

# Complete Streets Commission



## REGULAR MEETING AGENDA

**Date:** 11/8/2017  
**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 October 11, 2017 ([Attachment](#))
- E2. Consider whether the Marmona Drive traffic plan should move to the next step in the process, which is a survey for trial installation, in accordance with the City’s Neighborhood Traffic Management Program ([Staff Report #17-011-CSC](#))
- E3. Consider recommendation to City Council to approve the implementation of the North Lemon Avenue traffic plan for a six-month trial ([Staff Report #17-012-CSC](#))

### **F. Informational Items**

- F1. Update on major project status

### **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 (Behrooz/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.

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

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

**B. Roll Call**

**Present:** Behroozi, Kirsch, Lee, Levin, Mazzara, Meyer, Nash, Walser  
**Absent:** Weiner  
**Staff:** Associate Transportation Engineer Kevin Chen

**C. Reports and Announcements**

Commissioner Kirsch presented on Ravenswood Avenue and Alma Street intersection recommendations ([Attachment](#)).

Staff Chen provided a summary of City Council actions on transportation related items at past City Council meetings since the September 13, 2017, Commission meeting.

**D. Public Comment**

- Steve Van Pelt spoke on the Ravenswood Avenue Railroad Crossing Project.

**E. Regular Business**

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

**ACTION:** Motion and second (Levin/Nash) to approve the Complete Streets Commission regular meeting minutes of September 13, 2017, passes (8-0-1, Weiner absent).

E2. Consider a Motion of Support for the Safe Routes to School and Green Streets Infrastructure Pilot Program Project Application ([Staff Report #17-009-CSC](#))

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

**ACTION:** Motion and second (Behroozi/Kirsch) to support the application, passes (7-1-1; Nash dissent, Weiner absent).

**F. Informational Items**

F1. 2nd Quarter update on 2017 City Council Work Plan ([Staff Report #17-010-CSC](#))

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

**F2. Assess Complete Streets Commission Pilot Program**

Chair Walser led a discussion.

**F3. Update on upcoming Commission meeting schedule**

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

**G. Committee/Subcommittee Reports**

**G1. Update from Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee**

Commissioner Kirsch reported that he, as an individual resident, made public comments at a previous City Council meeting.

**G2. Update from Multimodal Subcommittee**

Commissioner Levin expressed intention to initiate a meeting with neighboring agencies to discuss Transportation Demand Management.

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

Commissioner Kirsch expressed a need for wayfinding signs and maintenance at two locations.

**G4. Update from Safe Routes to School Program Subcommittee**

Chair Walser reported on a Menlo Park City School District speaking event that occurred on September 19, 2017.

**G5. Update from Transportation Master Plan Subcommittee**

Commissioner Levin reported on topics discussed at a past subcommittee meeting.

**H. Adjournment**

Chair Walser adjourned the meeting at 8:45 p.m.



## STAFF REPORT

### Complete Streets Commission

**Meeting Date:** 11/8/2017  
**Staff Report Number:** 17-011-CSC

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

### Recommendation

Recommend that the Marmona Drive traffic plan should move to the next step in the process, which is a survey for trial installation, in accordance with the City's Neighborhood Traffic Management Program (NTMP). The proposed traffic plan consists of installation of speed humps on Marmona Drive, Baywood Avenue, Clover Lane, Blackburn Avenue, and McKendry Drive as shown on Attachment A and Attachment B.

### Policy Issues

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

### Background

Marmona Drive, in the Willows neighborhood, is designated as a local access in the Circulation Element of the City of Menlo Park's 2016 General Plan, which is defined as:

- Low volume residential street, serving mostly local traffic.
- Provides access primarily to abutting uses.
- Should offer safe and inviting places to walk and bike.

Marmona Drive is a two-way roadway but currently does not have centerline striping. It has a rolled curb, gutter and sidewalk and allows on-street parking on both sides of the street. The posted speed limit sign on Marmona Drive is 25 mph. Marmona Drive, from west to east, bends from Blackburn Avenue to west of Robin Way, where it straightens, and then bends slightly starting on McKendry Drive and ending on Gilbert Avenue.

Marmona Drive is not an emergency response route for the Menlo Park Fire Protection District as designated in the Circulation Element, but fire trucks or ambulances would need to travel on Marmona Drive for any local incidents on the street. Any speed humps, therefore, installed through this process would be designed to accommodate needed vertical clearance and the wheel widths for fire vehicles. Baywood Avenue, Clover Lane, Blackburn Avenue, and McKendry Drive all share similar roadway characteristics as described above for Marmona Drive especially in that all are designated as local access

in the Circulation Element of the City of Menlo Park's 2016 General Plan with either a presumed or posted speed limit of 25 mph. They are also not emergency response routes for the Menlo Park Fire Protection District.

## Analysis

On May 17, 2017, staff received an e-mail from a Marmona Drive resident with traffic concerns related to observed speeding on Marmona Drive and cut-through traffic on Marmona Drive via Baywood Avenue. Subsequently, staff worked with the resident in preparing the Neighborhood Action Request Form (NARF) that would be circulated for signatures in the study or notification area. In consideration of the nature of the reported traffic issues, requested corrective measures, and areas potentially affected by diverted traffic, delayed emergency responses or other consequences, staff identified the boundaries of the study or notification area to include to Marmona Drive the following streets: Baywood Avenue, Clover Lane, Blackburn Avenue, Robin Way, and McKendry Drive. The study or notification area, as well as the requested traffic measures, are shown on Attachment A. On August 11, 2017, staff sent the Marmona Drive NARF to the Marmona Drive resident for circulation and signature to residents in the study or notification area.

On September 18, 2017, residents on Marmona Drive, Baywood Avenue, Clover Lane, Blackburn Avenue, Robin Way, and McKendry Drive submitted the completed NARF to the City staff, requesting the traffic measures in accordance with Attachment A. Staff verified that the NARF included signatures from 139 of 174 (or 80%) households in the study area. The NTMP requires 60% signatures from the total households in the study area so that project can be considered by Complete Streets Commission for next steps. The following are the traffic data collected by staff on the week of June 4, 2016 related to vehicular traffic volumes, speeds, and collision statistics:

Roadway	85 <sup>th</sup> Percentile Speeds (mph)	24 hour volumes (vehicles)	Collision Statistics (Three years from 2013-2015)
Baywood Avenue	30.6 (EB); 28.9 (WB)	913 (EB); 431 (WB); 1344 (TOT)	0
Blackburn Avenue	19.7 (NB); 22.6 (SB)	196 (NB); 465 (SB); 661 (TOT)	1
Clover Lane	25.1 (NB); 24.2 (SB)	105 (NB); 104 (SB); 209 (TOT)	0
Marmona Drive	31.1 (EB); 25.9 (WB)	934 (EB); 346 (WB); 1280 (TOT)	0
McKendry Drive	29.5 (EB); 23.9 (WB)	168 (EB); 83 (WB); 251 (TOT)	0

Based on the above traffic and collision statistics collected, this project qualifies as an NTMP project because one of the three qualifying criteria for an NTMP project is met as follows:

1. The 85th percentile speed must be in excess of the posted speed limit by more than 5 miles per hour (mph). The 85th percentile speed is the speed at or below which 85 percent of motorists travel. In other words, the criteria aim at capturing peak travel speeds. The highlighted measured speeds in the above table are in excess of 5 mph above the prima facie or posted speed limit of 25 mph.

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

measures. Residents disagreeing with the decision of the Complete Streets Commission may appeal to the City Council.

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

1. Marmona Drive traffic plan qualifies as an NTMP project based on the gathered traffic statistics for vehicular speeds; and,
2. The requested measures i.e. speed humps, in the traffic plan and as illustrated on Attachment B will address the drivers speeding and to a lesser extent, the cut-through traffic through the neighborhood. The proposed speed bumps would be installed following latest City standards which accommodate wheel cut-outs for Fire vehicles, which has been reviewed by Menlo Fire.

### ***Coordination with Willows Complete Streets Study***

Staff is moving forward with this project prior to the Willows Complete Streets Study for the following reasons:

1. The request received from resident has followed the NTMP process
2. Implementation of the devices proposed are not anticipated to cause spillover or unintended consequences on adjacent streets.
3. Due to staff vacancies, the initiation for the Willows Complete Streets Study has been delayed.

### **Impact on City Resources**

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

### **Environmental Review**

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

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Postcard notices of this meeting were also mailed to the residents on Marmona Drive and adjacent streets namely, Baywood Avenue, Clover Lane, Blackburn Avenue, Robin Way, and McKendry Drive. The postcard invited the residents to share their views and experiences with traffic on their streets, learn about the traffic and speed data gathered by City staff and provide input on the possible speed hump locations.

### **Attachments**

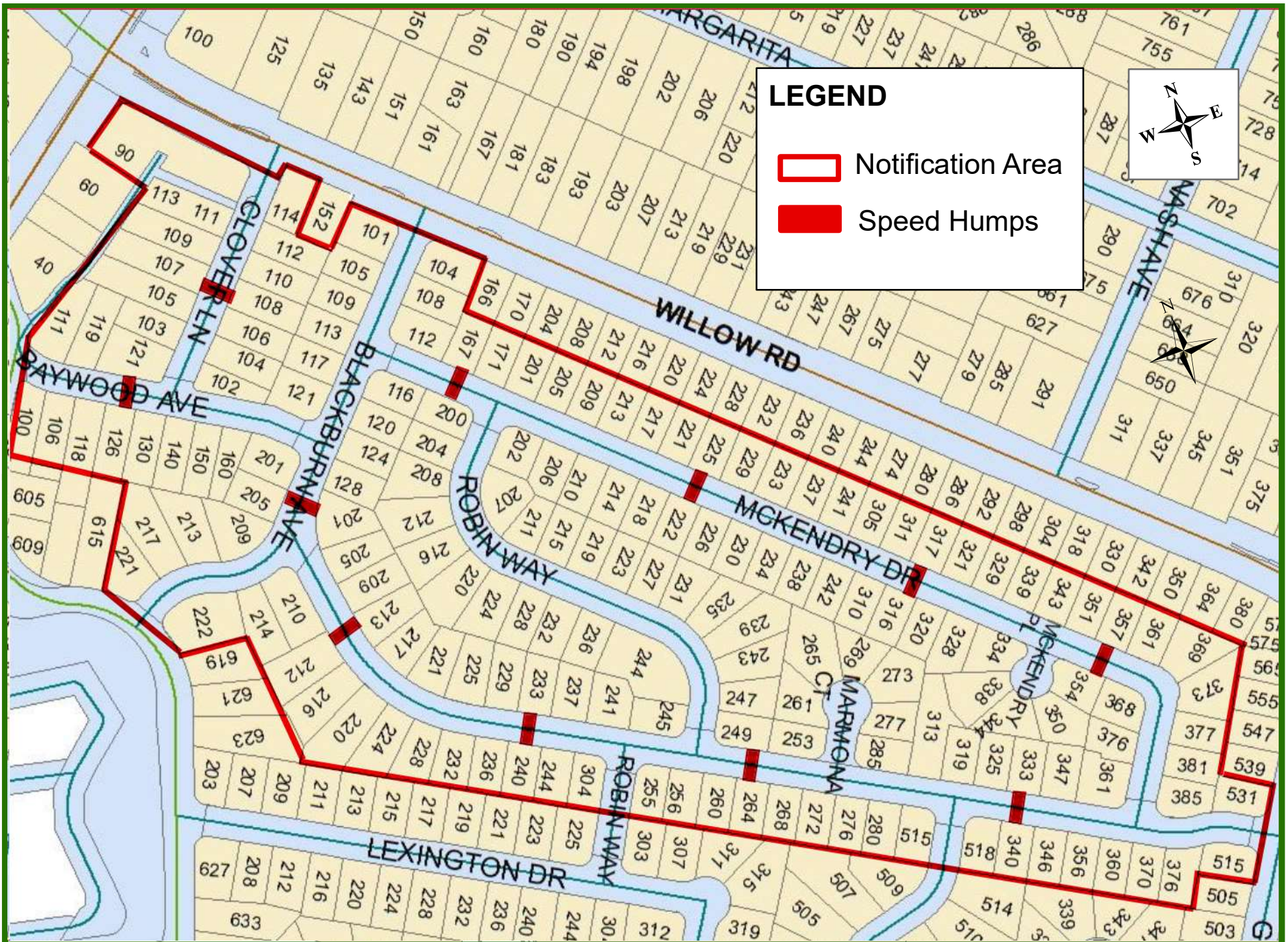
Staff Report #: 17-011-CSC

- A. Draft Marmona Drive Traffic Plan showing the Study or Notification Area and Approximate Locations of Requested Speed Humps
- B. Sample Speed Hump

Report prepared by:  
Rene Baile, Associate Transportation Engineer

Report reviewed by:  
Angela Obeso, Senior Transportation Engineer





Location: Marmona Drive & Neighboring Streets  
 Project: Marmona Drive NTMP Project



City of Menlo Park  
 Transportation Division  
 (650) 330-6770

Date: 7/25/2017  
 Req. By: RCB

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## SAMPLE SPEED HUMP



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## STAFF REPORT

### Complete Streets Commission

**Meeting Date:** 11/8/2017  
**Staff Report Number:** 17-012-CSC

**Regular Business:** Consider recommendation to City Council to approve the implementation of the North Lemon Avenue traffic plan for a six-month trial

### Recommendation

Recommend to City Council to approve the implementation of the North Lemon Avenue traffic plan for a six-month trial. The North Lemon Avenue traffic plan, as it currently stands, consists of installation of speed humps at four locations and gateways near Valparaiso Avenue and near Santa Cruz Avenue, as shown on Attachment A. Per the Neighborhood Traffic Management Program (NTMP), the Complete Streets Commission can recommend either plan revisions or Council approval for trial implementation of the plan for six months.

### Policy Issues

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

### Background

North Lemon Avenue, between Valparaiso Avenue and Santa Cruz Avenue, is designated as a neighborhood connector in the Circulation Element of the City of Menlo Park's 2016 General Plan, which is defined as:

- Low-medium volume residential through street
- Primarily serves residential neighborhoods
- Provides high quality conditions for walking and bicycling and distributes vehicle, pedestrian, and bicycle trips to and from other streets

North Lemon Avenue is a two-way roadway but currently does not have centerline striping. It does not have standard sidewalk, curb, and gutter. On-street parking on both sides of the street is allowed. There is no speed limit sign on North Lemon Avenue but the prima facie or presumed speed limit on North Lemon Avenue is 25 mph. North Lemon Avenue is an emergency response route for the Menlo Park Fire Protection District as designated in the Circulation Element. Any speed humps installed through this process would be designed to accommodate needed vertical clearance and the wheel widths for fire vehicles. Any gateways installed would be designed not to be impede fire trucks and engines going through the neighborhood. City staff has reached out to Fire District staff to coordinate potential speed hump and gateway sign locations, and has incorporated their feedback.

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

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

On June 14, 2017, the Complete Streets Commission considered and unanimously passed a motion to move the North Lemon Avenue traffic plan to the next step in the NTMP process, which is resident survey for trial installation.

## Analysis

### ***Resident Survey for Trial Installation***

On September 14, 2017, staff circulated a survey describing the investigated issues and the proposed traffic plan (Attachment A) to the 43 Menlo Park households in the study area. Goals, benefits, and effect of the traffic calming features on emergency vehicles were stated in the survey. This survey is attached as Attachment B. Attachments C and D show illustrations of the neighborhood gateway and speed hump, respectively, that are proposed in the traffic plan. October 5, 2017 was set as the due date for the households in the study area to respond to this survey.

The following is the result of the survey	
Yes, I support plan	30 votes or 69.8%
No, I do not support the plan	4 votes or 9.3%
Did not respond	9 or 20.9%

The survey was not sent for the second time to the households that did not respond because as the result indicates above, the support of the survey for trial installation by at least 51% of households in the study area has been met. Per the NTMP, the Complete Streets Commission would then review the North Lemon Avenue traffic plan (Attachment A) and recommend either plan revisions, or Council approval for temporary implementation of the plan on a six-month trial.

### ***Method of Construction***

The materials that would be used could easily be removed if City Council, with recommendation from the residents and the Complete Streets Commission, were to decide to remove the traffic calming measures. The speed humps would be constructed using asphalt concrete while the gateways will be wooden gates similar to the one installed on Cloud Avenue shown on Attachment E.

### ***Next Steps***

If recommended by the Complete Streets Commission for Council approval, the City Council would then review the prepared traffic plan along with its background information. The Council would either deny, recommend plan revisions, or approve its temporary implementation for a six-month trial. Subject to City Council approval, the recommended measures would be installed by the City for a trial period of six months after appropriate environmental clearances have been obtained.

Staff would perform an after-installation study to compare with the initial data collection within six months of the installation of the temporary features.

At the conclusion of the trial period, a resident survey for permanent installation, which would include the results of the after studies, would be sent to the study area households to determine whether they consider the traffic plan measures to be successful and if they wish to have them implemented on a permanent basis. If support of the survey for permanent installation by at least 51% of households in the study area is received by the City, it would be presented to the Complete Streets Commission and City Council similarly to that undertaken for the resident survey for trial implementation. Subject to City Council approval, the measures would then be permanently installed.

### **Impact on City Resources**

There will be cost associated with the trial installation of the speed humps and gateways, which is estimated to be \$40,000. Estimated staff cost for design and construction inspection and administration is \$8,000.

### **Environmental Review**

Environmental review will be conducted at the time the City Council approves the trial installation but is expected to be Categorically Exempt under the California Environmental Quality Act since it involves minor construction on a public street.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Postcard notices of this meeting were also mailed to the residents on North Lemon Avenue. The postcard invited the residents so that they can learn about the results of the resident survey for trial installation as well as provide input on the trial installation.

### **Attachments**

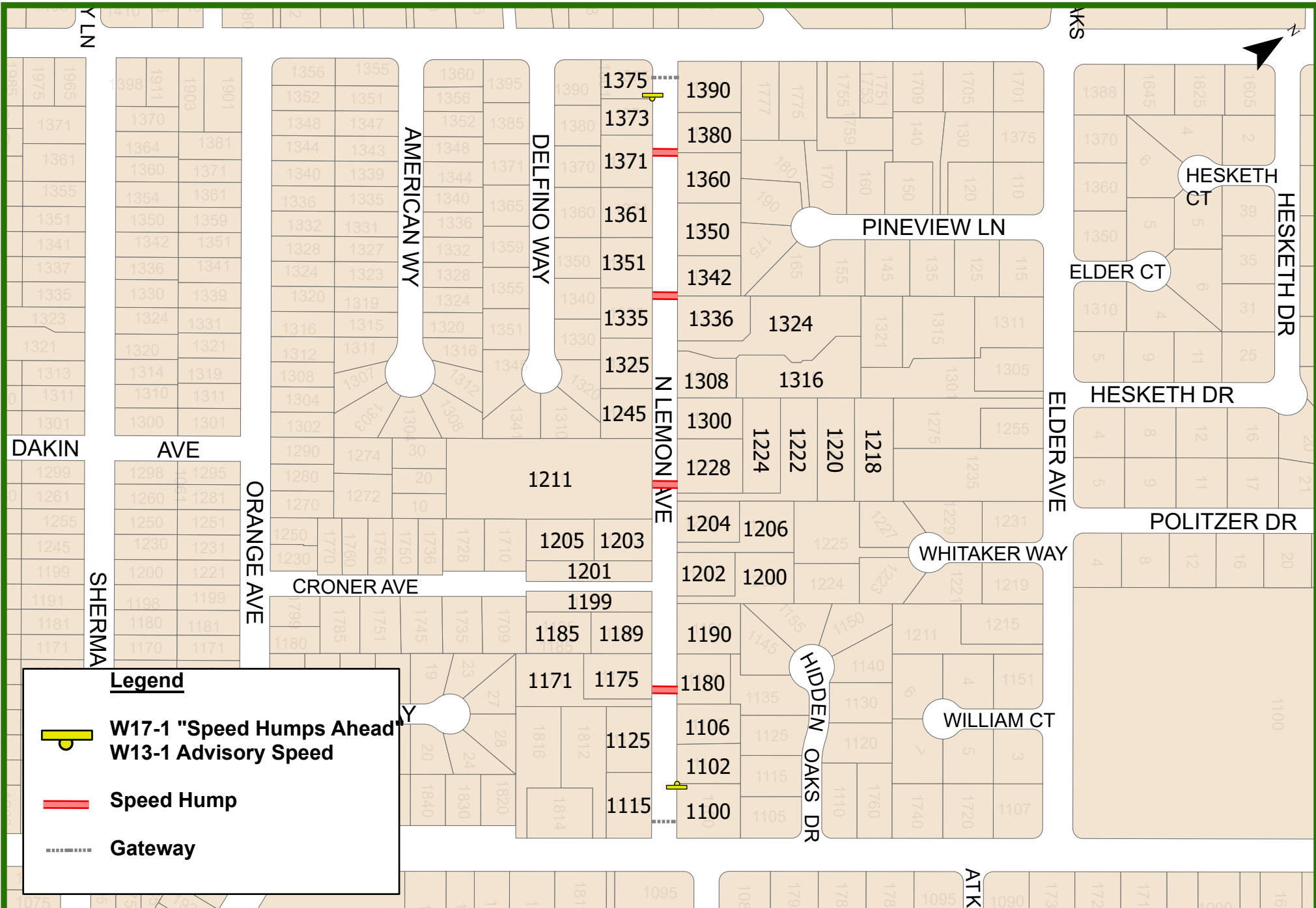
- A. North Lemon Avenue Traffic Plan
- B. North Lemon Avenue Survey for Trial Installation
- C. Sample Neighborhood Gateway
- D. Sample Speed Hump
- E. Sample Wooden Gate

Report prepared by:  
Rene Baile, Associate Transportation Engineer

Report reviewed by:  
Angela Obeso, Senior Transportation Engineer

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September 14, 2017

**RESIDENT SURVEY FOR TRIAL INSTALLATION REGARDING THE NORTH LEMON AVENUE TRAFFIC MANAGEMENT PLAN**

As stated in the enclosed cover letter, the City of Menlo Park is taking a survey to determine whether the City should proceed with the trial implementation of the improvements proposed in the attached traffic management plan (Exhibit A) for North Lemon Avenue between Valparaiso Avenue and Santa Cruz Avenue.

As illustrated in Exhibit A, the work proposed on North Lemon Avenue is comprised of the following:

1. Installation of neighborhood gateways approximately 40 feet south of Valparaiso Avenue and 40 feet north of Santa Cruz Avenue. A sample neighborhood gateway is illustrated in Attachment A.
2. Installation of speed humps at four locations. These speed humps have openings to accommodate the wheelbase of fire trucks and fire engines. A sample speed hump is illustrated in Attachment B.
- 3) Installation of speed hump advisory signs to warn drivers of the speed humps and for them to drive at the appropriate speed when driving over the speed humps.

The goal of this traffic management plan is to address the observed speeding on North Lemon Avenue. The City measured the 85<sup>th</sup> percentile speed or speed at or below which 85% of drivers travel on North Lemon Avenue to be 30 mph for the southbound direction and 32 mph for the northbound direction. The neighborhood gateways and speed humps as proposed in the plan will potentially reduce these speeds and consequently, speed-related accidents but will maintain speeds for emergency service vehicles. The Menlo Park Fire Protection District and Menlo Park Police Department have indicated that they found the plan to be acceptable.

You may return your completed survey by using the self-addressed envelope or by dropping it off at the front desk at City Hall. We would appreciate receiving your response by Thursday, October 5, 2017. (Please check one response)

Do you support the North Lemon Avenue Traffic Management Plan as illustrated in the attached Exhibit A?

- ☐ Yes, I support the plan.
- ☐ No, I do not support the plan

Note: In accordance with the City's NTMP, a vote not turned in is a No vote.

Thank you for taking the time to respond to this survey for trial installation. Please provide your name and address in the spaces below – only one signature per household or business. (Identities of individuals responding to this survey will remain confidential in the City's processing of the returns).

Name:

Date:

I am resident or property owner at (address):

E-mail Address (optional):

Tel. No. (optional):

If you have any questions regarding this, please contact Rene Baile, Associate Transportation Engineer

Sincerely,



Rene C. Baile, P.E.  
Associate Transportation Engineer

Attachments



## ATTACHMENT C: SAMPLE NEIGHBORHOOD GATEWAY



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## SAMPLE SPEED HUMP



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## SAMPLE WOODEN GATEWAY



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