

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 9/13/2017
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 August 9, 2017 ([Attachment](#))

F2. Nominate and appoint new Commission members for vacated subcommittee seats

F3. Recommend a preferred alternative to the City Council for the Ravenswood Avenue Railroad Crossing Study ([Attachment](#))

G. Informational Items

G1. Update on major project status

G2. Update on upcoming Commission meeting schedule

H. Committee/Subcommittee Reports

H1. Update from Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee (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)
- H5. Update from Transportation Master Plan Subcommittee (Behroozi/Levin/Nash)

I. Adjournment

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

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

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

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

Complete Streets Commission



REGULAR MEETING MINUTES - DRAFT

Date: 8/9/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Chair Walser called the meeting to order at 7:08 p.m.

B. Roll Call

Present: Behroozi, Kirsch, Lee, Levin, Mazzara, Nash, Walser, Weiner, Welton
Absent: Meyer
Staff: Assistant Public Works Director Nikki Nagaya, Assistant Engineers Kevin Chen

C. Pledge of Allegiance

D. Reports and Announcements

Staff Chen provided a summary on past Council actions on transportation related items at the past City Council meeting since the July 12, 2017 Commission meeting. Staff Chen and Commissioner Kirsch provided a summary of volunteering opportunities. Staff Chen and Commissioner Behroozi provided details on the upcoming Downtown Block Party. The Commission thanked Commissioner Welton, in her last meeting as a Commissioner, for her service to the City.

E. Public Comment

- Pamela Jones spoke about the Dumbarton Corridor Study. Commissioner Levin shared future project public meeting details and noted she made public comments as a local resident at the last SamTrans Board meeting.

F. Regular Business

F1. Approve the Complete Streets Commission regular meeting minutes of July 12, 2017

Commissioners Kirsch and Mazzara provided the following correction and clarification ([Attachment](#)):

- Item F2 "ACTION", change "...weekdays..." to "...weekends..."
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 **weekends** and holidays, passes (8-1-1; Mazzara dissented; Meyer absent).
- Item F5 "ACTION", change "...advance this project," to "...further this project when appropriate,"
ACTION: Motion and second (Levin/Behroozi) to encourage the City Council to **further this project when appropriate** passes (9-0-1; Meyer absent).

ACTION: Motion and second (Levin/Welton) to approve the Complete Streets Commission regular meeting minutes of July 12, 2017 with suggested edits, passes (9-0-1; Meyer absent).

- F2. Approve installation of red curbs and removal of one non-conforming on-street parking space at 1330 Hoover Street (Staff Report# 17-005-CSC)

Staff Chen provided a presentation ([Presentation](#)).

ACTION: Motion and second (Behroozi/Weiner) to approve staff recommendation with Commissioner Weiner's recommendation to lengthen proposed red curbs to 7 feet, passes (9-0-1; Meyer absent).

- F3. Approve installation of red curb and removal of two on-street parking spaces on Santa Cruz Avenue adjacent to Fremont Park (Staff Report# 17-006-CSC)

Staff Chen provided a presentation ([Presentation](#)).

ACTION: Motion and second (Behroozi/Welton) to approve staff recommendation, passes (8-0-1-1; Kirsch abstained, Meyer absent).

- F4. Nominate a Commissioner to serve on the Transportation Master Plan Oversight and Outreach Committee (Staff Report# 17-007-CSC)

Staff Chen provided a presentation ([Presentation](#)).

ACTION: Commission nominates Commissioner Levin by acclamation.

- 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)

Commissioner Kirsch led a discussion.

ACTION: Motion and second (Kirsch/Welton) to authorize Commissioner Kirsch to draft a letter of support, and through staff, solicit individual commissioner feedback and finalize it. Based on feedback, Commissioner Kirsch and Chair Walser to decide if letter can be forwarded to City Council for approval or further public Commission discussion is required. Motion passes (9-0-1; Meyer absent).

G. Informational Items

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

Staff Nagaya provided an update on the Citywide Safe Route to School Program.

- G2. Brown Act and Conflicts of Interest update

Staff Chen provided an update on Brown Act and Conflicts of Interest.

G3. Major project status updates

Staff Chen provided project updates on:

- Bus Shelter Installation in Belle Haven neighborhood
- Oak Grove, University, Crane Bicycle Improvement Project
- Santa Cruz Avenue Sidewalk Project
- SamTrans led Dumbarton Transportation Corridor Study

G4. Upcoming Commission meeting schedule

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

H. Committee/Subcommitte Reports

H1. Update from Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee

Commissioner Kirsch reported on scheduling a future meeting with Council Member Muller to discuss Middle Plaza at 500 El Camino Real.

H2. Update from Multimodal Subcommittee

Commissioner Levin reported on scheduling a future community meeting to discuss the SamTrans led Dumbarton Transportation Corridor Study.

H3. Update from Oak Grove, University, Crane Bicycle Improvement Project Subcommittee

Staff Chen and Nagaya provided a project implementation update.

H4. Update from Safe Routes to School Program Subcommittee

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

H5. Update from Transportation Master Plan Subcommittee

No additional update.

I. Adjournment

Chair Walser adjourned the meeting at 9:48 p.m.

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STAFF REPORT

Complete Streets Commission

Meeting Date: 9/13/2017
Staff Report Number: 17-008-CSC

Regular Business: Recommend a preferred alternative to the City Council for the Ravenswood Avenue Railroad Crossing Study

Recommendation

Staff requests that the Complete Streets Commission recommend a preferred alternative to the City Council for the Ravenswood Avenue Railroad Crossing study in advance of City Council's selection of a preferred alternative in October 2017.

Policy Issues

The Project is prioritized in the 2017 City Council Work Plan (item 51) that was approved February 7, 2017. The Project is consistent with the City's Rail Policy and with the 2016 General Plan goals to increase mobility options to reduce traffic congestion and greenhouse gas emissions; increase safety; improve Menlo Park's overall health, wellness, and quality of life through transportation enhancements; support local and regional transit that is efficient, frequent, convenient and safe; provide a range of transportation choices for the Menlo Park community; and to promote the safe use of bicycles as a commute alternative and for recreation.

Background

At the September 13, 2017, Complete Commission meeting, the Project team will present an overview of Alternatives A and C, including benefits, community input, and construction impacts of each.

The Project is evaluating the engineering feasibility of replacing the existing at-grade railroad crossings of the Caltrain tracks by building grade separations of the roadways from the tracks at Ravenswood Avenue, Oak Grove Avenue, and Glenwood Avenue, with priority on Ravenswood Avenue. This study is building upon previous studies and is focused on the two alternative types that were previously determined to be the most feasible, an Underpass and a Hybrid.

Key dates for the Project include:

- SMCTA awarded and programmed \$750,00 Measure A Grade Separation Program funds for the Project in November 2013;
- The Project was included in the Fiscal Year 2015-2016 Capital Improvement Plan (CIP);
- City Council provided direction to proceed with study of Underpass and Hybrid alternatives in May 2015;
- Request for Proposals (RFP) was issued in December 2015 and a consultant was selected in February 2016 after proposal review and interview process;
- City Council approved award of the contract to AECOM in March 2016 and the Project began;
- Community Meeting #1 was held in May 2016 to introduce the Project and gather information and

- community feedback;
- Presentation was given to the Chamber of Commerce, Business and Transportation Issues Committee in September 2016;
- Meetings were held with representatives from the Police Department and Fire District in September 2016;
- Community Meeting #2 was held in October 2016 to present three alternatives (A, B, and C) and gather more community feedback;
- The Project was presented to the Bicycle Commission, Transportation Commission and Planning Commission in November and December 2016;
- A Study Session was held at the February 7, 2017, City Council meeting and City Council directed staff to return with additional information;
- A public Rail Information Meeting was held to present the status of the Project in March 2017;
- A Study Session was held at the April 4, 2017, City Council meeting and City Council provided direction to staff to narrow the options to Alternative A, Ravenswood Avenue Underpass, and Alternative C, Hybrid with three grade separation crossings, as described below. Alternative B (Hybrid with two grade separated crossings) was eliminated from further consideration at this meeting; and
- Community Meeting #3 was held in June 2017 to present the remaining alternatives (A and C) and construction impacts and obtain community preferences.

Analysis

Alternatives

The current alternatives are described briefly below. Exhibits of each are included as Attachments A and B.

Alternative A: Ravenswood Avenue Underpass

Under this alternative, the rail tracks would remain at the existing elevation and Ravenswood Avenue would be lowered approximately 22 feet below existing elevation to run under the railroad tracks.

Alternative C: Hybrid with Three Grade Separated Crossings

Under this alternative, grade separations would be constructed at Ravenswood, Oak Grove and Glenwood Avenues and the railroad profile elevation would be generally flat. The rail tracks would be raised approximately 10 feet at Ravenswood and Oak Grove Avenues and approximately 5 feet at Glenwood Avenue. Ravenswood Avenue would be lowered approximately 12 feet, Oak Grove Avenue approximately 11 feet and Glenwood Avenue approximately 15 feet at the railroad tracks. A maximum rail elevation of approximately 10 feet from existing grade would occur from Ravenswood Avenue to Oak Grove Avenue including the station area.

Community Input

Since the November 2016 Bicycle and Transportation Commission meetings, the Project team hosted the third community meeting on June 7, 2017. Community members were able to review the proposed alternatives in greater detail including videos of flyover simulations for both Alternative A and C, hear about traffic impacts and mitigations, construction staging and impacts, see a potential railroad “shoofly” or temporary track alignment and layout, voice their preferences on a preferred alternative (A or C), and provide their input regarding the construction constraints and impacts. Exhibits from the previous community meetings were posted around the meeting room and a virtual reality station was set up for attendees to see the alternatives in more detail.

There were approximately 55 community members in attendance. The key outcomes of the meeting included:

- Over 85% of the community members expressed support for Alternative C, communicating the desire to grade separate more crossings and maintain greater east-west connectivity for all travel modes.
- The community members that expressed support for Alternative A communicated the desire to focus on the highest volume location and lowest cost option.
- Some community members expressed an interest in reconsidering a trench or tunnel alternative.
- Some community members expressed an interest in reconsidering a viaduct or fully raised track alternative.

A full summary of the meeting including all comments received, a copy of the presentation and the exhibits are posted on the City's project web page at www.menlopark.org/ravenswood.

Other Key Stakeholder Outreach

Meetings have been on-going with potentially impacted business and property owners. Feedback received from these stakeholders has been generally consistent with that received at the Community Meeting. Stakeholders associated with properties with potentially minor effects from the project generally prefer Alternative C. Stakeholders associated with properties with potentially major effects from the project on Oak Grove and Glenwood Avenues generally prefer Alternative A.

In addition, meetings with emergency responders, including the Menlo Park Fire Protection District and City Police Department representatives were held throughout the project to gather input on the alternatives and to obtain feedback on a preferred alternative. Both Fire District and Police Department representatives preferred Alternative C, which provides additional safety improvements by grade separating more crossings, improves cross-town traffic circulation by eliminating more train gate controls and delays, and provides improved access to area hospitals, located west of the railroad tracks. Ongoing coordination will be needed as any alternative progresses to coordinate on specific property access requirements for emergency response and throughout any construction efforts that may proceed in the future.

Community feedback received to date was used to create an alternatives comparison matrix to assess the benefits and impacts of each Alternative, as can be seen in Attachment C. Important factors highlighted in the matrix include:

- Reduction in potential rail/vehicle conflicts;
- Improvement in east/west connectivity;
- Improvement in east/west pedestrian and bicycle access;
- Reduction in potential horn and gate noise;
- Maintaining the Alma Street/Ravenswood Avenue connection;
- Minimizing visual impacts;
- Minimizing property and driveway impacts;
- Minimizing disruption during construction; and
- Improving traffic pattern predictability.

Alternative A provides more moderate benefits with more moderate impacts, while Alternative C provides greater benefits with greater impacts for most of the comparison factors.

Next Steps

The next steps in the Project include continuing to meet with all property and business owners with potential direct access impacts in order to review the alternatives and impacts. In addition to this presentation, a

similar presentation will be made to the Planning Commission on Monday, September 11, 2017, to obtain their feedback on the alternatives and construction constraints, and to provide the Commission's recommendation for a preferred alternative. City Council will be presented the findings from the analysis including all outreach feedback received and will be asked to select a preferred alternative in October 2017. Once the City Council has selected a preferred alternative, the Project team will complete the 15% design plans and the project report. Upon completion, City staff will then explore funding opportunities to advance the project to the environmental and design phase.

Key remaining milestones are summarized below:

Key Project Milestones	
Property and Business Owners Meetings	Summer/Fall 2017
Planning Commission Meeting	September 11, 2017
Complete Streets Commission Meeting	September 13, 2017
Preferred Alternative Selection by City Council	October 10, 2017
Project Completion (i.e., 15% design, project report)	Winter 2017

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 notification was achieved by sending citywide postcards, including in the City Council Weekly Digest on September 1, 2017, and sending an email to the Public Works project interest list.

Attachments

- A. Alternative A exhibits
- B. Alternative C exhibits
- C. Alternatives Comparison Matrix

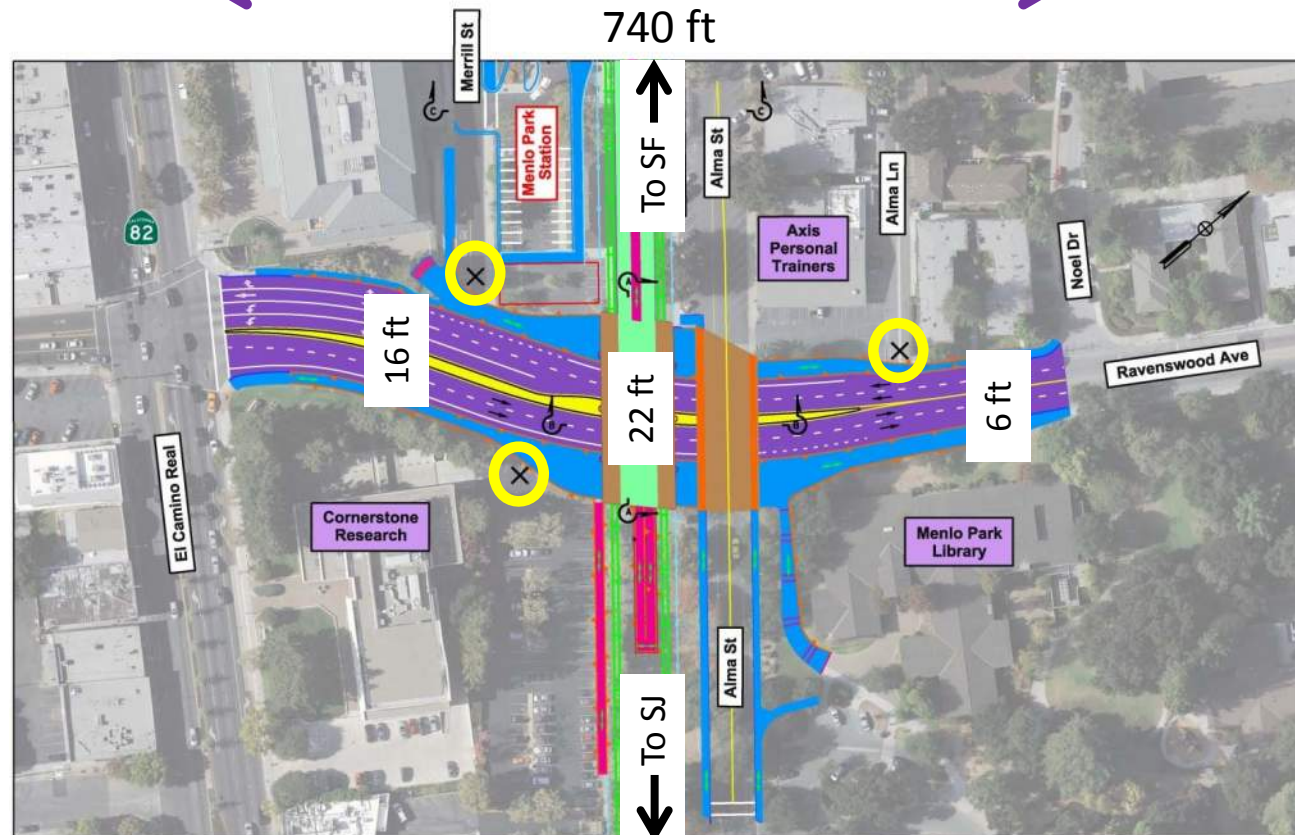
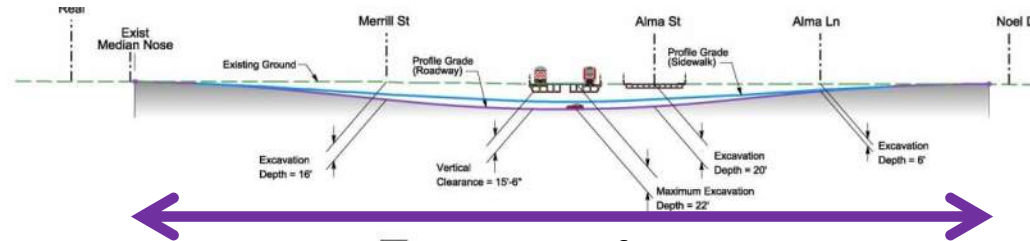
Report prepared by:
Angela R. Obeso, Senior Transportation Engineer

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

A

ALTERNATIVE A: UNDERPASS
(RAVENSWOOD ONLY)

Alternative A Ravenswood Ave



Ravenswood Avenue Railroad Crossing Project





Alternative A

Photo Simulation Looking East along Ravenswood

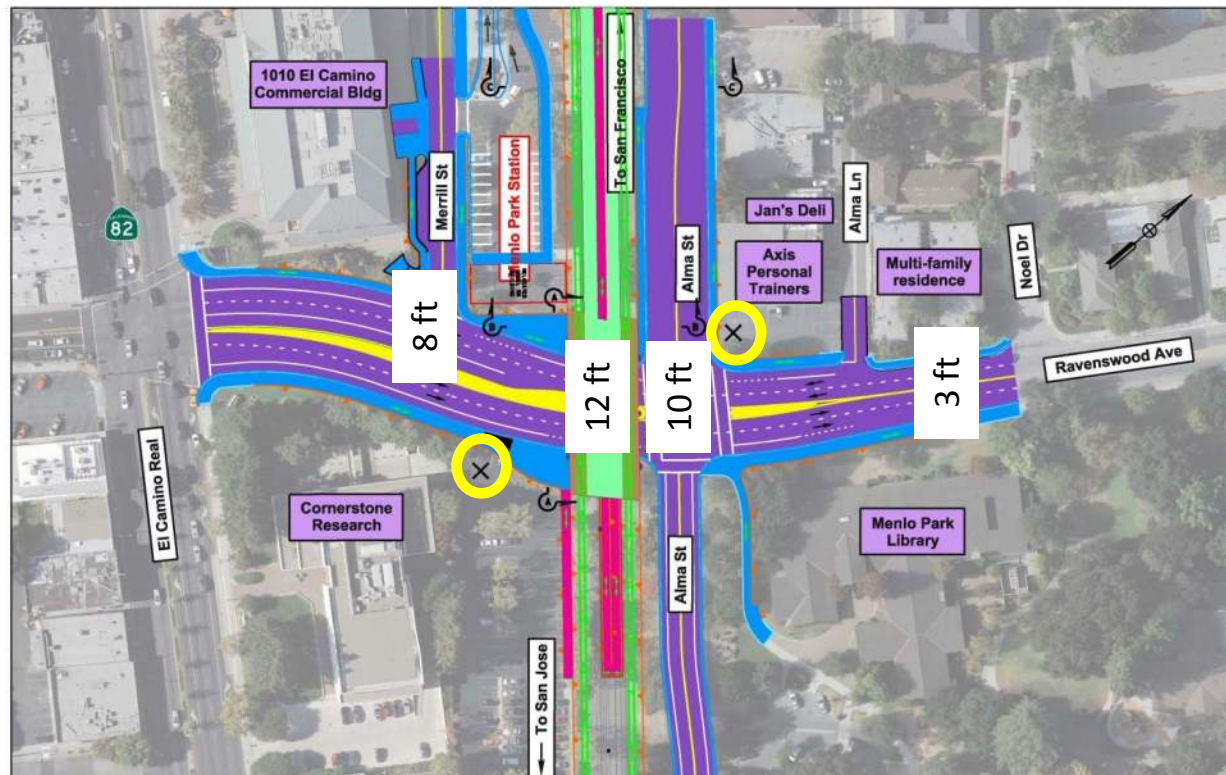
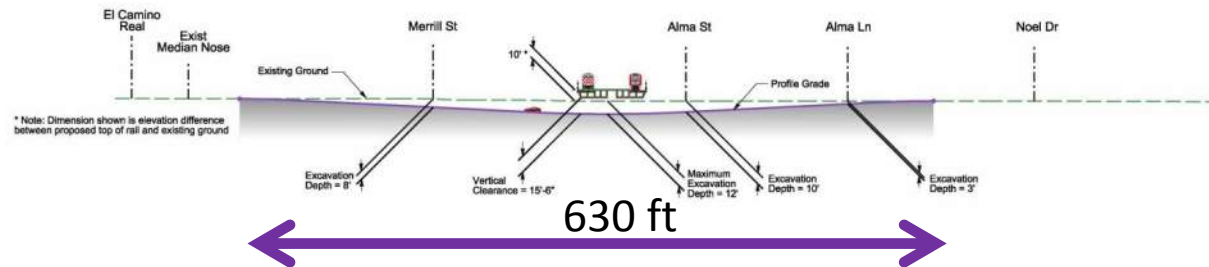


Ravenswood Avenue Railroad Crossing Project



Alternative C

Ravenswood Ave



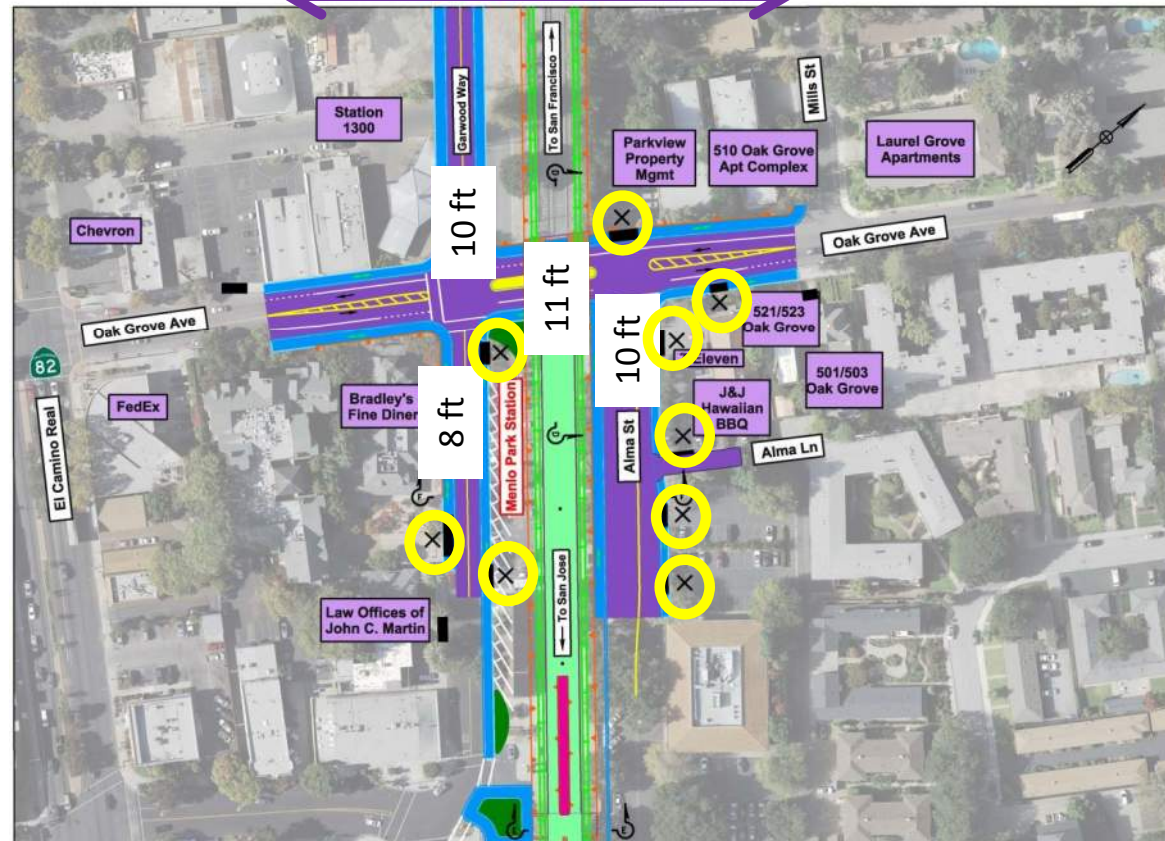
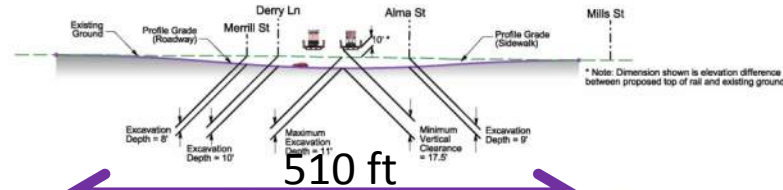
Ravenswood Avenue Railroad Crossing Project





Alternative C

Oak Grove Ave



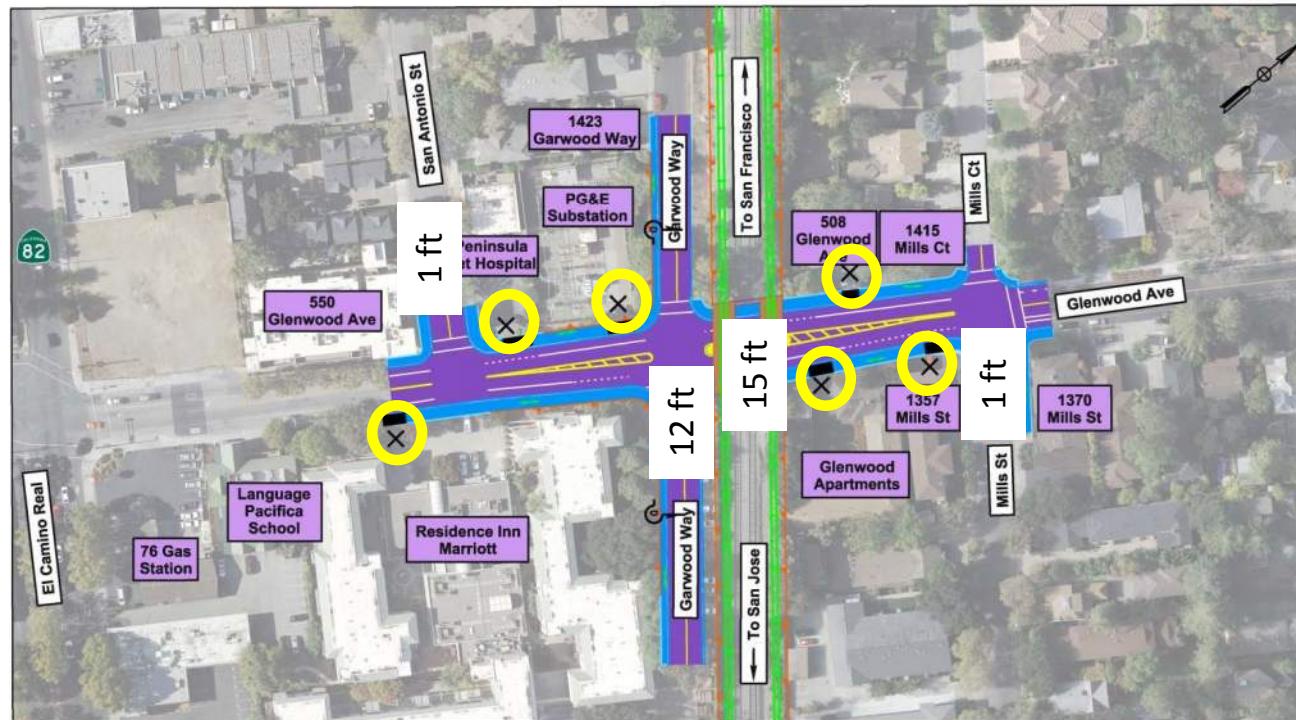
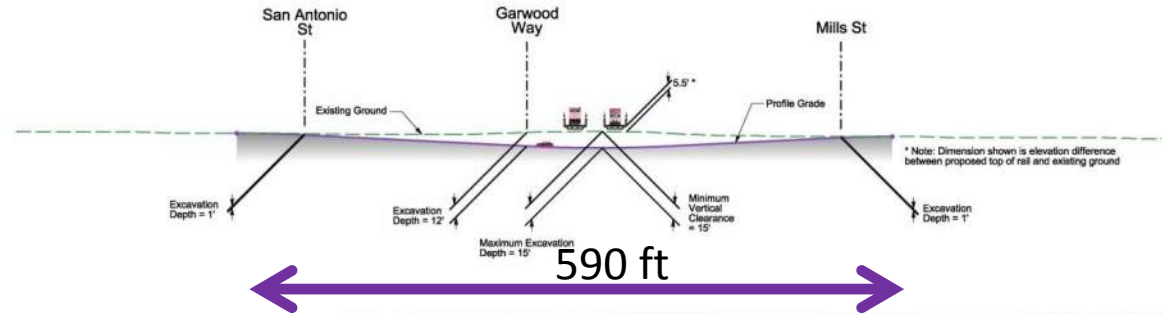
Ravenswood Avenue Railroad Crossing Project





Alternative C

Glenwood Ave



Ravenswood Avenue Railroad Crossing Project





Alternative C

Simulation Looking East along Ravenswood

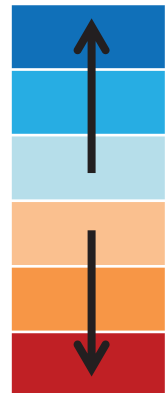


Ravenswood Avenue Railroad Crossing Project

Alternatives Matrix

Alternatives →	A	C	
			
Reduce Potential Rail/Vehicle Conflict			Three grade separations for Alt C vs. one for Alt A
Improve East/West Connectivity			More grade separations, better east/west mobility across town
Improve East/West Ped/Bike Access			Increased safety and connectivity for Alt C
Reduce Potential Horn & Gate Noise			With elimination of at-grade crossings, horn or gate noise will potentially be reduced
Maintain Alma St/Ravenswood Ave Connection			No direct access to/from Ravenswood from/to Alma St for Alt A
Increase Visual Impacts			Railroad profile remains at current elevation for Alt A
Minimize Property/Driveway Impacts			More impacts to properties with 3 grade separations, Alt C
Minimize Disruption During Construction			Fewer roads and properties impacted during construction for Alt A
Improve Traffic Pattern Predictability			Improved traffic circulation for Alt C
Order of Magnitude Cost	\$160-200M*	\$310-390M*	Lower overall cost for Alt A

Improvement



Impact

* Preliminary (Subject to Change)

Ravenswood Avenue Railroad Crossing Project



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