

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 12/13/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. 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 November 8, 2017 ([Attachment](#))

E2. Concur with the City Council’s stated support/authorization to submit an application for Measure A Pedestrian and Bicycle Program funding for the Menlo Park Bicycle and Pedestrian Enhancement Project ([Staff Report #17-013-CSC](#))

F. Informational Items

F1. Informational Presentation by Andrew Barnes on the intersection of Middlefield Road and Willow Road

F2. 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 (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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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: 11/8/2017
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, Levin, Mazzara, Meyer, Nash, Walser, Weiner
Absent: Lee
Staff: Associate Transportation Engineers Rene Baile and Kevin Chen

C. Reports and Announcements

Staff Chen provided a summary of City Council actions on transportation related items at past City Council meetings since the October 11, 2017, Commission meeting. Staff Chen also provide a summary of upcoming community meetings.

D. Public Comment

No public comment.

E. Regular Business

E1. Approve the Complete Streets Commission regular meeting minutes of October 11, 2017 ([Attachment](#))

ACTION: Motion and second (Meyer/Nash) to approve the Complete Streets Commission regular meeting minutes of October 11, 2017, passes (7-0-1-1, Weiner abstain, Lee absent).

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](#))

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

Public Comments:

- Francesca Freedman, Leslie Gordon, Andrew Young, Marco Buro, and Amar Murugan spoke against moving the project to the next step.
- Susu Ribaudo, John Grundy, Brielle Johnck, Steve Schmidt, Kevin Jeffery, Brian Hargreaves, Ed Ruth, Brian Gilmor, David Emery, Melody Pagee, and Ray Mueller spoke for moving the project to the next step.
- Andrew Barnes spoke in support of moving to the next step, if simultaneously paired with solutions to the issue of excess cut-through traffic.

ACTION: Motion and second (Levin/Behroozi) to move the project forward to the next phase of working with the neighborhood and creating a Draft Traffic Management Plan with speed humps and any other Level II toolbox measures that do not create new restrictive traffic motions, passes (7-1-0-1; Mazzara dissent, Lee absent).

- 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](#))

Staff Baile provided a presentation (Attachment).

Public Comments:

- Michele Turchi spoke against the implementation of speed humps and gateways.

ACTION: Motion and second (Levin/Behroozi) to recommend to the City Council to proceed with the trial implementation of speed humps but substitute proposed wooden gateways with temporary decorative planters, passes (8-0-0-1; Lee absent).

F. Informational Items

- F1. Update on major project status

Staff Chen provided project updates on:

- Middle Avenue Pedestrian and Bicycle Rail Crossing
- Willow Road / U.S. 101 Interchange Construction
- Ravenswood Avenue Railroad Crossing

Commissioner Kirsch provided information on the existing lane configurations at the intersection of Alma Street and Ravenswood Avenue.

G. Committee/Subcommittee Reports

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

No additional update.

- G2. Update from Multimodal Subcommittee

Commissioner Levin provided an update on ongoing multimodal projects from neighboring agencies.

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

Commissioner Weiner provided an update on field changes made and requested additional changes to be made for this project. Commissioner Behroozi shared a list of observations and opportunities for field improvements and educational materials. The subcommittee asked that future data collection results and findings be brought back to the Commission as an Informational Item.

- G4. Update from Safe Routes to School Program Subcommittee

Chair Walser inquired and staff Chen provided an updated on the initiation of a citywide Safe Routes

to School Program.

G5. Update from Transportation Master Plan Subcommittee

Commissioner Levin reported that the Transportation Master Plan Oversight and Outreach Committee had its first meeting and will provide a detailed meeting summary at a future Commission meeting.

H. Adjournment

Chair Walser adjourned the meeting at 10:42 p.m.

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STAFF REPORT**Complete Streets Commission****Meeting Date:** 12/13/2017**Staff Report Number:** 17-013-CSC**Regular Business:**

Concur with the City Council's stated support/authorization to submit an application for Measure A Pedestrian and Bicycle Program funding for the Menlo Park Bicycle and Pedestrian Enhancement Project

Recommendation

Staff recommends that the Complete Streets Commission concurs with the City Council's stated support to submit an application for the San Mateo County Transportation Authority (TA) Measure A Pedestrian and Bicycle Grant Program (Program) for the Menlo Park Bicycle and Pedestrian Enhancement Project (Project). The Project includes the following proposed improvements:

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

Policy Issues

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

Background

As the number of existing and future transportation related projects in the City continues to rise, staff is constantly looking for grant opportunities to help fund these projects. In July 2017, staff originally submitted a grant application for the proposed project that included a motion of support from the Complete Streets Commission. That application was not successful. Staff is resubmitting the proposed application with minor modifications to be competitive for the Measure A Pedestrian and Bicycle Program.

On November 6, 2017, the TA issued a Call for Projects for the Measure A Pedestrian and Bicycle Program. The Measure A Program is funded through a half-cent County sales tax through Year 2033 intended for transportation improvements. A total of up to approximately \$5 million has been allocated for the 2017 Pedestrian and Bicycle Program. The Measure A Pedestrian and Bicycle Program has a maximum award per jurisdiction of \$1 million. The TA requires a resolution of support from the City Council for the City's application for the Measure A Pedestrian and Bicycle Program funds, and the City

Council approved a resolution in support on December 5, 2017. The City Council also requested the inclusion of one additional sidewalk improvement project, Sharon Road between Alameda de las Pulgas and Altschul Avenue, to the application project list. Staff is currently evaluating if there is adequate time to gather the prerequisite project information before the application deadline.

Analysis

The purpose of the Project is to provide intersection and facility improvements to the City of Menlo Park's bicycle and pedestrian infrastructure to close gaps in the existing multimodal transportation system and to enhance visibility at intersection crossings. This Project includes enhancements and upgrades to intersection crossings, sidewalks and accessible ramps at multiple locations throughout the City resulting in improved safety and connectivity to and from schools, parks, transit stations, and other destinations across the City and neighboring jurisdictions.

The Project was identified based on several factors including proximity to schools, high-activity areas, pedestrian and bicycle demand, cost and transportation network gap closures. In July 2017, the Project was listed in an unsuccessful grant application that included a motion of support from the Complete Streets Commission. In addition to the Project, a number of other improvements were identified and discussed at the July 12, 2017, Complete Streets Commission meeting to document needs for future funding opportunities. A list of potential projects that were considered for upcoming grant opportunities is shown in Attachment A. The following improvements have been identified for this funding consideration:

Coleman Avenue Sidewalk Improvements

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

Pierce Road Sidewalk Improvements

The proposed improvements on Pierce Road will install curb, gutter, sidewalks, driveways, and ADA compliant curb ramps to complete several gaps, approximately 1075 feet, in the pedestrian network between the Ringwood Avenue/U.S. 101 pedestrian overcrossing and the alleyway east of Carlton Avenue (~2,900 ft.), providing safer and more accessible walking routes to: Belle Haven Elementary School, Menlo Atherton High School, Beechwood School, Boys & Girls Clubs of the Peninsula, Menlo Park Belle Haven Community Library, Onetta Harris Community Center, Flood Park, Market Place Park, Kelly Park and transit stops.

Middle Avenue and Blake Street Crosswalk Enhancements

The proposed crosswalk enhancements will include restriping the existing crosswalk, installing a Rectangular Rapid Flashing Beacon (RRFB) system and installing ADA compliant curb ramps to improve visibility, enhance connectivity and provide safe routes to nearby schools, transit stops, parks and activity centers, including Little House Activity Center, Hillview Middle School, Jack W. Lyle Park, Nealon Park and downtown Menlo Park.

Middle Avenue and San Mateo Avenue Crosswalk Enhancements

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

San Mateo Avenue/Walpole Drive and Ringwood Avenue Bike Route Markings

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

Grant Request and Next Steps

If this grant application is successful, staff is proposing to use the grant to help complete both the design and construction phases for the Project. The grant application for the Project is being prepared in accordance with the goals and objectives established by the City Council under the 2016 General Plan Circulation Element. The City will have two years to design and three years to construct the Project, which is a total of five years starting from the funding award date. As mentioned above, the Complete Streets Commission voiced support in July 2017 for this project for a previous, unsuccessful grant application. As a result, staff is asking the Commission again to support this application. The Project application is due December 15, 2017, along with the approved resolution of support by the City Council, and final approval by the TA Board is tentatively scheduled for March 2018.

Impact on City Resources

City funds and staff resources would be required to support this Project. A local match for the Measure A Pedestrian and Bicycle Program is required and is proposed to be funded through the local Measure A funds the City is allocated for transportation projects annually. Staff is proposing a grant request of \$805,600, with a match of 20 percent, as summarized below.

Grant Request Proposal Summary			
	Design	Construction	Total
Measure A Pedestrian and Bicycle Program Request	\$ 134,200	\$ 671,400	\$ 805,600
Proposed City 20% Local Match (local Measure A funds)	\$ 33,600	\$ 167,800	\$ 201,400
Total Estimated Cost	\$ 167,800	\$ 839,200	\$1,007,000

If this grant application is successful, staff would include the Project in a future fiscal year as part of the

City's annual Capital Improvement Program and budgeting process. This would allow the City to advance the necessary funds and staff resources for local match to take advantage of the Measure A grant funds. It may affect the timely completion of previously funded projects.

Environmental Review

This Commission action is not subject to the current California Environmental Quality Act (CEQA) guidelines. The Project components are categorically exempt under Class 1 of CEQA. 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:

Kevin Chen, Associate Transportation Engineer

Report reviewed by:

Kristiann Choy, Senior Transportation Engineer

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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