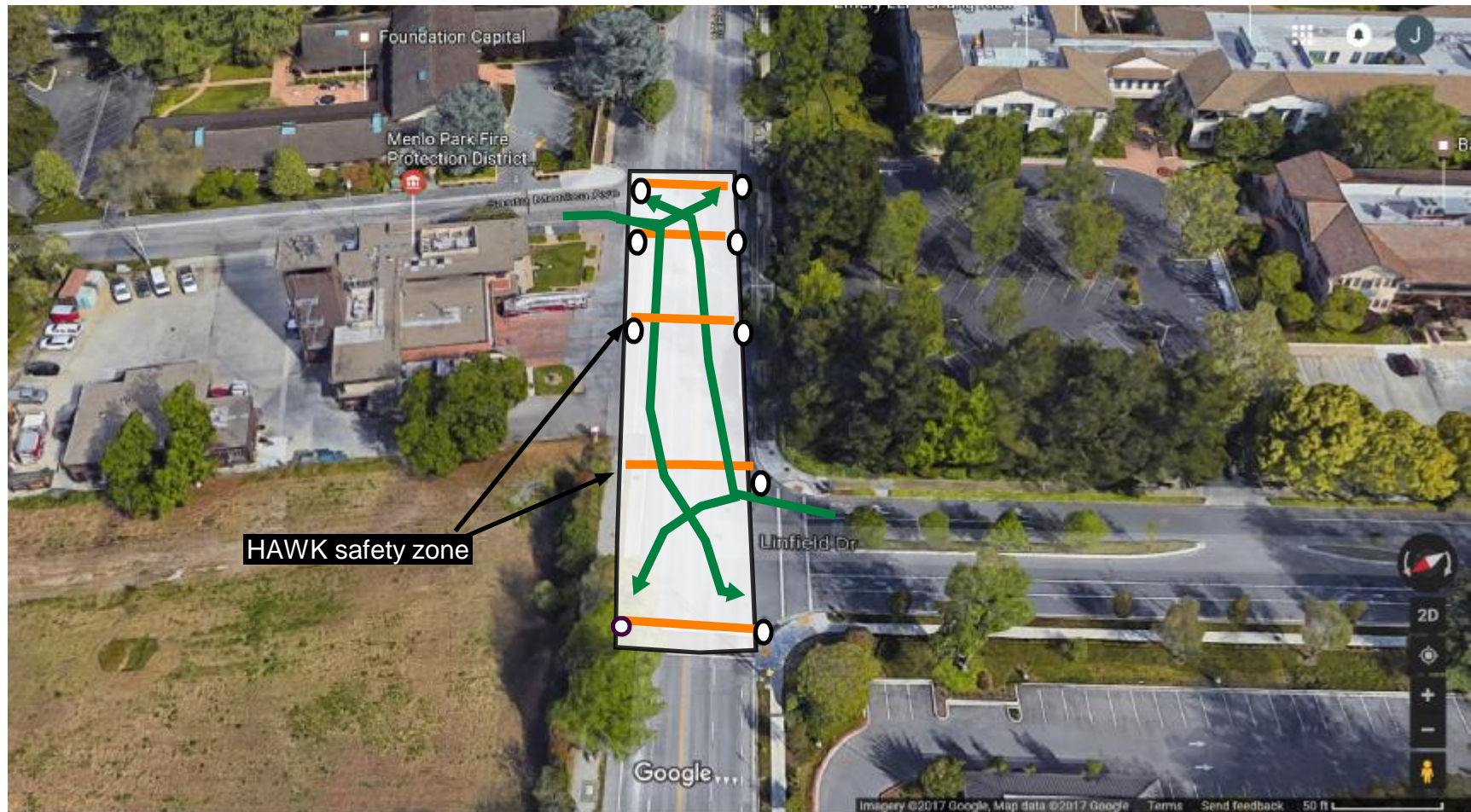


Pedestrian crossing






HAWK activator

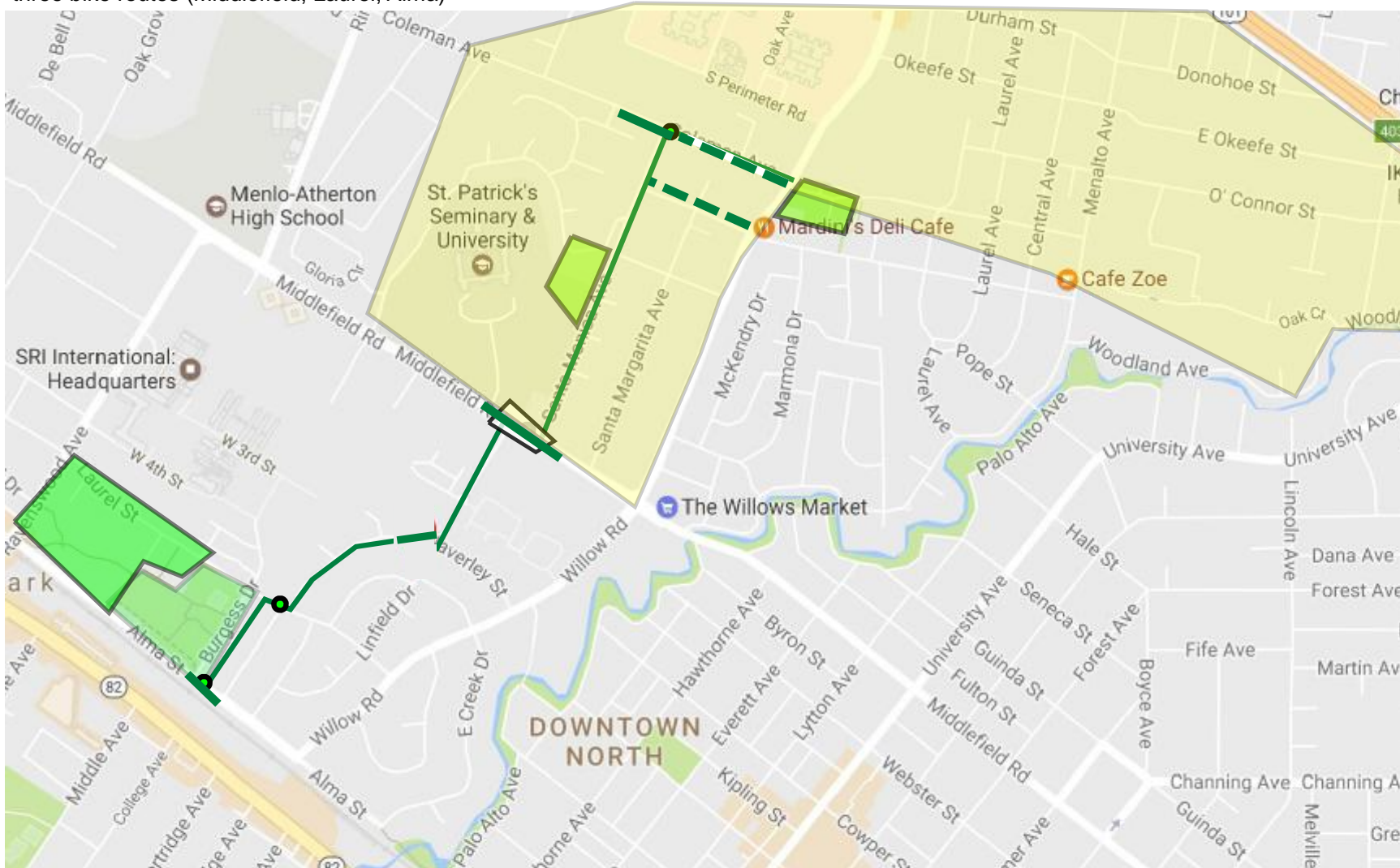
Added bike route: Use HAWK safety zone for bicycles to connect Linfield and Santa Monica via Middlefield






KEY

-  Bike crossing
-  Pedestrian crossing
-  HAWK activator

Double HAWK signal at MP Station 1 signal creates quiet route connecting three parks (Burgess, Seminary Oaks, Vintage Oaks), three bike routes (Middlefield, Laurel, Alma)



KEY

-  park
-  bike route connection
-  HAWK signal area

Willow Rd



Santa Monica Ave



Station 1 Double HAWK





STAFF REPORT

Complete Streets Commission

Meeting Date: 8/9/2017
Staff Report Number: 17-005-CSC

Regular Business: Approve installation of red curbs and removal of one non-conforming on-street parking space at 1330 Hoover Street

Recommendation

Staff recommends that the Complete Streets Commission approve the installation of red curbs and removal of one non-conforming, parallel on-street parking space at 1330 Hoover Street to address residential driveway safety, accessibility and visibility concerns.

Policy Issues

The recommendation is consistent with the newly adopted Section 11.24.026 of the City ordinance, which authorizes the Complete Streets Commission to designate “No Parking Zone” (i.e., red curb) adjacent to driveways, intersections, and crosswalks under specific criteria for safety concerns.

This project is also consistent with the policies and programs (i.e., CIRC-1.1, CIR-4.4) stated in the 2016 General Plan Circulation Element. These policies and programs seek to maintain and improve a circulation system through the Street Classification System that provides safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

Background

Hoover Street is designated as a two-lane (i.e., one-lane in each direction), “Local Access” road according to the Street Classification System defined in the 2016 General Plan Circulation Element. Hoover Street provides a connection between Oak Grove Avenue and Valparaiso Avenue, sidewalk and parking spaces on both sides of the street, and a prima facie speed limit of 25 miles per hour.

A “Local Access” road is a low volume residential street serving mostly local traffic and connecting key bicycle facilities.

In February 2017, staff received a residential request to evaluate and potentially remove an existing non-conforming, parallel on-street parking space at 1330 Hoover Street. Specifically, the parking space in question is located to the left of a residential driveway serving both 1330 and 1332 Hoover Street. The project location falls just outside of the Downtown Specific Plan Area.

The request stated two regularly observed safety concerns due to standard or larger size vehicles parking in the non-conforming space:

- Conflicts with driveway access for vehicles ingressing/egressing the driveway
- Sight obstruction for vehicles egressing the driveway

In the past, a similar request would be required to go to the Complete Streets Commission for a recommendation and then the City Council for approval. Recognizing the need and desire to streamline this process, on June 20, 2017, the City Council adopted an ordinance authorizing the Complete Streets Commission to designate “No Parking Zone” adjacent to driveways, intersections, and crosswalks under specific criteria for safety concerns. An URL link to the staff report explaining the new ordinance in detail is provided in Attachment A.

This item is the first “No Parking Zone” designation item that the Complete Streets Commission will take action on under the new ordinance.

Analysis

Based on field investigation, the parking space in question is one of two existing curbside spaces within a parking block created by two residential driveways. One driveway serves 1330 and 1332 Hoover Street and the other serves 1340 Hoover Street.

One of the parallel on-street parking space is currently measured at 7.8 feet by 14 feet, which does not meet the City’s standard for parallel on-street spaces:

- 7 feet by 20 feet, for edge spaces
- 7 feet by 22 feet, for in-between spaces (without additional maneuverable space)

The second parking space meets the City standard.

Field investigation also confirmed the two previously stated safety concerns. Standard or larger size parked vehicles were observed intruding into the existing fifteen feet wide driveway and partially blocking driveway access. Also, the visibility of oncoming conflicting vehicles is further reduced due to these parked vehicles.

In order to alleviate these concerns, staff recommends that a six-foot red curb be installed on both ends of the parking block as shown in Attachment B. This will eliminate the driveway access issue and increase visibility for driveway users by removing the non-conforming parking space.

If approved, any Menlo Park resident, business owner, or property owner may appeal to the City Council in writing within fifteen (15) days after the decision, by August 24, 2017.

Impact on City Resources

If approved, there are sufficient funds in the operating budget for the City’s signing and striping program to implement this project.

Environmental Review

The installation of red curb 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. Additional public outreach was achieved by sending notification postcards to the residents/property owners within 500 feet of the proposed "No Parking Zone".

Attachments

- A. [Staff Report](http://menlopark.org/DocumentCenter/View/14886) from June 20, 2017 City Council Meeting (menlopark.org/DocumentCenter/View/14886)
- B. Proposed red curb installation

Report prepared by:
Kevin Chen, Assistant Engineer

Report reviewed by:
Kristiann Choy, Senior Transportation Engineer

THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT

City Council

Meeting Date:

6/20/2017

Staff Report Number:

17-149-CC

Consent Calendar:

Waive the full reading and adopt an ordinance to authorize modifications to the process to remove on-street parking based on safety concerns and to establish restrictions to electric vehicle charging spaces

Recommendation

Staff recommends the City Council waive the full reading of and adopt an ordinance to modify the “no parking” zone and timed parking restriction installation process and to establish restrictions to electric vehicle (EV) charging spaces.

Policy Issues

Changes to the City’s Municipal Code are policy considerations that require City Council authorization.

Background

On June 6, 2017, the City Council reviewed and passed a motion 2-1-2, with Councilmember Carlton opposed and Councilmembers Cline and Mueller absent, to introduce an ordinance to modify the “no parking” zone and timed parking restriction installation process and to establish restrictions to electric vehicle charging spaces. The proposed ordinance language is included in Attachment A.

The proposed modifications are based on safety concerns and are limited in the number of parking spaces considered in each request. Staff identified potential process improvements to increase efficiency, including implementation time, and better allocate staff, Commission and Council time. In addition, staff recommended formalizing parking restrictions on EV charging spaces to encourage the turnover of vehicles, allowing others to use the spaces. These safety concerns, timed parking restrictions, and EV charging space restrictions are described in detail in the June 6, 2017 staff report (provided as Attachment B) and in the informational item transmitted on May 23, 2017, included as Attachment C.

Analysis

The proposed ordinance amendments would do the following:

- Authorize the Complete Streets Commission to remove on-street parking and establish timed parking restrictions
- Incorporate an appeal process to allow residents, business owners, and property owners to appeal the Complete Streets Commission to the City Council
- Authorize the relevant approval body to approve parking restrictions for fire access as part of the development approvals process

- Establish restrictions on public EV charging spaces

During the June 6th meeting, Council introduced the ordinance with the following recommendations:

- Update draft ordinance to include business owners as a party eligible to appeal a decision
- Include a warning for first time EV charging space restriction violations

Per Council request, staff updated the ordinance language to include business owners in the appeal process. Regarding first time warnings for EV charging station restriction violations, staff does not recommend including warnings in the ordinance, but as common practice and per council request, the Menlo Park Police Department will be incorporating warnings as part of their citation process, similar to those issued for overnight parking ordinance violations. In addition to first time warnings, staff will be updating signage at EV charging stations to ensure users are aware of restrictions and citations for violators.

Per standard requirements for ordinances, the draft ordinance was introduced at the June 6, 2017 City Council meeting. Since an ordinance requires both a first and second reading, the proposed ordinance is before the City Council again for the second reading and adoption. If adopted, the amendments would go into effect 30 days thereafter.

Impact on City Resources

The increased number of parking requests due to safety concerns, has resulted in additional staff time developing staff reports and public notifications for both Complete Streets Commission and City Council meetings. The identified process improvements and policy changes would increase efficiency and better allocate staff resources.

Environmental Review

The City Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act ("CEQA") because the activity is not a project as defined by Section 15378 of the CEQA Guidelines. The ordinance has no potential for resulting in physical change to the environment either directly or indirectly.

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. Ordinance
- B. City Council Staff Report, 6/6/2017
- C. City Council Staff Report, 5/23/2017

Report prepared by:
Octavio Duran Jr., Assistant Engineer

Staff Report #: 17-149-CC

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

THIS PAGE INTENTIONALLY LEFT BLANK

ORDINANCE NUMBER _____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ADDING SECTION 11.24.026 [DESIGNATION OF NO PARKING ZONES ADJACENT TO DRIVEWAYS, INTERSECTIONS, AND CROSSWALKS], SECTION 11.24.027 [DESIGNATION OF TIMED PARKING RESTRICTIONS NEAR SCHOOLS AND BUSINESSES], SECTION 11.24.028 [PARKING RESTRICTION APPEALS], SECTION 11.24.029 [DESIGNATION OF NO PARKING ZONES DUE TO FIRE ACCESS REQUIREMENTS] AND 11.24.090 [ELECTRIC VEHICLE CHARGING SPACES] TO CHAPTER 11.24 [STOPPING—STANDING—PARKING] TO TITLE 11 [VEHICLES AND TRAFFIC] OF THE MENLO PARK MUNICIPAL CODE

The City Council of the City Menlo Park does hereby ordain as follows:

SECTION 1. FINDINGS AND DETERMINATIONS.

- A. The City regularly receives requests to establish parking restrictions from residents, businesses and institutions.
- B. The increase in requests has resulted in additional staff time developing staff reports and public notifications along with additional Council time reviewing the items, which ultimately has resulted in a slower implementation time.
- C. Staff has identified the need to streamline the process in efforts to reduce staff, Commission, and Council review time.
- D. There is no ordinance in place to address the use of electric vehicle charging spaces. Parking restrictions on electric vehicle charging spaces will encourage the turnover of vehicles, allowing others to use the spaces for charging.

SECTION 2. ADDITION OF CODE. Sections 11.24.026 [Designation of no parking zones adjacent to driveways, intersections, and crosswalks], 11.24.027 [Designation of timed parking restrictions near schools and businesses], 11.24.028 [Parking Restriction Appeals], 11.24.029 [Designation of no parking zones due to fire access requirements], and 11.24.090 [Electric vehicle charging spaces] are hereby added to Chapter 11.24 [Stopping—Standing--Parking] of Title 11 [Vehicles and Traffic] of the Menlo Park Municipal Code to read as follows:

11.24.026 Designation of no parking zones adjacent to driveways, intersections, and crosswalks

The Complete Streets (Transportation) Commission is authorized to designate no parking zones adjacent to driveways, intersections, and crosswalks at up to five spaces per location if the Complete Streets Commission determines that parked

vehicles are obstructing visibility, interfering with reasonable ingress and egress, or obstructing safe bike lane travel requiring striping adjustments, except where the location is within the area designated as the "Downtown/Station Area" in the El Camino Real/Downtown Specific Plan, which shall be limited to three spaces per location.

11.24.027 Designation of timed parking restrictions near schools and businesses

The Complete Streets (Transportation) Commission is authorized to designate timed parking restrictions, including but not limited to loading zones and time of day restrictions, near schools and businesses at up to five spaces per location, except where the location is within the area designated as the "Downtown/Station Area" in the El Camino Real/Downtown Specific Plan, which shall be limited to three spaces per location.

11.24.028 Parking restriction appeals

Any Menlo Park resident, business owner, or property owner may appeal the decision of the Complete Streets (Transportation) Commission to the City Council in writing within fifteen (15) days after the decision of the commission. Such a request shall be submitted to the City Clerk and it shall state the reasons for the appeal. The matter will be reviewed by the City Council at its earliest opportunity. Parking restrictions shall not be implemented until all appeals are completed and/or the time for filing an appeal has expired.

11.24.029 Designation of no parking zones due to fire access requirements

As part of a discretionary development project review process, the establishment of parking restrictions shall be considered by the relevant approval body. The relevant approval body is authorized to designate no parking zones through the development approval process if the relevant approval body determines that parked vehicles are interfering with fire access requirements.

11.24.090 Electric vehicle charging spaces

No person shall park or cause to be parked or allow to remain standing any vehicle at a public electric vehicle charging space, unless the vehicle is an electric vehicle, is actively charging, and has not exceeded any applicable parking time limit for the lot where the charging space is located. The City Council may, by resolution, specify electric vehicle charging fees for public use of electric vehicle charging spaces on municipal property.

SECTION 3. SEVERABILITY. If any section of this ordinance, or part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such section, or part hereof, shall be deemed severable from the remaining sections of this ordinance and shall in no way affect the validity of the remaining sections hereof.

SECTION 4. CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION. The City Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act ("CEQA") because the activity is not a project as defined by Section 15378 of the CEQA Guidelines. The ordinance has no potential for resulting in physical change to the environment either directly or indirectly.

SECTION 5. EFFECTIVE DATE AND PUBLISHING. This ordinance shall take effect 30 days after adoption. The City Clerk shall cause publication of the ordinance within 15 days after passage in a newspaper of general circulation published and circulated in the city or, if none, the posted in at least three public places in the city. Within 15 days after the adoption of the ordinance amendment, a summary of the amendment shall be published with the names of the council members voting for and against the amendment.

INTRODUCED on the ____ day of June, 2017.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said Council on the ____ day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Kirsten Keith, Mayor

ATTEST:

Pamela Aguilar CMC, City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

**STAFF REPORT****City Council****Meeting Date:****6/6/2017****Staff Report Number:****17-132-CC****Regular Business:****Introduce an ordinance to authorize modifications to the process to remove on-street parking based on safety concerns and to establish restrictions to electric vehicle charging spaces****Recommendation**

Staff recommends the City Council introduce an ordinance to modify the “no parking” zone and timed parking restriction installation process and to establish restrictions to electric vehicle charging spaces. Staff recommendations for potential changes to the Ordinance and process are summarized below.

Policy Issues

Changes to the City’s Municipal Code are policy considerations that require City Council authorization.

Background

On May 23, 2017, the City Council received an informational report on the proposed ordinance changes to authorize modifications to the process to remove limited on-street parking based on safety concerns and establish restrictions to electric vehicle charging spaces. The following background information is repeated here for ease of reference.

The City regularly receives requests to install “no parking” zones from residents, businesses and institutions. Per the Menlo Park Municipal Code Section 11.24.025, “The transportation manager is authorized to designate a no parking zone and to paint the curbs red within six feet (6’) of a driveway if the transportation manager determines that cars parked within such distances are causing an obstruction of the driveway or are interfering with reasonable ingress and egress from the driveway.” The City Council can designate “no parking” zones and other parking restrictions beyond 6 feet. The Transportation Commission has typically provided advisory recommendations to the City Council on parking Restrictions. Staff anticipates the Complete Streets Commission will now provide that role.

In 2016, staff received an increased number of parking removal requests (11 compared to a few per year) as shown in Attachment A. This increase in requests has resulted in additional staff time developing staff reports and public notifications along with additional Transportation Commission and Council time reviewing the items which ultimately has resulted in a slower implementation time. Based on this information, staff has identified the need to streamline the process in efforts to reduce staff, Commission, and Council review time and expedite implementation, improving roadway safety.

The current process is outlined below:

1. Staff receives and reviews request
2. Staff conducts field investigation and analysis
3. Staff prepares notification to residents/property owners (varies by request, but typically postcards)

sent to residents, property owners within 500', 2 weeks minimum notice) prior to the Complete Streets Commission

4. Staff prepares staff report and presents recommendations to Complete Streets Commission
5. If approved, staff prepares notification to residents/property owners (varies by request, but typically postcards sent to residents, property owners within 500', 2 weeks minimum notice) prior to the City Council
6. Staff prepares staff report and presents recommendations to City Council
7. City council considers staff recommendation
8. If approved, staff implements change

Implementation from the time staff begins the review varies by request, but with the current process is typically at least four to six months. The timeline is also dependent on available Complete Streets Commission and Council meeting dates.

In addition to the “no parking” zone and timed parking restrictions process, staff has received concerns from a Complete Streets Commissioner, the Police Department and residents regarding the lack of turnover at electric vehicle charging spaces. Issues include electric vehicles parked at charging spaces without active charging or vehicles over-staying parking time limits while charging at the parking plazas. Electric vehicle charging spaces are currently provided in parking plaza 2 downtown and at Burgess Park. The City is continuing to evaluate the potential for additional charging locations through future projects.

Analysis

“No Parking” Zone and Timed Parking Restriction Installation Process

Staff compiled a list of “no parking” and parking restriction zone installation requests that went to Council and were approved by Council from 2005 to present (Attachment A). Based on the list, 21 out of 40 (52%) of these no parking changes involve five parking spaces or less. It should also be noted that all parking requests falling within the proposed limits in 2016 were approved by the Transportation Commission as regular business items and by City Council on consent.

Staff identified potential process improvements to increase efficiency and better allocate staff, Commission and Council time. The Transportation Commission reviewed the proposal and provided feedback at their March 8, 2017 and April 12, 2017 meetings. The Transportation Commission expressed the desire to keep the Commission meetings as part of the process to allow for greater public input and community notification, but saw the benefits in modifying the process.

The proposed modifications are based on safety concerns and are limited in the number of parking spaces considered in each request. Safety concerns include parked vehicles adjacent to driveways intersections and crosswalks that are obstructing visibility, interfering with reasonable ingress and egress, or obstructing safe bike lane travel requiring striping adjustments. Separate from these safety concerns, timed parking restrictions are recommended to be included as part of the proposed process modifications. These safety concerns and timed parking restrictions were described in detail in the informational item transmitted on May 23, 2017, included as Attachment B.

Proposed Process

Staff recommends modifying the “no parking” zone installation process by authorizing to the Complete Streets Commission to designate “no parking” zones based on issues with sight distance and visibility, access, or obstructing safe paths of travel:

- Up to five spaces for roadways outside of the area designated as the “Downtown/Station Area” in the El Camino Real/Downtown Specific Plan
- Up to three spaces for roadways within the area designated as the “Downtown/Station Area” in the El Camino Real/Downtown Specific Plan

The “Downtown/Station Area” is approximately bounded by Menlo Avenue, Oak Grove Avenue, University Drive and Alma Street.

On April 12, 2017, the Transportation Commission unanimously passed a motion 4-0-0-2, with Commissioners Levin and Walser absent, to recommend the City Council approve a City ordinance modifying the parking restriction process as proposed by staff for “No Parking” zones and timed parking restriction installations. Although the Transportation Commission recommended their decisions to be final as part of the proposed parking process, all other commissions with delegated authority have an identified appeal process to City Council. Staff has included an appeal process consistent with other City Commission authority, but City Council can direct otherwise.

The proposed approval process for the described requests is described below:

1. Staff receives and reviews request (Same as existing process)
2. Staff conducts field investigation and analysis (Same as existing process)
3. Staff prepares notification to residents/property owners (varies by request, but typically postcards sent to residents, property owners within 500', 2 weeks minimum notice) prior to the Complete Streets Commission meeting summarizing the proposed modifications (Same as existing process)
4. Staff prepares staff report and presents recommendations to Complete Streets Commission (Same as existing process)
5. Complete Streets Commission considers staff recommendation
6. If approved, residents and property owners may appeal the decision to the City Council within fifteen (15) days after the decision of the Commission.
7. If appeal is received, City Council re-considers staff recommendation.
8. Staff implements change after approval and appeals are completed and/or the time for filing an appeal has expired.

With this modified parking restriction process, the approval process could be completed at the Commission level. Following the proposed process could result in reducing implementation time (by at least a month in most cases). The proposed ordinance language is included in Attachment C.

Fire District Staging Requirements

On occasion, the Menlo Park Fire Protection District requires on-street parking to be removed to provide emergency access to the property. With redevelopment of smaller parcels with higher buildings especially in the downtown area, the only space available for a fire staging area in some cases is located on street along the project's frontage and may require removal of the parking spaces. In these cases, on-street parking removal may be required for a development project to receive Fire District approval. Staff reviews all development plans prior to approvals to ensure impacts to the transportation network as a result of proposed parking and transportation changes are minimized.

To help facilitate the development review process, staff is requesting that the Council formalize past practice to consider parking removals required for Fire District access as part of a development project's review. Since these projects are typically reviewed in public meetings by the Planning Commission, these parking restrictions would be evaluated in the context of the development project, without requiring a separate approval process for the parking changes. This process was used for projects including 1706 El

Camino Real, which required removal of a small number of parking spaces for the development of the site. On April 12, 2017, the Transportation Commission reviewed parking removal due to fire access requirements and recommended including it as part of the Complete Streets Commission authorization, but staff recommends the Planning Commission or City Council action, as required by the project approval process, serve to approve parking changes to increase efficiency, streamline review process, and better allocate staff and Complete Streets Commission resources. The proposed ordinance language is included in Attachment C.

Electric Vehicle Charging Space Restrictions

In addition to the proposed parking changes, the Transportation Commission provided feedback to request formalizing parking restrictions on electric vehicle charging spaces to encourage the turnover of vehicles, allowing others to use the spaces. Since there is no ordinance in place to address the use of electric vehicle charging spaces, the Police Department cannot cite vehicles not actively charging. Palo Alto and other cities have begun implementing time restrictions to encourage turnover and similar actions are recommended for consideration in Menlo Park. For example, Palo Alto currently prohibits vehicles from parking in electric vehicle charging spaces for longer than three hours. Menlo Park does not currently charge for electric vehicle charging spaces use in public parking spaces.

On April 12, 2017, the Transportation Commission unanimously passed a motion 4-0-0-2, recommending establishing a City ordinance requiring electric vehicles to be actively charging while adhering to the parking restrictions established in the parking lot and imposing a fine of \$100.00 for each violation. Staff is recommending establishing these restrictions on public electric vehicle spaces, with the exception of a specific citation fee. Citation fees are determined by the Menlo Park Police Department. The proposed ordinance language is included in Attachment C.

Next Steps

To implement a new process and to establish parking restrictions on electric vehicle charging spaces as described above, amendments to the Municipal Code are required. The first step is the introduction (or first reading of the ordinance). The second step is the adoption (or second reading of the ordinance). If adopted, the amendments would go into effect 30 days thereafter.

Impact on City Resources

The increased number of parking requests due to sight distance and access issues, has resulted in additional staff time developing staff reports and public notifications for both Complete Streets Commission and City Council meetings. The identified process improvements and policy changes would increase efficiency and better allocate staff resources.

Environmental Review

The installation of “no parking” zones 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.

Attachments

- A. No Parking” Zone and Timed Parking Restriction Installations Approved by City Council (2005-Present)
- B. City Council Staff Report, 5/23/2017
- C. Ordinance

Report prepared by:
Octavio Duran Jr., Assistant Engineer

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

THIS PAGE INTENTIONALLY LEFT BLANK

**STAFF REPORT****City Council****Meeting Date:****5/23/2017****Staff Report Number:****17-116-CC****Informational Item:****Potential modifications to process to remove limited on-street parking based on safety concerns and restrictions to electric vehicle charging stations****Recommendation**

This is an informational item and does not require Council action.

Policy Issues

Changes to the City's Municipal Code are policy considerations that require City Council authorization.

Background

The City regularly receives requests to install "no parking" zones from residents, businesses and institutions. Per the Menlo Park Municipal Code Section 11.24.025, "The transportation manager is authorized to designate a no parking zone and to paint the curbs red within six feet (6') of a driveway if the transportation manager determines that cars parked within such distances are causing an obstruction of the driveway or are interfering with reasonable ingress and egress from the driveway." The City Council can designate "no parking" zones and other parking restrictions beyond 6 feet. The Transportation Commission has typically provided advisory recommendations to the City Council on parking Restrictions. Staff anticipate the Complete Streets Commission will now provide that role.

In 2016, an increased number of parking removal requests were received by staff (Attachment A). This has resulted in additional staff time developing staff reports and public notifications along with additional Transportation Commission and Council time reviewing the items which ultimately has resulted in a slower implementation time. Based on this information, staff has identified the need to streamline the process in efforts to reduce staff, Commission, and Council review and expedite implementation, improving roadway safety.

The current process is outlined below:

1. Staff receives and reviews request
2. Staff conducts field investigation and analysis
3. Staff prepares notification to residents/property owners (varies by request, but typically postcards sent to residents, property owners within 500', 2 weeks minimum notice) prior to the Complete Streets Commission
4. Staff prepares staff report and presents recommendations to Complete Streets Commission
5. Staff prepares notification to residents/property owners (varies by request, but typically postcards sent to residents, property owners within 500', 2 weeks minimum notice) prior to the City Council
6. Staff prepares staff report and presents recommendations to City Council
7. City council considers staff recommendation
8. If approved, staff implements change

Implementation from the time staff begins the review varies by request, but with the current process is typically at least four to six months. The timeline is also dependent on available Complete Streets Commission and Council meeting dates.

In addition to the “no parking” zone and timed parking restrictions process, staff has received concerns from a Complete Streets Commissioner, the Police Department and residents regarding the lack of turnover at electric vehicle charging stations. Issues include electric vehicles parked at charging stations without active charging or vehicles over-staying parking time limits while charging at the parking plazas. Electric vehicle charging stations are currently provided in parking plaza 2 downtown and at Burgess Park. The City is continuing to evaluate the potential for additional charging locations through future projects.

Analysis

“No Parking” Zone and Timed Parking Restriction Installation Process

Staff compiled a list of “no parking” and parking restriction zone installation requests that went to Council and were approved by Council from 2005 to present. Based on the list, Attachment A, 21 out of 40 (52%) of these no parking changes involve five parking spaces or less.

Staff identified potential process improvements to increase efficiency and better allocate staff, Commission and Council time. The Transportation Commission reviewed the proposal and provided feedback at their March 8, 2017 and April 12, 2017 meetings. The Transportation Commission expressed the desire to keep the Commission meetings as part of the process to allow for greater public input and community notification, but saw the benefits in modifying the process.

The proposed modifications are based on safety concerns and are limited in the number of parking spaces considered in each request. Safety concerns include parked vehicles adjacent to driveways intersections and crosswalks that are obstructing visibility, interfering with reasonable ingress and egress, or obstructing safe bike lane travel requiring striping adjustments. Separate from these safety concerns, timed parking restrictions are recommended to be included as part of the proposed process modifications. These safety concerns and timed parking restrictions are described below.

“No Parking” Zone Installation due to Sight Distance at Intersections, Crosswalks, and Driveways

In response to requests due to poor visibility, staff conducts a field investigation at each location and performs a sight distance study to develop a sight triangle or sight lines in accordance with the American Association of State Highway Transportation Officials (AASHTO) “A Policy on Geometric Design of Highways and Streets.” The triangle area, represents the minor road driver’s view of the intersecting roadway or driveway, including vehicles, pedestrians and bicyclists, and should be clear of obstructions to allow the driver to decide when to enter or cross the intersection. Any object at a height above the elevation of the adjacent roadways that would obstruct the driver’s view should be removed or lowered, if practical. The triangle leg lengths are based on the stopping sight distance of the major-road, calculated based on speed, to allow drivers sufficient sight distance to anticipate and avoid collisions. Similarly, unobstructed sight lines at crosswalks based on stopping sight distance allow motorists and pedestrians to detect each other in time to avoid a collision.

“No Parking” Zone Installation due to Access Issues

In response to access requests, staff conducts a field investigation and uses turning templates for vehicles in accordance with the American Association of State Highway Transportation Officials (AASHTO) “A Policy on Geometric Design of Highways and Streets” to determine the path of a vehicles requiring driveway/roadway access. Based on the turning templates, there are times vehicles must make multiple

maneuvers due to the narrow roadway widths, tight driveway radii, or proximity of parked vehicles. In order to minimize the number of maneuvers required, “no parking” zones may be recommended adjacent to the area of concern. In addition to alleviating driveway access issues, “no parking” zones may provide increased visibility for all roadway users.

“No Parking” Zone Installations for Bike Lane Safety Adjustments

A recent case where parking removal was needed to make striping adjustments to reduce vehicles encroaching into a bike lane was at Santa Cruz Avenue and University Drive. Staff observed that as westbound vehicles traverse through the intersection, the through lane shifted to the left and some vehicles encroached partially into the bike lane. Removing the parking space within the intersection was needed to provide a clear path of travel for bicyclists traversing simultaneously through the intersection with vehicles. This route is heavily used by students bicycling to Hillview Middle School, located farther west on Santa Cruz Avenue. Although not a common case, it is anticipated there will be similar situations where minor adjustments could be needed to increase safety.

Timed Parking Restrictions

In addition to the list above, timed parking restrictions requests involving five vehicles or less, outside of downtown, and three spaces or less within downtown, are recommended to be included as part of the proposed process. Example requests include: loading zones, passenger loading zones, and time restrictions near schools.

Proposed Process

Staff recommends modifying the “no parking” zone installation process by delegating to the Complete Streets Commission authorization to designate “no parking” zones based on sight distance issues and access issues:

- Up to five spaces for roadways outside of the area designated as the “Downtown/Station Area” in the El Camino Real/Downtown Specific Plan
- Up to three spaces for roadways within the area designated as the “Downtown/Station Area” in the El Camino Real/Downtown Specific Plan

The “Downtown/Station Area” is approximately bounded by Menlo Avenue, Oak Grove Avenue, University Drive and Alma Street. The descriptions below highlight the types of requests that are proposed to be included in staff’s authorization, which pose potential safety issues and can benefit from a more expedited implementation. In addition to “no parking” zone installations, staff and the Transportation Commission recommended timed parking restrictions be included as part of the proposed process and authorization extension.

A concept for a revised approval process for the described requests based on Transportation Commission feedback is described below.

1. Staff receives and reviews request
2. Staff conducts field investigation and analysis
3. Staff prepares notification to residents/property owners (varies by request, but typically postcards sent to residents, property owners within 500’, 2 weeks minimum notice) prior to the Complete Streets Commission meeting summarizing the proposed modifications
4. Staff prepares staff report and presents recommendations to Complete Streets Commission
5. Complete Streets Commission considers staff recommendation
6. If approved, staff implements change

With this modified parking restriction process, the approval process could be completed at the Commission level. Following the proposed process could result in reducing implementation time (by at least a month in most cases). While the proposed process modifications could result in reducing implementation time, additional time savings could be attained if authorization is extended to City staff. It should also be noted that all parking requests falling within the proposed limits in 2016 were approved by the Transportation Commission as regular business items and by City Council on consent.

On April 12, 2017, the Transportation Commission unanimously passed a motion 4-0-0-2, with Commissioners Levin and Walser absent, to recommend the City Council approve a City ordinance modifying the parking restriction process as proposed by staff for “No Parking” zones and timed parking restriction installations.

Although the Transportation Commission recommended their decisions to be final as part of the proposed parking process, all other commissions with delegated authority have an identified appeal process to City Council. Staff expects to include an appeal process consistent with other City Commission authority unless the City Council directs otherwise.

Fire District Staging Requirements

On occasion, the Menlo Park Fire Protection District requires on-street parking to be removed to provide emergency access to the property. With redevelopment of smaller parcels with higher buildings especially in the downtown area, the only space available for a fire staging area is located on street along the project's frontage and may require removal of the parking spaces. In these cases, the on-street parking removal would be required for a development project to receive Fire District approval. To help facilitate the development approval process, the process for parking removal to comply with Fire District requirements is proposed to be reconsidered. Since these projects are typically reviewed in public meetings for the Planning Commission, these parking restrictions would be evaluated in the context of the development project, without requiring a separate approval process for the parking changes. Staff recommends the Planning Commission or City Council action, as required by the project approval process, serve to approve parking changes.

Electric Vehicle Charging Station Restrictions

In addition to the proposed parking changes, the Transportation Commission provided feedback to request formalizing parking restrictions on electric vehicle charging stations to encourage the turnover of vehicles, allowing others to use the stations. Since there is no ordinance in place to address the use of electric vehicle charging stations, the Police Department cannot cite vehicles not actively charging. Palo Alto and other cities have begun implementing time restrictions to encourage turnover and similar actions are recommended for consideration in Menlo Park. For example, Palo Alto currently prohibits vehicles from parking in electric vehicle charging stations for longer than three hours. Menlo Park does not currently charge for electric vehicle charging station use in public parking spaces.

On April 12, 2017, the Transportation Commission unanimously passed a motion 4-0-0-2, recommending establishing a City ordinance requiring electric vehicles to be actively charging while adhering to the parking restrictions established in the parking lot and imposing a fine of \$100.00 for each violation. Staff will bring this recommendation to the City Council, with the exception of a specific citation fee. Citation fees are determined by the Menlo Park Police Department.

Next Steps

To implement a new process and to place parking restrictions on electric vehicle charging stations, amendments to the Municipal Code would be required. Following this information item, staff will bring the

parking restriction process and electric vehicle restriction recommendations with proposed Municipal Code changes to City Council for consideration at a future meeting.

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. "No Parking" Zone and Timed Parking Restriction Installations Approved by City Council (2005-Present)

Report prepared by:
Octavio Duran Jr., Assistant Engineer

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

THIS PAGE INTENTIONALLY LEFT BLANK

1340

1330

1326



Hoover Street

THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT

Complete Streets Commission

Meeting Date: 8/9/2017
Staff Report Number: 17-006-CSC

Regular Business: Approve installation of red curb and removal of two on-street parallel parking spaces on Santa Cruz Avenue adjacent to Fremont Park

Recommendation

Staff recommends that the Complete Streets Commission approve the installation of red curb and removal of two parallel on-street parking spaces on the south side of Santa Cruz Avenue, adjacent to Fremont Park to resolve an unsafe conflict area between merging right-turn vehicles, bicyclists, and curbside parked vehicles.

Policy Issues

The recommendation is consistent with the newly adopted Section 11.24.026 of the City ordinance, which authorizes the Complete Streets Commission to designate “No Parking Zone” (i.e., red curb) adjacent to driveways, intersections, and crosswalks under specific criteria for safety concerns.

This project is also consistent with the policies and programs (i.e., CIRC-1.1, CIR-4.4) stated in the 2016 General Plan Circulation Element. These policies and programs seek to maintain and improve a circulation system through the Street Classification System that provides safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

Background

Santa Cruz Avenue is a two-lane (ie, one-lane in each direction) roadway connecting El Camino Real to Alameda de las Pulgas. According to the Street Classification System defined in the 2016 General Plan Circulation Element, Santa Cruz Avenue exhibits two distinct roadway characteristics. East of University Drive, Santa Cruz Avenue is a 25 miles per hour (mph) “Main Street” and serves the City Downtown core. West of University Drive, Santa Cruz Avenue is a 30 mph “Neighborhood Avenue”. Santa Cruz Avenue is also a designated truck route and provides access to Fremont Park, which is located at the southwest corner of Santa Cruz Avenue and University Drive.

A “Main Street” is a high intensity, pedestrian-oriented retail street that provide access to all travel modes in support of Downtown and includes on-street parking. A “Neighborhood Avenue” refers to streets with residential frontages that serve as a main route for multiple modes.

The existing striping on eastbound Santa Cruz Avenue between Johnson Street and University Drive was identified as a potential unsafe conflict area. This section of Santa Cruz Avenue falls just outside of the Downtown Specific Plan Area and carries one vehicular travel lane, one bike lane, and curbside parallel parking in each direction.

Analysis

Based on field investigation of the existing striping, vehicles traveling east on Santa Cruz Avenue wishing to make a right turn on University Avenue are expected to transition from the single travel lane into the right turn pocket, across the 60-foot dashed bike lane. Upon further assessment, staff noticed approximately three of the four existing on-street parallel parking spaces on Santa Cruz Avenue adjacent to Fremont Park, are located next to the dashed bike lane with buffer ranging from two to four feet.

When these three parking spaces were occupied, turning vehicles had to drive on the entire length of the dashed bike lane, instead of using it as a transitional area, before merging into the turn pocket.

While these parking spaces don't prevent turning vehicles from reaching the turn pocket, the longer exposure of vehicles in the dashed bike lane, combined with the close proximity to the adjacent parked vehicles, creates a potentially unsafe conflict area. It is also does not follow the latest industry practice to not provide parking spaces adjacent to dashed bike lanes, since they are typically used as merging areas to access turn pockets.

In order to alleviate these concerns, staff recommends extending the existing red curb for another 45 feet and removing the first two on-street parking spaces as shown in Attachment A. Staff does not recommend removing the third parking space because only a portion of the space is adjacent to the dashed bike lane.

If approved, any Menlo Park resident, business owner, or property owner may appeal to the City Council in writing within fifteen (15) days after the decision, by August 24, 2017.

Impact on City Resources

If approved, there are sufficient funds in the operating budget for the City's signing and striping program to implement this project.

Environmental Review

The installation of red curb 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. Additional public outreach was achieved by sending notification postcards to the residents/property owners within 500 feet of the proposed "No Parking Zone".

Attachments

A. Proposed red curb installation

Report prepared by:
Kevin Chen, Assistant Engineer

Staff Report #: 17-006-CSC

Report reviewed by:
Kristiann Choy, Senior Transportation Engineer

THIS PAGE INTENTIONALLY LEFT BLANK

Johnson St

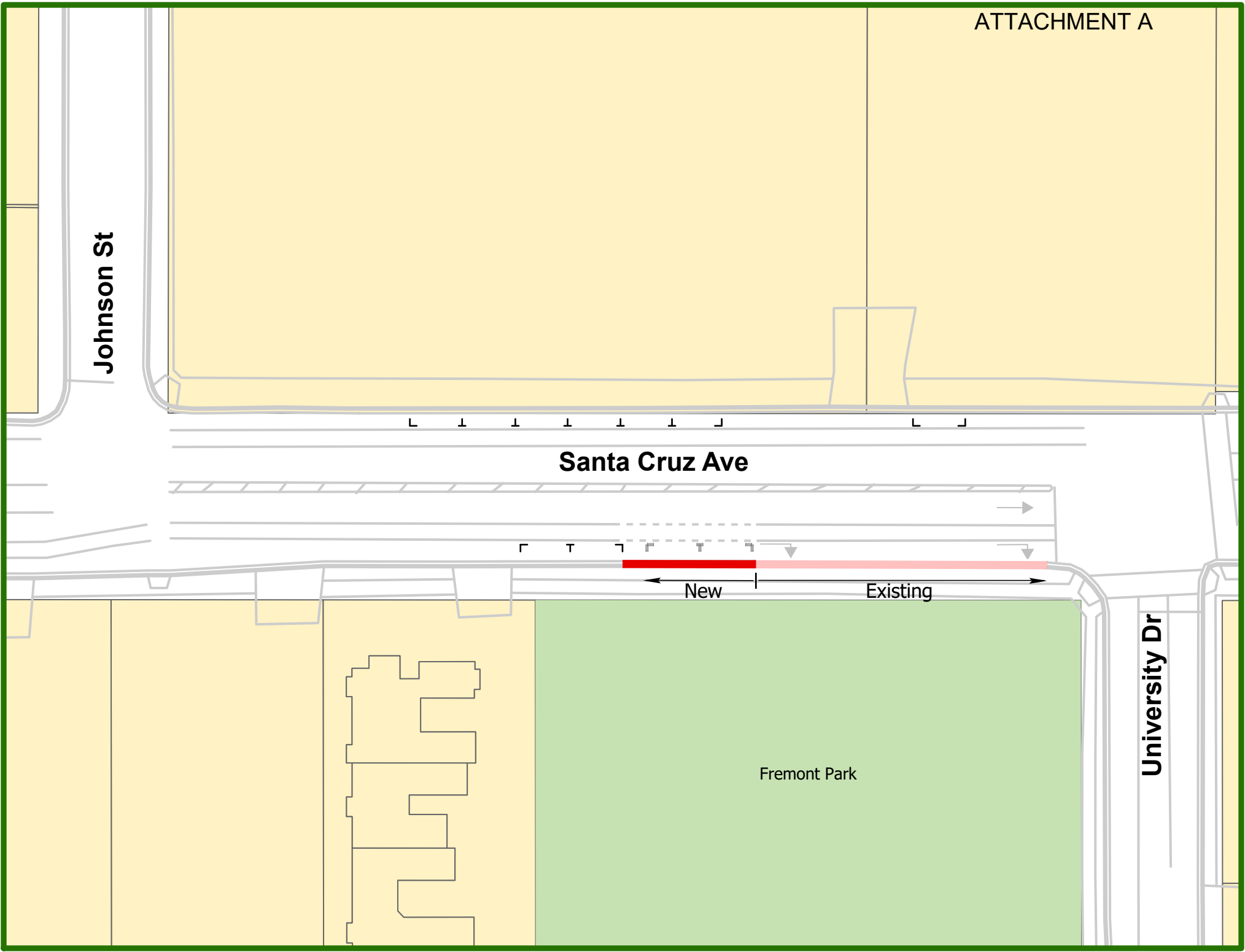
Santa Cruz Ave

New

Existing

University Dr

Fremont Park



THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT

Complete Streets Commission

Meeting Date: 8/9/2017
Staff Report Number: 17-007-CSC

Regular Business: **Nominate a Commissioner to Serve on the Transportation Master Plan Oversight and Outreach Committee**

Recommendation

Staff recommends the Commission nominate a member to serve as a representative on the Transportation Master Plan Oversight and Outreach Committee for potential Council appointment on August 29, 2017.

Policy Issues

The development of a Transportation Master Plan (TMP) is included in the Council's adopted 2017 Work Plan (#46) and is one of the highest priority implementation programs in the 2016 General Plan Circulation Element. The creation of an Oversight and Outreach Committee (the Committee) will help guide the TMP process to a successful completion. The Committee would be a Brown Act body, meaning all meetings of the Committee would be open to the public and noticed at least 24 hours prior to the meeting.

Background

On November 29, and December 6, 2016, the City Council completed actions to approve the ConnectMenlo General Plan Land Use and Circulation Elements. This was a multi-year, comprehensive process that represents a vision for a live/work/play environment in the former M-2 Area while maintaining the character and values that the City has embraced. The General Plan serves as the City's comprehensive and long range guide to land use and infrastructure development in the City. The Land Use and Circulation Elements, along with the Housing Element which was adopted in 2014, provide the key policy framework to guide the City's physical development. While the adoption of the General Plan was a major accomplishment for the City, the work is not done. The plan is dynamic; the Elements contain a number of goals, policies and programs that implement the City's vision.

Transportation challenges, including multi-modal safety, traffic congestion, neighborhood quality of life, and regional coordination are significant concerns to the City of Menlo Park. The Circulation Element includes a number of forthcoming transportation-related programs, including those to encourage multi-modal transportation, provide opportunities for active transportation to encourage health and wellness, minimize cut-through traffic on residential streets, and consider changes to the transportation impact metrics the City uses to evaluate development proposals. High priority transportation-related programs are the development of a TMP and updates to the Transportation Impact Fee (TIF).

A TMP would provide a bridge between the policy framework adopted within the Circulation Element and project-level efforts to modify the transportation network within Menlo Park. Broadly, it provides the ability to

identify appropriate projects to enhance the transportation network, conduct community engagement to ensure such projects meet the communities' goals and values, and prioritize projects based on need for implementation. The TMP, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions towards regional improvements. It will serve as an update to the City's Bicycle and Sidewalk Plans. Following development of the Master Plan, the TIF program update would provide a mechanism to modernize the City's fee program to collect funds towards construction of the improvements identified and prioritized in the Master Plan.

The TMP, however, is not designed to identify project-level, specific solutions to individual neighborhood cut-through traffic concerns, specific Safe Routes to School infrastructure plans, or provide detailed engineering designs of the improvements that will be identified in the Plan. These efforts would be prioritized in the Plan for future work efforts and through current projects such as Willows Neighborhood Complete Streets.

On May 23, 2017, the City Council authorize the City Manager to enter into an agreement with W-Trans, after an extensive consultant selection process, for the TMP and TIF Program in a not to exceed amount of \$400,000. The overall project schedule is included as Attachment A.

Analysis

The scope of work for the development of the TMP includes the creation of the Committee comprised of 11 members appointed by the City Council. The composition of the Committee would be two at-large members, two members of the City Council, three members from local organizations, and one member from each of the following City Commissions:

- Complete Streets Commission
- Environmental Quality Commission
- Parks & Recreation Commission
- Planning Commission

These four Commissions, out of all seven City Commissions, most align with the purpose of the TMP with their typical review subjects and carry-out assignments.

Staff is asking each Commission to nominate one member for appointment to serve on the Committee, subject to Council confirmation of the appointment. If more commissioners are interested in serving, he or she could apply for an at-large appointment. All Commission nominations should be completed by August 16, 2017. Application for local organization and at-large member appointments is open through Wednesday, August 16, 2017. Web link of the application is provided in Attachment B.

Each member nominated by a commission will be asked to complete the same application so the City Council can have equal information about all potential members. The packet of applications will be posted on the website and distributed to the City Council. The appointments are tentatively scheduled for the August 29, 2017 City Council meeting.

The core mission for the Committee is as follows:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft Master Plan materials and submittals

- Guide and keep the project process on track to meet the key milestones; and
- Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities.

The term for this appointment will correspond with the TMP project schedule, which is targeted for approximately one year starting from July 2017. Although tentative, the Committee is expected to attend four meetings as summarized below:

| Oversight and Outreach Committee Proposed Meetings | | |
|--|---------------------------|---|
| Event | Approximate Date and Time | Purpose |
| Meeting #1 | September 2017, evening | <ul style="list-style-type: none"> • Review existing transportation conditions • Review study performance metrics and prioritization criteria |
| Meeting #2 | January 2018, evening | <ul style="list-style-type: none"> • Review transportation strategies and recommendations • Review Draft Transportation Master Plan |
| Meeting #3 | March/April 2018, evening | <ul style="list-style-type: none"> • Review Final Transportation Master Plan |
| Meeting #4 | July/August 2018, evening | <ul style="list-style-type: none"> • Review Transportation Impact Fee Program |

The Committee meetings will typically be held at the Arrillaga Family Recreation Center or Menlo Park Senior Center in the early evening on a day that avoids conflicts with other City meetings whenever possible, likely on Thursdays.

In addition, Committee members are strongly encouraged to attend project workshops and other public events. Although tentative, the events are listed below:

| TMP Community Events | | |
|---------------------------|--|--|
| Event | Date/Time | Location |
| Downtown Block Party | Wednesday, August 16, 2017 5:30 – 8:00 pm | Downtown Menlo Park Santa Cruz Ave b/t University Dr & El Camino Real |
| Kelly Park Concert Series | Tuesday, August 22, 2017 6:00 – 8:00 pm | Kelly Park 100 Terminal Ave |
| Neighborhood walk-shop #1 | TBD* | TBD |
| Neighborhood walk-shop #2 | TBD | TBD |
| Neighborhood walk-shop #3 | TBD | TBD |

* TBD = to be determined

The “neighborhood walk-shops” are walking tours of neighborhood streets, with a focus on observing and identifying local transportation issues and opportunities. They are designed for the general public to interact with City staff, officials and Committee members in person. More detailed information about these walk-shops will be publicized in the near future.

In addition to attending public events, interested individuals can follow the latest project progress through the project website (www.menlopark.org/TMP) and will have opportunities to provide input on ideas, priorities, and the vision for the TMP through the website.

If the Commission is not interested in having a representative on the Committee, the City Council could consider either decreasing the membership or converting a commission slot to an at-large slot.

To date, the following Commissioners have been nominated by his/her respective Commission:

- Environmental Quality Commission – Chris DeCardy
- Parks and Recreation Commission – Sarah Staley Shenk
- Planning Commission – Katherine Strehl

In addition, staff will provide a presentation at the Commission meeting on August 9, 2017 with an update on the status and expected process and goals of the TMP.

Impact on City Resources

The formation of the Committee is part of the scope of work in the approved TMP contract with W-Trans.

Environmental Review

The formation of the Committee to help guide the development of the TMP is not a project under the California Environmental Quality Act (CEQA) Guidelines. Future project actions originated from the TMP will comply with environmental review requirements under CEQA.

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. Project Schedule
- B. Application web link - menlopark.org/DocumentCenter/Home/View/15092

Report prepared by:
Kevin Chen, Assistant Engineer

Report reviewed by:
Kristiann Choy, Senior Transportation Engineer

**Transportation Master Plan
Project Schedule**

- | | |
|---|---------------------------|
| 1. Project Initiation | June 2017 |
| 2. Transportation Information Summary | June –July 2017 |
| 3. Public Engagement (1) | July - September 2017 |
| 4. Identify Performance Metrics/Prioritization Criteria | September 2017 |
| 5. Initial Strategies and Recommendations | September – December 2017 |
| 6. Public Engagement (2) | January 2018 |
| 7. Admin Draft TMP | February 2018 |
| Draft TMP | March 2018 |
| Final TMP | April 2018 |
| 8. Transportation Impact Fee | April– June 2018 |
| 9. Meetings | Ongoing |

THIS PAGE INTENTIONALLY LEFT BLANK

TRANSPORTATION MASTER PLAN OVERSIGHT AND OUTREACH COMMITTEE APPLICATION

City Clerk's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



COMMITTEE MEMBERSHIP

The City is embarking on the development of a transportation master plan. The plan received one of the highest priority rankings for implementation programs in the 2016 General Plan Circulation Element and received the highest priority ranking in the 2017 City Council Work Plan.

Transportation challenges, including multi-modal safety, traffic congestion, neighborhood quality of life and regional coordination are significant concerns to the City of Menlo Park. Broadly, the plan will provide the ability to identify appropriate projects to enhance the transportation network, conduct community engagement to ensure such projects meet the communities' goals and values and prioritize projects based on need for implementation. When completed, the plan will provide a detailed vision, set goals and performance metrics for network performance and outline an implementation strategy for improvements to be implemented locally as well as for local involvement towards regional improvements.

The importance of a well-developed plan, coupled with an accelerated project schedule, necessitates the need to create an oversight and outreach committee to help guide and advise the project team to a successful project completion.

The composition of the committee will be two at-large members, two members of the City Council, three members from local organizations, and one member from each of the following city commissions:

- Complete Streets Commission
- Environmental Quality Commission
- Parks and Recreation Commission
- Planning Commission

Each commission and local organization will nominate one member for appointment to serve on the committee, subject to City Council confirmation. If more commissioners are interested in serving, then he or she could apply for an at-large appointment. Community members who have multiple interests (i.e., business owner, active transportation user, neighborhood group leader, etc.) are encouraged to apply for the at-large positions.

COMMITTEE CHARGES

The committee would be a Brown Act body (all meetings of the committee would be open to the public and noticed at least 24 hours before the meeting) with a core mission as follows:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft master plan materials and submittals
- Guide and keep the project process on track to meet the key milestones; and
- Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities.

COMMITTEE TERM OF SERVICE AND COMMITMENTS

The term for this appointment will correspond with the project schedule, which is targeted for approximately one year starting from July 2017. Although **tentative**, all committee members are expected to attend four community meetings as summarized below:

1. Meeting #1 - September 2017, evening
 - Review existing transportation conditions
 - Review study performance metrics and prioritization criteria
2. Meeting #2 - January 2018, evening
 - Review transportation strategies and recommendations
 - Review draft transportation master plan

3. Meeting #3 - March/April 2018, evening
 - Review final transportation master plan
4. Meeting #4 - July/August 2018, evening
 - Review transportation impact fee program

The committee meetings will typically be held at the Arrillaga Family Recreation Center or Menlo Park Senior Center in the early evening on a day that avoids conflicts with other City meetings whenever possible, likely on Thursdays.

In addition, committee members are strongly encouraged to attend project workshops and other public events. Although **tentative**, the events are listed below:

1. Downtown Block Party – Wednesday, Aug. 16, 2017, 5:30-8 p.m.
 - Downtown Menlo Park – Santa Cruz Avenue between University Drive and El Camino Real
2. Kelly Park Concert Series – Tuesday, Aug. 22, 2017, 6-8 p.m.
 - Kelly Park – 100 Terminal Ave.
3. Neighborhood Walk-shop #1 – TBD*
 - Location TBD
4. Neighborhood Walk-shop #2 – TBD
 - Location TBD
5. Neighborhood Walk-shop #3 – TBD
 - Location TBD

*TBD = to be determined

The “neighborhood walk-shops” are walking tours of neighborhood streets, with a focus on observing and identifying local transportation issues and opportunities. They are designed for the general public to interact with City staff, officials and committee members in person. More detailed information about these walk-shops will be publicized in the near future.

In addition to attending public events, interested individuals can follow the latest project progress through the project website (menlopark.org/TMP) and will have opportunities to provide input on ideas, priorities and the vision for the plan through the website.

COMMITTEE APPOINTMENT PROCESS

The application deadline is Wednesday, Aug. 16, 2017 at 5 p.m. Please return your application, along with any attachments, to the City Clerk, at the listed address before the deadline. The City Council will review all applications and may contact you individually. All appointments will be made by nomination and vote of the City Council at its meeting, tentatively scheduled for Aug. 29, 2017. Questions about the application process should be directed to Jelena Harada, Deputy City Clerk, at 650-330-6620 or by email at jvharada@menlopark.org.

SPECIAL INFORMATION

Committee members are expected to attend all committee meetings and are strongly encouraged to attend all public outreach project events and meetings. Failure to attend meetings may result in removal by the City Council. Committee members are not paid for their volunteer service. More specific information about the transportation master plan may be obtained by viewing the City’s website at menlopark.org/TMP and by contacting Kevin Chen at kchen@menlopark.org or 650-330-6770.

COMMISSION AND COMMITTEE APPLICATION

City Clerk's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date:

Commission or committee of interest:

Name:

Education:

Civic affiliations and community activities, including service on other commissions or committees:

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

Signature

Date

OFFICE USE ONLY:

Application received: _____

Considered by City Council: _____

Considered by City Council: _____

Considered by City Council: _____

If appointed, term ends: _____

Address verified within city limits: ☐ By: _____ (Initials)

Appointed: ☐ Yes ☐ No

Appointed: ☐ Yes ☐ No

Appointed: ☐ Yes ☐ No

| Personal information: | | | |
|--|---|------------------------------|-----------------------------|
| Name: | Number of years as a Menlo Park resident: | | |
| Resident address: | City: | State: | Zip: |
| Mailing address (if different): | City: | State: | Zip: |
| Phone: | Email: | | |
| Business address: | City: | State: | Zip: |
| Business phone: | | | |
| Registered voter: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| How did you hear about this opportunity: <input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input type="checkbox"/> Other | | | |
| If I am appointed, I authorize the posting of the following information on the city website: | Cell phone: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Business phone: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Home phone: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Email: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

February, 28, 2016

Dear Property Owner/Resident:

Subject: *Proposed Bicycle Visibility Improvement Project on Santa Cruz Avenue from Sand Hill Road to Alameda de las Pulgas.*

At the January 23, 2017 community meeting held at Oak Knoll School, requests were made for a comprehensive corridor study along Santa Cruz Avenue in West Menlo Park and there was a voiced consensus for bicycle marking improvements along this stretch of road.

We are in the process of evaluating additional analyses of this corridor.

In the meantime, we are planning on installing bicycle marking improvements known as sharrows. Attached for your information is a depiction of what these markings look like. We are in the process of scheduling their installation and expect this to occur in the next one to two months.

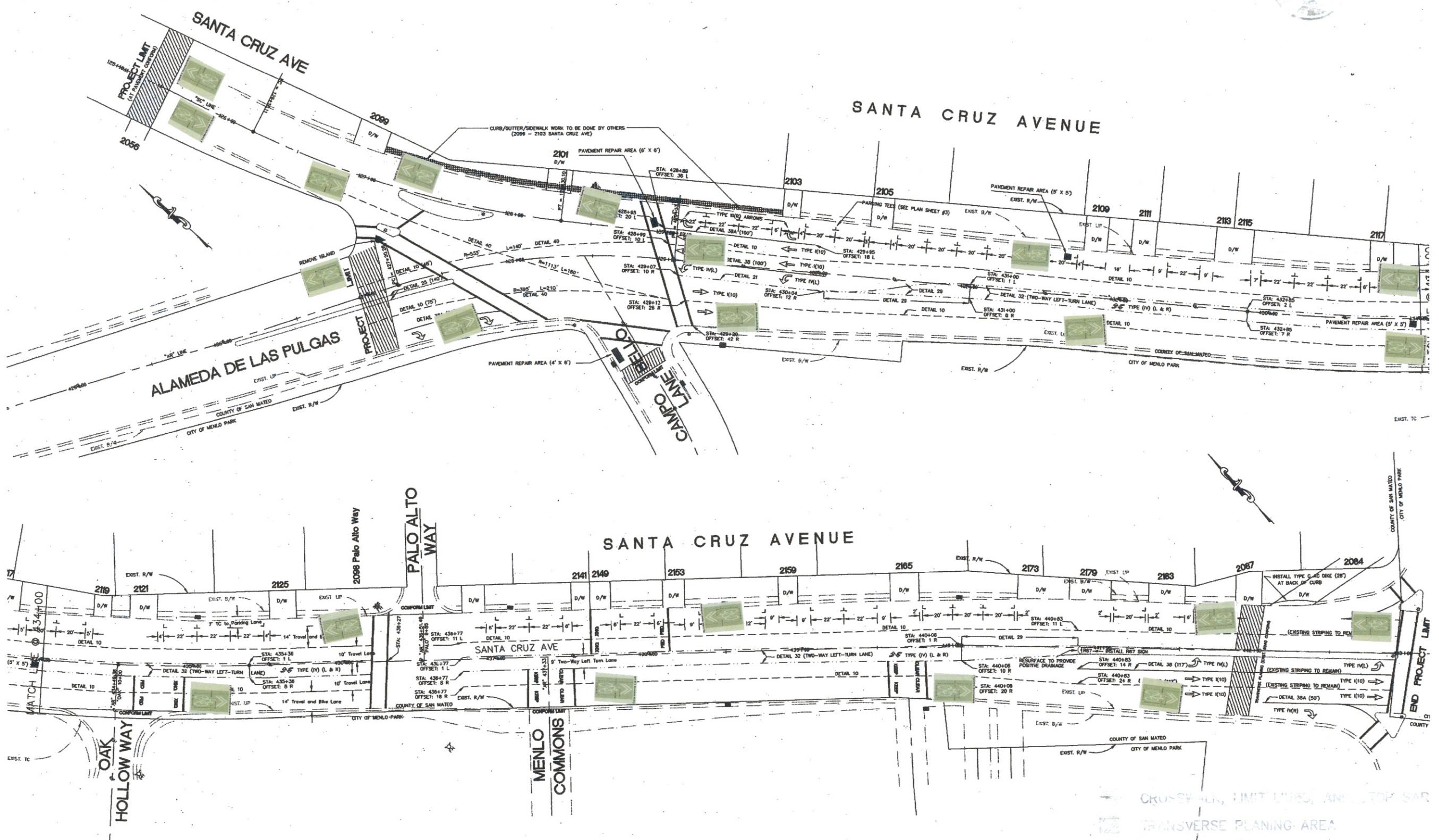
If you have any comments or questions, feel free to contact me at:

San Mateo County Department of Public Works
Attn: Traffic Services
752 Chestnut Street, Redwood City, CA 94063
(650) 599-1418
email: dshu@smcgov.org
or by completing this short survey
<https://www.surveymonkey.com/r/PNJY87>

Sincerely,

Diana Shu
Road Operations Manager

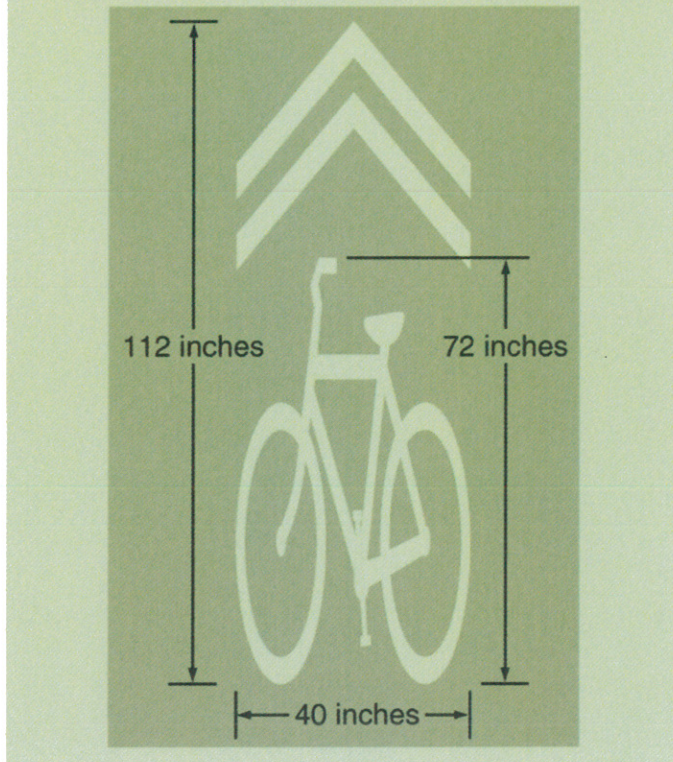




NOTE:

| | | | |
|-----------|------|---|--|
| DESIGNED: | DTV | SANTA CRUZ AVENUE | |
| CHECKED: | AMS | BETWEEN SAND HILL RD. AND ALAMEDA DE LAS PULGAS | |
| DRAWN: | RLM | PLAN AND STRIPING LAYOUT | |
| REVISION | DATE | SANTA CRUZ AVENUE | |

Figure 9C-9. Shared Lane Marking



Green Background with White Legend

Location to place legends:

- 1) Immediately after intersections
- 2) Not more than 250 ft apart
- 3) At center of outside travel lane nearest the curb