

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 10/11/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. 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.

D. 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.

E. Regular Business

E1. Approve the Complete Streets Commission regular meeting minutes of September 13, 2017 ([Attachment](#))

E2. Consider a Motion of Support for the Safe Routes to School and Green Streets Infrastructure Pilot Program Project Application ([Attachment](#))

F. Informational Items

F1. 2nd Quarter update on 2017 City Council Work Plan ([Attachment](#))

F2. Assess Complete Streets Commission Pilot Program

F3. Update on upcoming Commission meeting schedule

G. Committee/Subcommittee Reports

G1. Update from Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee (Kirsch/Nash/Weiner)

G2. Update from Multimodal Subcommittee (Levin/Walser)

- G3. Update from Oak Grove, University, Crane Bicycle Improvement Project Subcommittee (Kirsch/Walser/Weiner)
- G4. Update from Safe Routes to School Program Subcommittee (Lee/Mazzara/Walser/Meyer)
- G5. Update from Transportation Master Plan Subcommittee (Behroozi/Levin/Nash)

H. Adjournment

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

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

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Complete Streets Commission



REGULAR MEETING MINUTES - DRAFT

Date: 9/13/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Chair Walser called the meeting to order at 7:05 p.m.

B. Roll Call

Present: Behroozi, Kirsch, Lee, Levin, Mazzara, Meyer, Nash, Walser, Weiner
Absent: None
Staff: Assistant Public Works Director Nikki Nagaya, Senior Transportation Engineer Angela Obeso, Assistant Engineer Kevin Chen

C. Pledge of Allegiance

D. Reports and Announcements

Staff Chen provided a summary of Council actions on transportation related items at past City Council meetings since the August 9, 2017 Commission meeting. Staff Chen and Obeso provided project updates on:

- Transportation Master Plan
- Willow Road / U.S. 101 Interchange Construction
- Dumbarton Transportation Corridor Study
- Santa Cruz Avenue Sidewalk Project

Staff Chen and Commissioner Levin provided a summary of upcoming community meetings.

E. Public Comment

- Jen Wolosin shared information on an upcoming Speaker Series organized by Parents for Safe Routes and highlighted the importance of safe routes.

F. Regular Business

F1. Approve the Complete Streets Commission regular meeting minutes of August 9, 2017

Commissioner Nash provided the following correction ([Attachment](#)):

- Item H1, change "...Muller..." to "...Mueller..."
 Commissioner Kirsch reported on scheduling a future meeting with Councilmember **Mueller** to discuss Middle Plaza at 500 El Camino Real.

ACTION: Motion and second (Kirsch/Levin) to approve the Complete Streets Commission regular meeting minutes of August 9, 2017 with suggested edit, passes (8-0-1, Meyer abstains).

- F3. Recommend a preferred alternative to the City Council for the Ravenswood Avenue Railroad Crossing Study (Staff Report# 17-008-CSC)

Staff Obeso and project consultant provided a presentation ([Attachment](#)).

Public Comments:

- Diane McGrath spoke on the need to improve the Encinal Avenue Caltrain crossing and provided recommendations.
- Steve Schmidt spoke in support of a viaduct through City boundaries.
- William Brown spoke in support of Alternative C but preferred viaduct if feasible, and then asked for clarification on pedestrian circulation around the station.
- Joseph P. Davis spoke about bicycle connectivity, and then asked for clarifications on parking impacts, station access, and Planning Commission's rationale for recommending Alternative A.

ACTION: Motion and second (Mazzara/Levin) to recommend Alternative C to the City Council, passes (6-3-0; Kirsch/Meyer/Weiner dissent).

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

Chair Walser led a discussion.

ACTION: Commissioner Meyer volunteered and selected to the Safe Routes to School Program Subcommittee by acclamation.

G. Informational Items

- G1. Update on major project status

Staff Chen provided project updates on:

- Bus Shelter Installation in Belle Haven
- Oak Grove, University, Crane Bicycle Improvement Project

Staff Chen responded to questions on:

- Safety improvement on Willow Road and O'Brien Drive
- Curb ramp improvement on El Camino Real and Creek Drive

- G2. Update on upcoming Commission meeting schedule

Staff Chen provided a summary of agenda items for upcoming meetings.

H. Committee/Subcommittee Reports

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

Commissioner Kirsch reported main takeaways from a meeting with Councilmember Mueller.

- H2. Update from Multimodal Subcommittee

Commissioner Levin reported main takeaways from a community meeting on the Dumbarton Transportation Corridor Study and expressed interest in initiating discussions on Transportation

Demand Management.

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

Commissioners provided their observations and feedback.

H4. Update from Safe Routes to School Program Subcommittee

Chair Walser reiterated the upcoming Speaker Series organized by Parents for Safe Routes. Commissioner Behroozi spoke about Walk and Roll to School Day.

H5. Update from Transportation Master Plan Subcommittee

No additional update.

I. Adjournment

Chair Walser adjourned the meeting at 10:05 p.m.

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**STAFF REPORT****Complete Streets Commission****Meeting Date:** 10/11/2017**Staff Report Number:** 17-009-CSC**Regular Business:**

Consider Support for the City's application to the Safe Routes to School and Green Streets Infrastructure Pilot Program

Recommendation

Staff recommends that the Complete Streets Commission support the grant application for the Safe Routes to School and Green Streets Infrastructure Pilot Program for the Oak Grove Avenue Pedestrian Pathway (Project). The Project includes the following proposed improvements:

- Construction of a continuous sidewalk between Nativity School and Nativity Church, including along the Vallombrosa Center frontage
- Installation of curb extensions with landscaping for improved stormwater management

Policy Issues

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

Background

In mid-July, the City/County Association of Governments (C/CAG) of San Mateo County issued a Call for Projects for the Safe Routes to School and Green Streets Infrastructure Pilot Program. An action of support from the Complete Streets Commission will strengthen the City's application for the Project. Staff is proposing to submit an application for the construction of a continuous sidewalk between Nativity School and Nativity Church, including along the Vallombrosa Center frontage.

Analysis

The purpose of the Project is to provide pedestrian safety improvements to Oak Grove Avenue to close gaps in the existing sidewalk and to improve stormwater infiltration and drainage patterns. This Project includes construction of sidewalk and curb extensions along the project extents. This would result in improved safety and connectivity to and from Nativity School, Menlo-Atherton High School, transit stops, Nativity Church, and other destinations.

When choosing this Project for the application, City staff reviewed the list of potential grant projects that the Commission reviewed as part of prior grant program requests in July 2017. This particular grant

program requires projects to be within ½ mile of a school and must include green infrastructure elements to address stormwater. The City's Engineering and Transportation Divisions collaborated to identify areas of the City where green infrastructure needs aligned with school safety priorities. Further, the grant program has construction deadlines for project delivery that must be met which limits the complexity of projects that can be pursued with these funds. Consideration was also given to proximity to schools, high-activity areas, pedestrian and bicycle demand, cost, and transportation network gap closures.

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

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Attachments

A. List of Potential Future Projects

Report prepared by:

Nicole H. Nagaya, Assistant Public Works Director

List of Potential Future Projects

Sidewalk or Walking Path Gaps

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

Rectangular Rapid Flashing Beacons (RRFB)

- Valparaiso Avenue/Elder Avenue (2nd leg)
- Middlefield Road/Linfield Drive (replacement of existing in-roadway system)
- Oak Grove Avenue/Marcussen Drive
- Santa Cruz Avenue near Oakdell Drive
- Valparaiso Avenue/San Mateo Drive (needs evaluation)
- Fremont Street/Middle Avenue (needs evaluation)

Pedestrian Hybrid Beacon

- Middlefield Road/Linfield Drive – Santa Monica Avenue, in collaboration with the Menlo Park Fire Protection District (needs evaluation)

Crosswalk Enhancements + Curb Extension

- Sharon Road/Eastridge Avenue

Bike lanes

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

Other projects

- El Camino Real Pedestrian Crossings at Roble Avenue, Encinal Avenue
- Speed feedback sign on Santa Cruz Avenue near Oakdell Drive
- Raised crosswalks on Middle Avenue
- Evaluate crossing improvements (stop signs or beacons) at Ringwood Avenue and Van Buren Road

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**STAFF REPORT****Complete Streets Commission****Meeting Date:** 10/11/2017**Staff Report Number:** 17-010-CSC**Informational Item:** 2nd Quarter Update on 2017 City Council Work Plan**Recommendation**

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

Policy Issues

It has been the City Council's policy to annually adopt its Work Plan, Budget Principles and Procedures Manual. The City Council adopted its 2017 Work Plan (Attachment A) on February 7, 2017. The current version of the 2017 Work Plan includes 57 items, some of which include multiple components. Many of these items are typically not funded until the adoption of the budget late in June.

Background

The City Council held a Special Meeting on January 27, 2017, at the Arrillaga Family Recreation Center to discuss and identify the work plan items for the year. The City Council approved the work plan February 7, 2017, and staff used it to help craft the fiscal year 2017–18 budget.

The Work Plan has been grouped into themes and priority levels to help categorize the items. The themes are as follows in no specific order:

- Responding to the development needs of private residential and commercial property owners
- Realizing Menlo Park's vision of environmental leadership and sustainability
- Attracting thoughtful and innovative private investment to Menlo Park
- Providing high-quality resident enrichment, recreation and discovery
- Maintaining and enhancing Menlo Park's municipal infrastructure and facilities
- Furthering efficiency in city service delivery models
- Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently

Analysis

As of this quarterly update, a new item is being added to the work plan: Revisions to the 2016 California Green Building Standards Code. The goal of this item is to adopt increased requirements for electric vehicle chargers that would be applicable citywide. The target completion date for this item is the end of 2017.

The Public Works Department, specifically the Transportation Division, is currently working on several 2017 Work Plan items. Web link to the latest quarterly status update report on individual work plan items prepared for the August 29, 2017 City Council meeting is included in Attachment B. Transportation related work plan items include: #2, #4, #20, #44 - #56. Staff will share the next quarterly work plan status update

report with the Commission when it is made available. New project proposals not listed in the Work Plan will require City Council approval, budget re-appropriation, and delay the progress of existing Work Plan items with the existing staffing.

Impact on City Resources

No additional resources are being requested at this time.

Environmental Review

Environmental review is not required for this item.

Public Notice

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Attachments

- A. [2017 City Council Work Plan](http://menlopark.org/DocumentCenter/View/13206) (menlopark.org/DocumentCenter/View/13206)
- B. [Staff Report from August 29, 2017](http://menlopark.org/DocumentCenter/View/15361) City Council Meeting (menlopark.org/DocumentCenter/View/15361)

Report prepared by:
Kevin Chen, Associate Transportation Engineer

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