

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 1/10/2018
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 December 13, 2017 ([Attachment](#))

E2. Recommend to the City Council to approve the proposed modifications to loading zones for Draeger’s Market located at 1010 University Drive ([Attachment](#))

F. Informational Items

F1. Update on temporary traffic calming modifications in the Willows neighborhood ([Attachment](#))

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.

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

A. Chair Walser called the meeting to order at 7:02 p.m.

B. Roll Call

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

C. Reports and Announcements

Staff Chen provided a summary of City Council actions on transportation related items at City Council meetings since the November 8, 2017, Commission meeting. Staff Chen responded to questions asked by Commissioners Levin and Kirsch.

D. Public Comment

- Jen Wolosin acknowledged and thanked the Commission and staff for their work

E. Regular Business

E1. Approve the Complete Streets Commission regular meeting minutes of November 8, 2017.

ACTION: Motion and second (Behroozi/Nash) to approve the Complete Streets Commission regular meeting minutes of November 8, 2017, passes (6-0-1-2, Lee abstain, Mazzara and Meyer absent).

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)

Staff Chen provided a presentation (Attachment). Public comment:

- Jen Wolosin spoke in support of additional safety improvements for the intersection of Coleman Avenue and Santa Monica Avenue and requested more context on how projects are selected for grant applications.

ACTION: Motion and second (Levin/Weiner) to 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, passes (7-0-2; Mazzara and Meyer absent).

F. Informational Items

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

Resident Andrew Barnes provided a presentation (Attachment).

Chair Walser led a discussion.

F2. Update on major project status

Staff Chen provided project updates on:

- Oak Grove, University, Crane Bicycle Improvement Project
- Temporary Traffic Calming Modifications to the Willows Neighborhood
- 1300 El Camino Real Construction Phase

Commissioner Levin asked and received a response on the status of the El Camino Real Corridor Study.

G. Committee/Subcommittee Reports

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

Commissioner Kirsch asked and received a response on the status of the next community meeting for the Middle Avenue Pedestrian and Bicycle Rail Crossing Project. Commissioner Weiner asked for the subcommittee to meet with the Project Team prior to the community meeting.

G2. Update from Multimodal Subcommittee

Commissioner Levin provided a meeting summary of a past meeting with neighboring Transportation Demand Management coordinators/specialists.

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

Commissioner Weiner provided a summary of his conversations with other bicyclists through an event hosted by the Silicon Valley Bicycle Coalition. Commissioner Kirsch provided an update on newly installed wayfinding signs.

G4. Update from Safe Routes to School Program Subcommittee

Commissioner Lee provided a meeting summary of a past meeting with City staff on the citywide Safe Routes to School Program.

G5. Update from Transportation Master Plan Subcommittee

Commissioner Levin reported that a meeting summary will be provided at a future Commission meeting after the meeting notes are published.

H. Adjournment

Chair Walser adjourned the meeting at 9:05 p.m.

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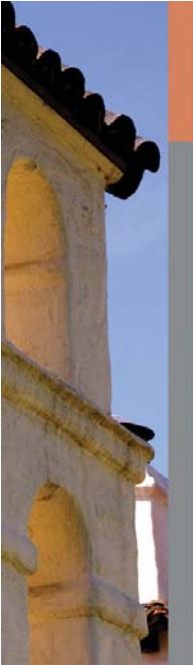
COUNTY TRANSPORTATION AUTHORITY MEASURE A PEDESTRIAN AND BICYCLE PROGRAM CALL FOR PROJECTS

December 13, 2017

CALL FOR PROJECTS FUNDING OPPORTUNITIES

- Transportation Authority (TA) - Measure A
- Metropolitan Transportation Commission (MTC) – One Bay Area Grants
- City/County Association of Governments (C/CAG) – SR2S & GSI and Transportation Development Act
- Senate Bill (SB) 1 - Road Maintenance and Rehabilitation Program





APPLICATION AND SUPPORT

- Pedestrian and Bicycle Projects
- Agencies eligible for up to three application, in \$1 million total
- Application Due: December 15, 2017
- Support from City Council required to submit application



3



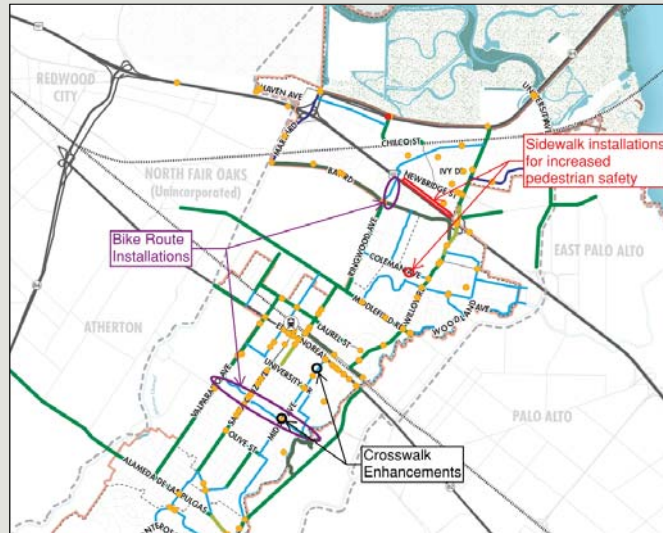
PROPOSED PROJECTS APPLICATION

- 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

4



PROPOSED PROJECTS AND LOCATIONS



5



EXISTING CONDITIONS – PIERCE RD



6



EXISTING CONDITIONS – COLEMAN AVE



7



EXISTING CONDITIONS – MIDDLE & BLAKE



8



EXISTING CONDITIONS – MIDDLE & SAN MATEO



9



EXISTING CONDITIONS – SAN MATEO DR



10



EXISTING CONDITIONS – RINGWOOD AVE



11



BUDGET INFORMATION



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

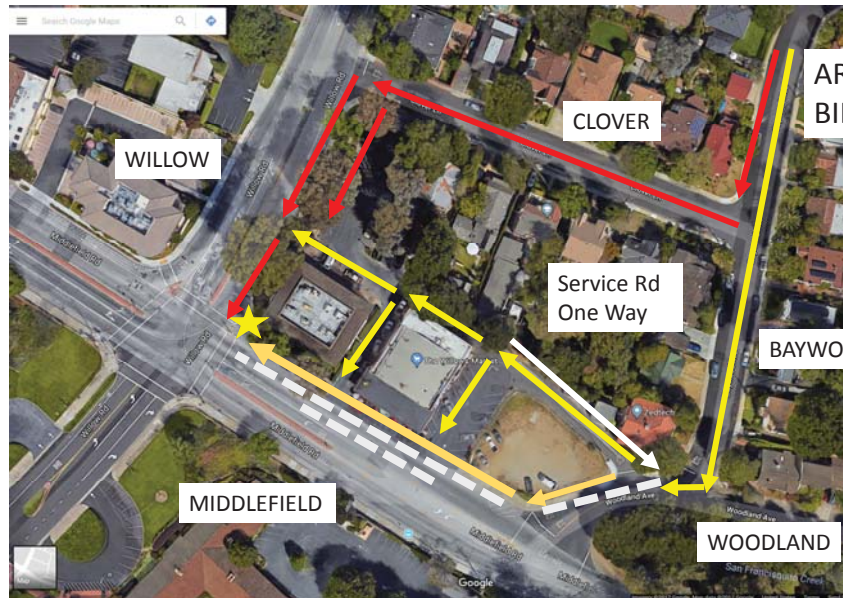
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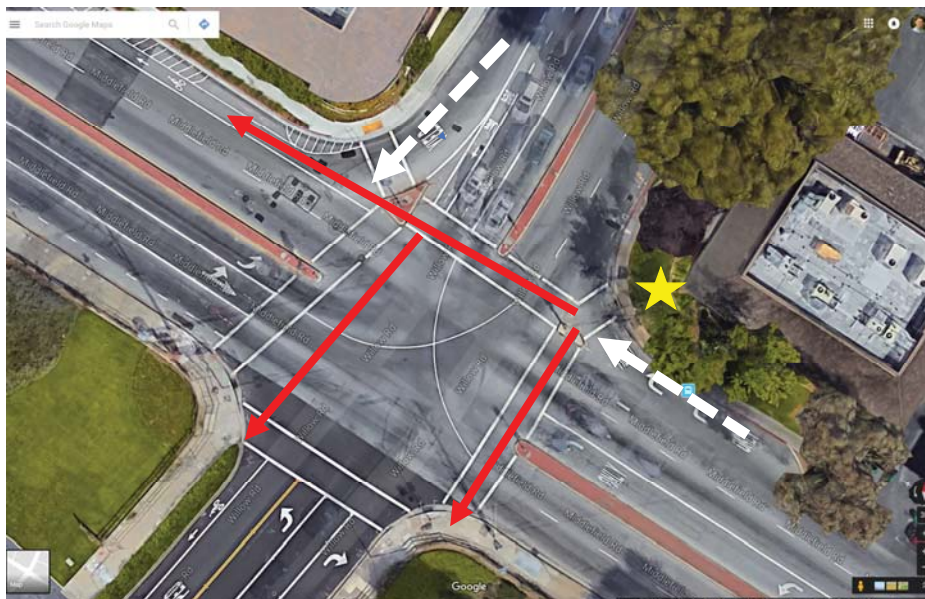
DISCUSSION / QUESTIONS

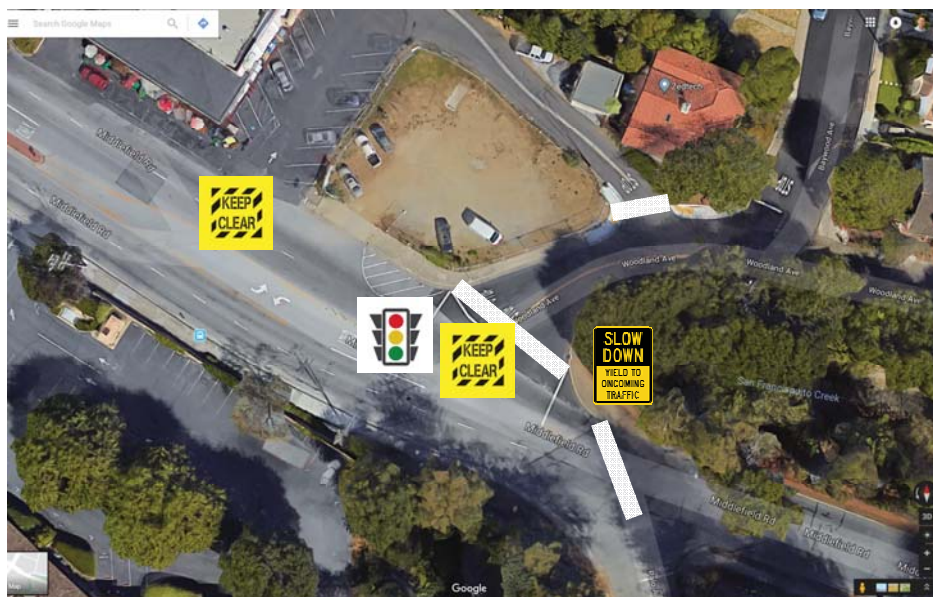
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STAFF REPORT

Complete Streets Commission

Meeting Date: 1/10/2018

Staff Report Number: 18-001-CSC

Regular Business:

Recommend to the City Council to approve the proposed modifications to loading zones for Draeger's Market located at 1010 University Drive

Recommendation

Staff recommends that the Complete Streets Commission recommend to the City Council to approve the proposed modifications to loading zones for Draeger's Market located at 1010 University Drive:

- Convert two existing on-street spaces on Menlo Avenue to a loading zone with hours of 7:00 a.m. to 8:00 p.m. on weekdays and 9:00 a.m. to 8:00 p.m. on weekends.
- Eliminate the existing loading zone on Evelyn Street.
- The adjacent parking plaza (i.e., Parking Plaza Number 4) currently allows loading until 10:00 a.m., Monday through Friday on the side closest to the Draeger's Market. The hours allowed for loading on the other side of the drive aisle would be extended from 7:00 a.m. to 9:00 a.m., Monday through Friday.

Policy Issues

The proposed modifications originated from number 17 of the conditions of approval associated with the Draeger's Market future daily operation approved by the City Council in March 2002.

The condition states, "At such time as City approvals are actively pursued for the development of the property located at 840 Menlo Avenue, the City Council shall reconsider the placement, design, and/or use of the loading zones on Evelyn Street."

Background

On January 3, 2014 an architectural control application for a new development of the vacant site located at 840 Menlo Avenue was received. After a lapse in time, a revised scope of work was submitted on December 8, 2016, by Hayes Group Architects, on behalf of the property owner.

The development includes the construction of a three-story mixed-use building, consisting of a parking garage and lobby entrances on the ground floor. The entrance to the ground floor parking garage would be accessed from Evelyn Street.

This application also necessitated the reevaluation of the existing loading zones on Evelyn Street as stated above, under Policy Issues. The current loading zone is located on the west side of Evelyn Street near Menlo Avenue, with time limits starting from 5:00 a.m. to 10:00 p.m. In addition, Draeger's Market is

allowed to use the parking aisle closest to the building in Parking Plaza 4 until 10:00 a.m.

The development site plans, the proposed loading zone modifications, and more detailed overall project background information were included as an informational item to the City Council at their November 14, 2017 meeting (Attachment A). As stated in the conditions of approval, the proposed loading zone modifications would ultimately be reviewed by the City Council.

Analysis

The City's Community Development Department, with collaboration from the Transportation Division, reviewed the proposed mixed-use development at 840 Menlo Avenue and Draeger's Market operations and has found viable alternatives if the existing loading zone on Evelyn Street has to be eliminated.

The current loading zone on Evelyn Street would obstruct access to the 840 Menlo Avenue development parking garage. Relocating the garage access to Menlo Avenue could preserve the loading zone but would introduce potentially significant safety and traffic concerns due to its proximity to the intersection of Evelyn Street and Menlo Avenue. As a result, staff recommends relocating the loading zone from Evelyn Street to Menlo Avenue and extending the allowed hours for the loading zones within the parking plaza. The specific proposed modifications are:

- Convert two existing on-street spaces on Menlo Avenue to a loading zone with hours of 7:00 a.m. to 8:00 p.m. on weekdays and 9:00 a.m. to 8:00 p.m. on weekends.
- Eliminate the existing loading zone on Evelyn Street.
- The adjacent parking plaza currently allows loading until 10:00 a.m., Monday through Friday on the side closest to the Draeger's Market. The hours allowed for loading on the other side of the drive aisle would be extended from 7:00 a.m. to 9:00 a.m., Monday through Friday.

It is anticipated that the proposed mixed-use development at 840 Menlo Avenue will be reviewed by the Planning Commission in January/February 2018. After the Planning Commission takes action on the architectural control application, the proposed changes to the loading zone (including the Complete Streets Commission recommendation) would be reviewed by the City Council.

Impact on City Resources

Staff time spent on development applications and reviews is covered by fees paid by the project sponsor and the adopted City annual budget.

Environmental Review

This Commission action is not subject to the current California Environmental Quality Act (CEQA) guidelines. The modifications, if approved, would be 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. November 14, 2017 City Council Meeting, Staff Report # 17-278-CC

Report prepared by:

Kevin Chen, Associate Transportation Engineer

Report reviewed by:

Kristiann Choy, Senior Transportation Engineer

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STAFF REPORT

City Council

Meeting Date:

11/14/2017

Staff Report Number:

17-278-CC

Informational Item:

Overview of proposed modifications to loading zones for Draeger's Market located at 1010 University Drive

Recommendation

This is an informational item and no action is required

Policy Issues

The proposed project will ultimately require the City Council to reconsider the placement, design, and/or use of the loading zones for Draeger's Market.

Background

In July 2001, Draeger's Market received City Council approval of an architectural control revision, use permit, and encroachment permit to make several modifications to its receiving functions. The encroachment permit established an interim plan for the loading zones with a condition of approval that limited the term of approval to 12 months to be revisited after preparation of a long-term plan for market operations and a food processing and delivery operations report. In March 2002, the City Council reviewed and approved a long-term plan for market operations including the continued use of loading zones on Evelyn Street and in the public parking plaza number four, subject to a number of conditions of approval. Condition of approval number 17 states, "At such time as City approvals are actively pursued for the development of the property located at 840 Menlo Avenue, the City Council shall reconsider the placement, design, and/or use of the loading zones on Evelyn Street".

On January 3, 2014 an architectural control application for the proposed development of the vacant site located at 840 Menlo Avenue was received. After a lapse in time, a revised scope of work was submitted on December 8, 2016, by Hayes Group Architects, on behalf of the property owner. The proposed development includes the construction of a three-story mixed-use building, consisting of a parking garage and lobby entrances on the ground floor, 6,610 square feet of non-medical office on the second floor, and three dwelling units on the third floor. The entrance to the ground floor parking garage would be accessed from Evelyn Street. The proposed development plans are still currently under review by City staff. A location map and select plan sheets from the current submittal are included as attachments A and B.

Analysis

Staff has reviewed the proposed mixed-use development at 840 Menlo Avenue and Draeger's Market operations and believes that there are viable alternatives for the existing loading zone on Evelyn Street. The current location of the loading zone on Evelyn Street would obstruct access to the proposed project located

at 840 Menlo Avenue. The project access would be located on Evelyn Street as providing access to the site from Menlo Avenue would introduce potentially significant safety concerns due to its proximity to the intersection of Evelyn Street and Menlo Avenue. Staff's recommendation for the loading zones would include relocating the existing loading zone from Evelyn Street to Menlo Avenue and extending the allowed hours for the loading zones within the parking plaza. The specific staff recommendations are indicated below.

- Convert two existing on-street spaces on Menlo Avenue to a loading zone with hours starting at 7:00 a.m. to 8:00 p.m. on weekdays and 9:00 a.m. to 8:00 p.m. on weekends.
- The adjacent parking plaza currently allows loading until 10:00 a.m., Monday through Friday on the side closest to the store. The hours allowed for loading on the other side of the drive aisle would be extended from 7:00 a.m. to 9:00 a.m., Monday through Friday.

It is anticipated that the proposed mixed-use development at 840 Menlo Avenue will be reviewed by the Planning Commission in the 1st Quarter of 2018. After the Planning Commission takes action on the architectural control application, the proposed changes to the loading zone would be reviewed by the City Council. The proposed meeting timelines are tentative, as the development at 840 Menlo Avenue has not been determined complete by staff or scheduled for a 2018 meeting date.

Public Notice

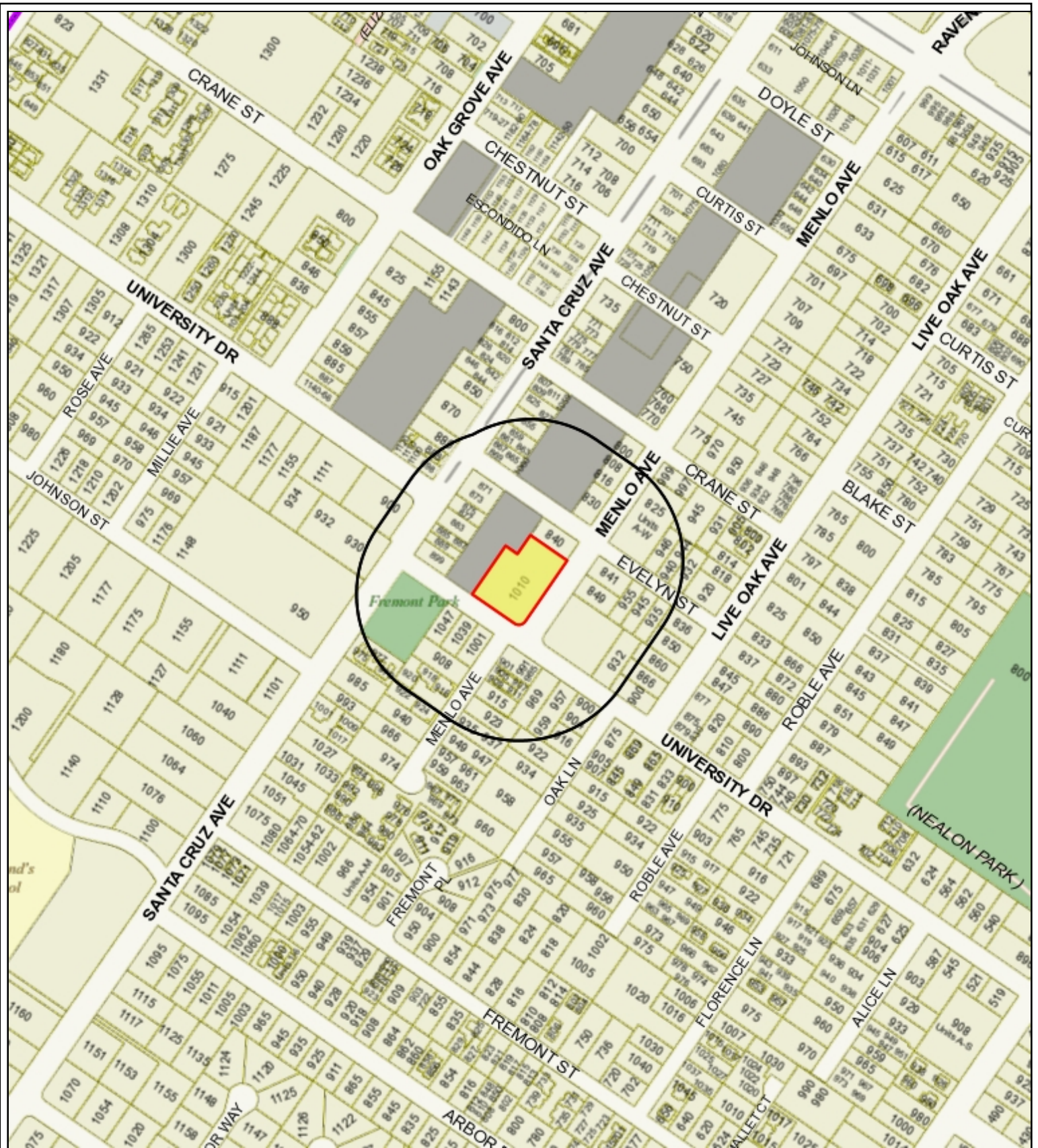
Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Project Location Map
- B. Project Plans (Select Sheets)

Report prepared by:
Kaitie Meador, Associate Planner

Report reviewed by:
Mark Muenzer, Assistant Community Development Director

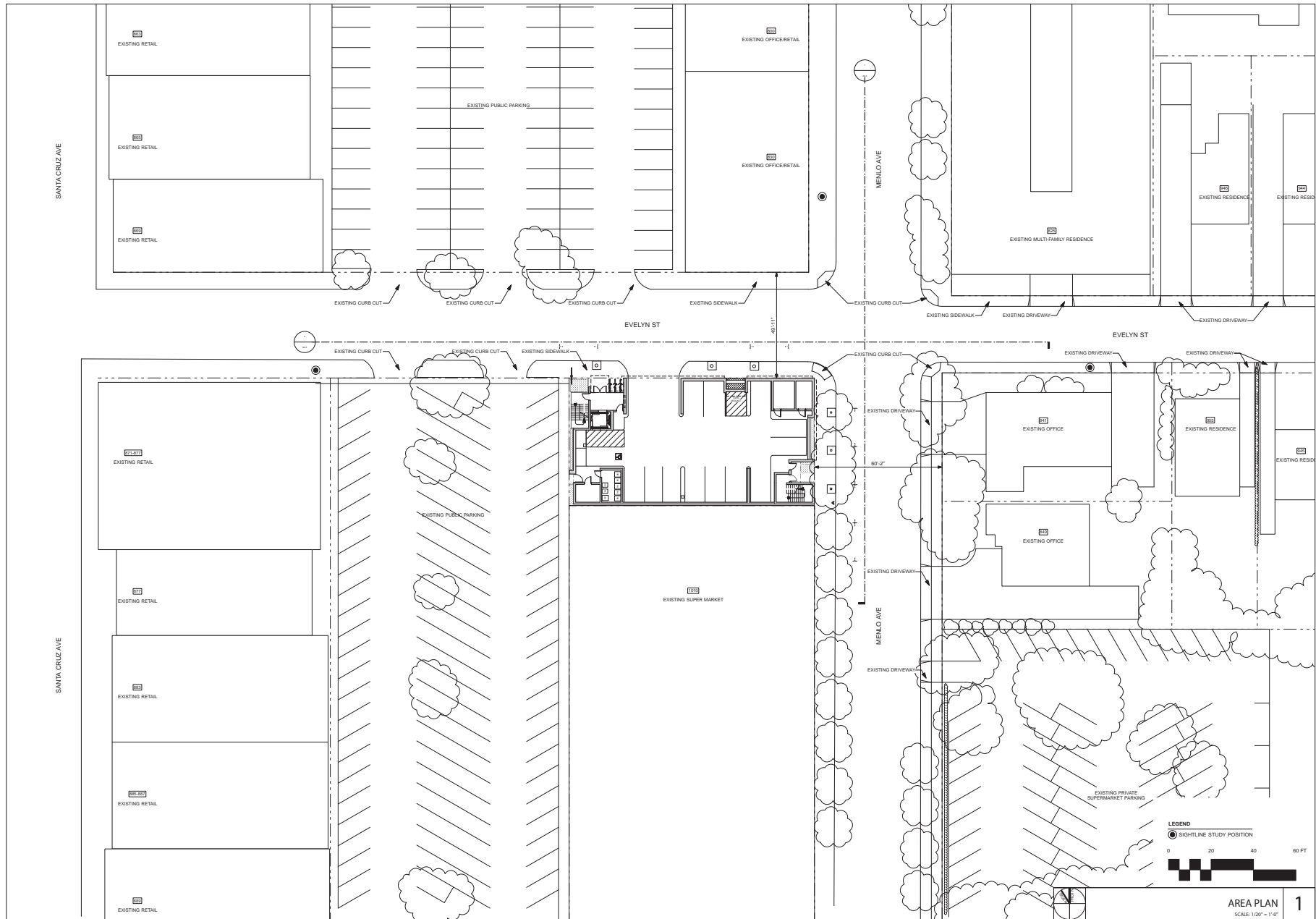


City of Menlo Park Location Map 1010 University Drive



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REDWOOD CITY, CA 94063
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PROJECT DESCRIPTION:
840 MENLO AVE.

840 MENLO AVE
MENLO PARK, CA
CA, 94025

DESCRIPTION
- PLANNING SET
12.08.16

SHEET REVISIONS
▲ PLANNING RESUBMITTAL
04.04.17
▲ PLANNING RESUBMITTAL
10.16.17
▲
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DRAWING CONTENT
AREA PLAN

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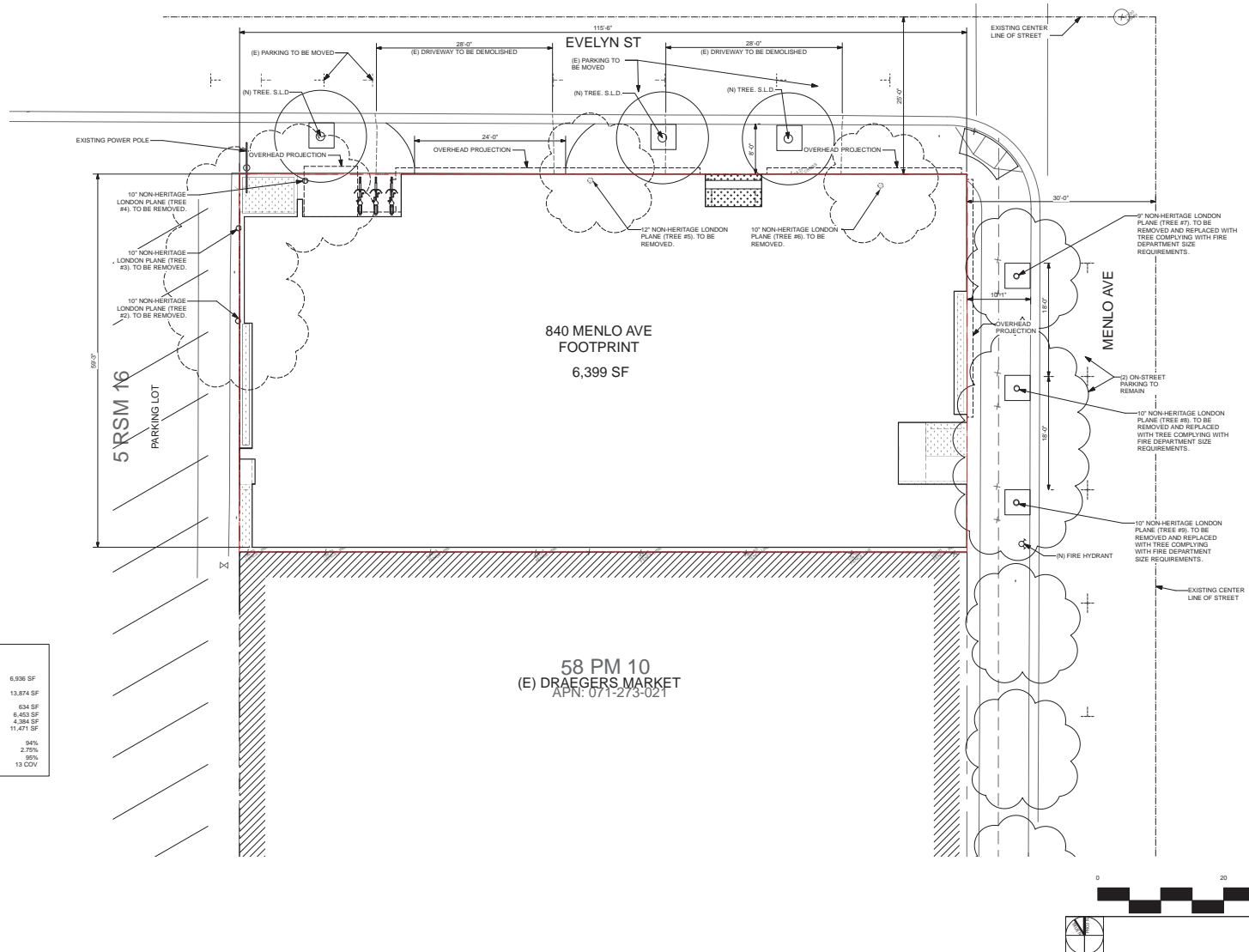
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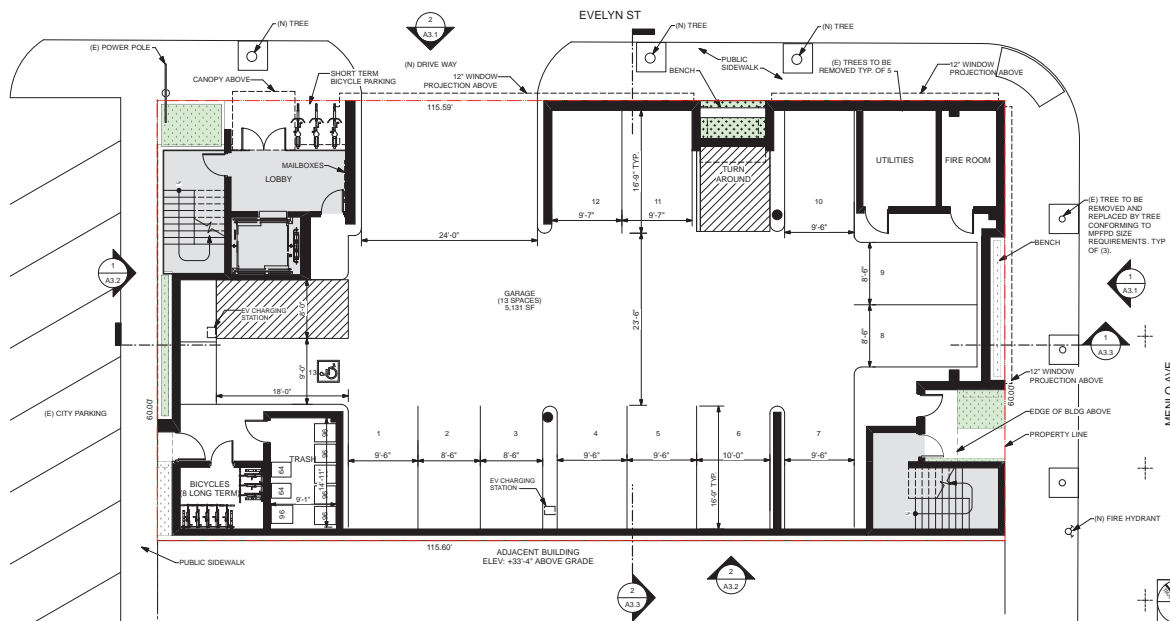
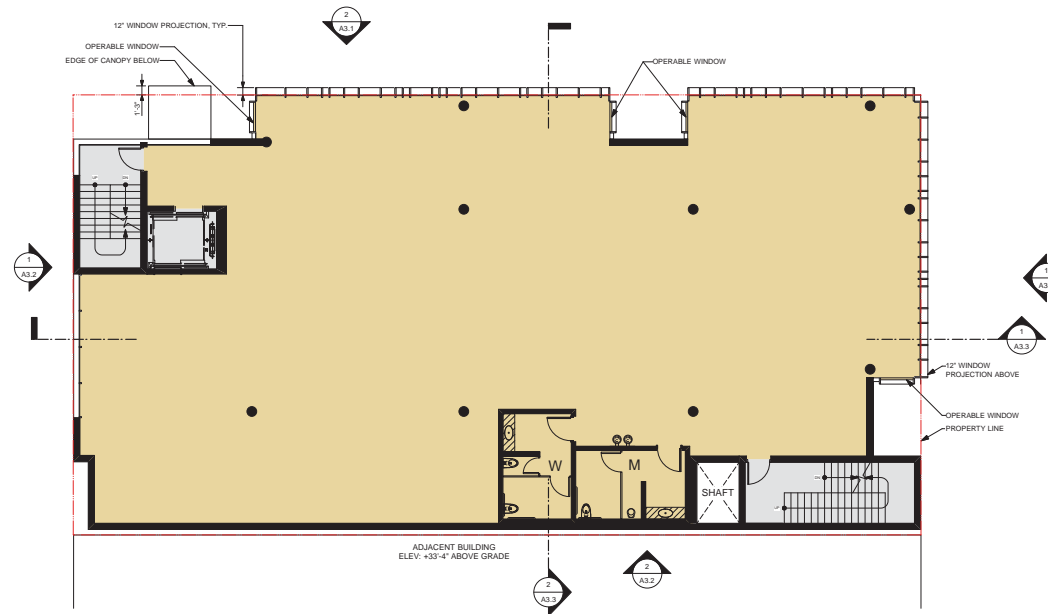
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DRAWING NUMBER

AREA PLAN
SCALE: 1/8" = 1'-0"

A1.1

SITE ANALYSIS	
ZONING: SP-ECND	
LOT AREA:	6,936 SF
ALLOWABLE FLOOR AREA:	13,874 SF
PROPOSED 1ST FLR AREA:	634 SF
PROPOSED 2ND FLR AREA:	6,463 SF
PROPOSED 3RD FLR AREA:	4,384 SF
TOTAL PROPOSED FLR AREA:	11,471 SF
LAND COVERED BY STRUCTURES:	84%
LANDSCAPING:	2.75%
PAVED SURFACES:	90%
PARKING SPACES:	13 COV





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