

# Complete Streets Commission



## REGULAR MEETING AGENDA

**Date:** 3/14/2018  
**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 February 14, 2018 ([Attachment](#))
- E2. Provide feedback on a template citywide bicycle wayfinding sign ([Staff Report #18-003-CSC](#))
- E3. Assess Complete Streets Commission Pilot Program

**F. Informational Items**

- F1. Update on Transportation Master Plan
- F2. Discuss downtown parking and access to downtown
- F3. Update on temporary traffic calming modifications in the Willows neighborhood
- F4. 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:** 2/14/2018  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

### A. Call to Order

Chair Walser called the meeting to order at 7:10 p.m.

### B. Roll Call

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

### C. Reports and Announcements

Staff Chen provided a summary of the City's biannual resident satisfaction survey and City Council actions on transportation related items since the January 10, 2018, Commission meeting.

### D. Public Comment

There was no public comment received.

### E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of January 10, 2018

**ACTION:** Motion and second (Levin/Lee) to approve the Complete Streets Commission regular meeting minutes of January 10, 2018, as amended and distributed at the meeting. The motion passes (6-0-1-2; Behrooz abstained, Kirsch and Meyer absent).

At this time, Chair Walser announced she had received a general public comment card and reopened Public Comment.

### D. Public Comment

- Jen Wolosin spoke about increased Menlo-Atherton High School bike-to-school rates, the Get Healthy San Mateo County program and several neighboring cities' transportation initiatives.

At this time, Chair Walser returned to the regular order of business and item E2.

## **E. Regular Business**

- E2. Provide feedback on conceptual Chilco Streetscape Improvements between Bayfront Expressway and Hamilton Avenue (Staff Report #18-002-CSC)

Staff Chen provided a presentation. (Attachment)

- Jen Wolosin spoke in support of a sidewalk on the west side of Chilco Street south of Constitution Drive.

By acclamation, the Commission recommended staff proceed with detailed engineering project design and requested to review the design set when available.

## **F. Informational Items**

- F1. Update on 2018 City Council Work Plan

Staff Chen provided a presentation on major changes made to the 2017 Work Plan (Attachment).

The Commission requested to add an agenda item to the March 14, 2018, meeting to discuss downtown parking and access to downtown.

- F2. Update on temporary traffic calming modifications in the Willows neighborhood

Staff Chen provided an update on existing traffic conditions due to the turn restrictions.

- F3. Presentation by the Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee

Commissioner Weiner provided a presentation on the need to widen the existing sidewalk on the east side of El Camino Real from Cambridge Avenue to the southern City limit. (Attachment)

Staff Chen explained additional discussions with Caltrans and other City departments will be needed to assess the feasibility of this proposal.

- F4. Update on major project status

Staff Chen provided project updates on the two ongoing projects in the Neighborhood Traffic Management Program, the Willow Road/U.S. 101 interchange construction, and Ravenswood Avenue railroad crossing.

## **G. Committee/Subcommittee Reports**

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

There was no Subcommittee report.

- G2. Update from Multimodal Subcommittee

Commissioner Levin reported a recent meeting hosted by the City of Menlo Park with attendance from Palo Alto Transportation Management Association, Palo Alto, and Redwood City staff that led

to a Study Session given to the City Council on February 6, 2018, on potential alternatives to form a Transportation Management Association. Commissioner Levin also reported the next discussion on the Caltrain Go Pass program will be held at a Manager Mobility Partnership forum.

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

There was no Subcommittee report.

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

Commissioner Mazzara reiterated the Subcommittee's desire to be involved in the consultant selection process.

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

Commissioner Levin reported that the Subcommittee met in early February and provided a summary of the Subcommittee's observations and feedback on the Transportation Master Plan goals and metrics based on Commissioner Levin's participation at the October 30, 2017, Oversight and Outreach Committee meeting and published meeting minutes.

- Jen Wolosin encouraged Commissioners and the public to be engaged in the master plan process.

**H. Adjournment**

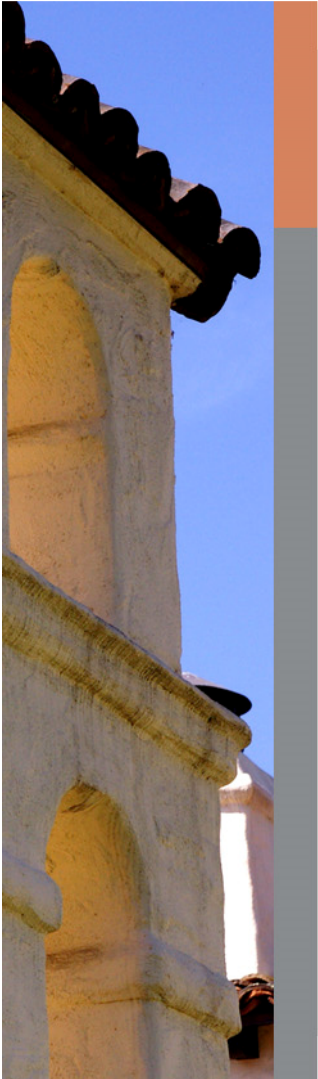
Chair Walser adjourned the meeting at 9:21 p.m.

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The background of the slide is a photograph of the Arroyo Plaza Family Gymnasium at dusk. The building is constructed of red brick and features a prominent dark wooden pergola structure over the entrance. Warm interior lights are visible through the glass doors and windows, and the sky is a deep blue. A semi-transparent green banner is overlaid across the middle of the image, containing the title and date.

## PROVIDE FEEDBACK ON CONCEPTUAL CHILCO STREETScape IMPROVEMENTS

February 14, 2018





## BACKGROUND

- Facebook Campus Expansion Project Development Agreement
- Development Agreement assists in implementing and monitoring public benefits provided by the Project Sponsor and their regulations

# PROJECT MAP

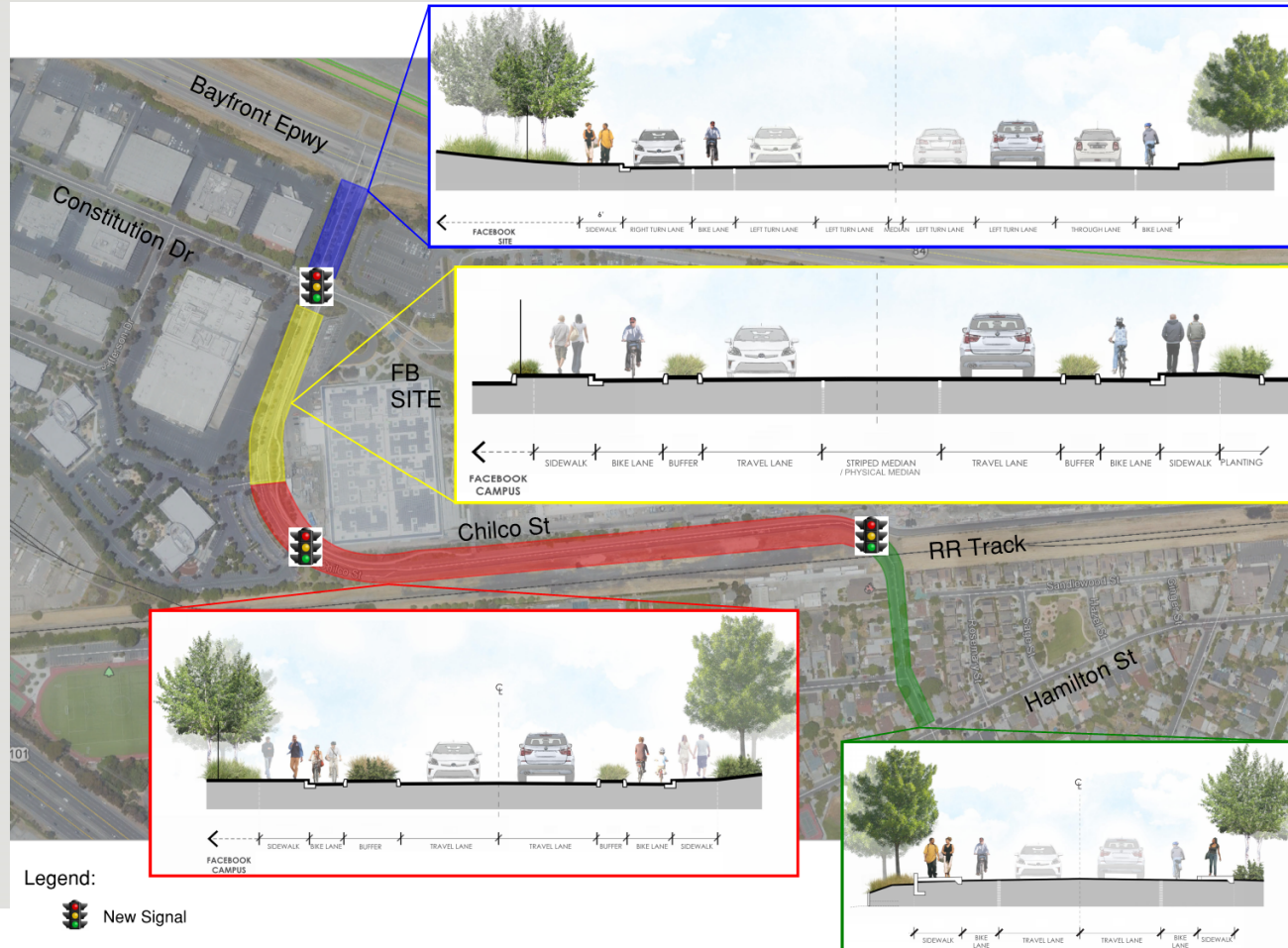


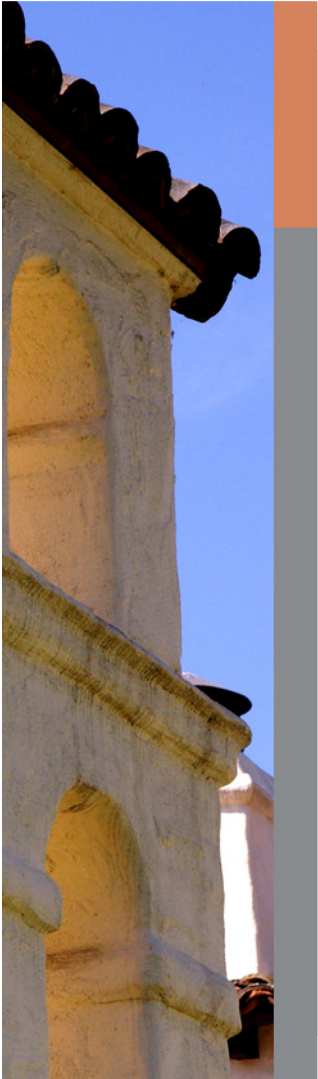
## Legends:

-  Project Loc.
-  Destinations



# PROJECT DETAILS





## NEXT STEPS

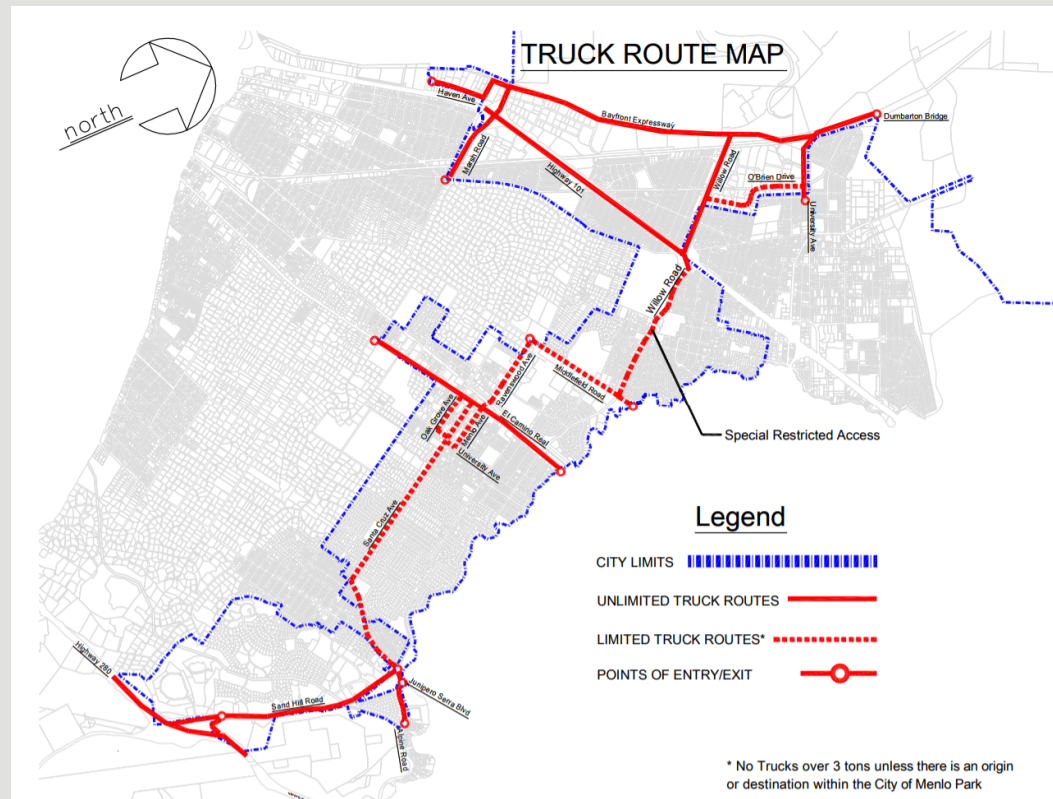
- Solicit Commission and public feedback
- Develop design plan set
- Construct project





# DISCUSSION / QUESTIONS

# TRUCK ROUTE MAP



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## 2018 CITY COUNCIL WORK PLAN

### Top-Six Priority Projects

District Elections

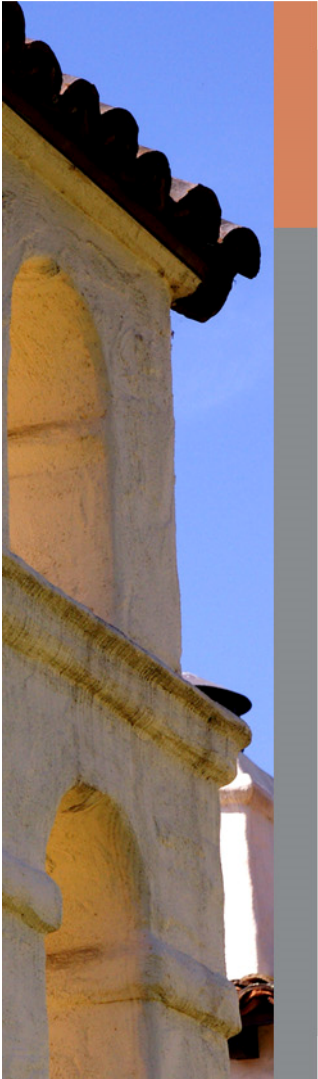
Transportation Master Plan

Citywide Safe Route to School Program (non-infrastructure)

Implement Downtown/ECR Specific Plan Biennial Review

Downtown Parking Garage

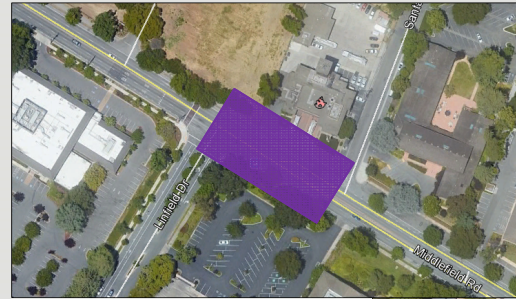
The Guild Theatre – Land Use Entitlement Approval



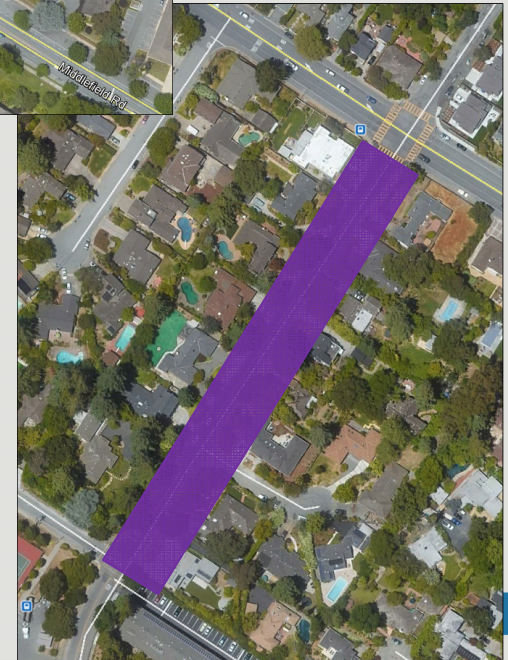
## OTHER CHANGES

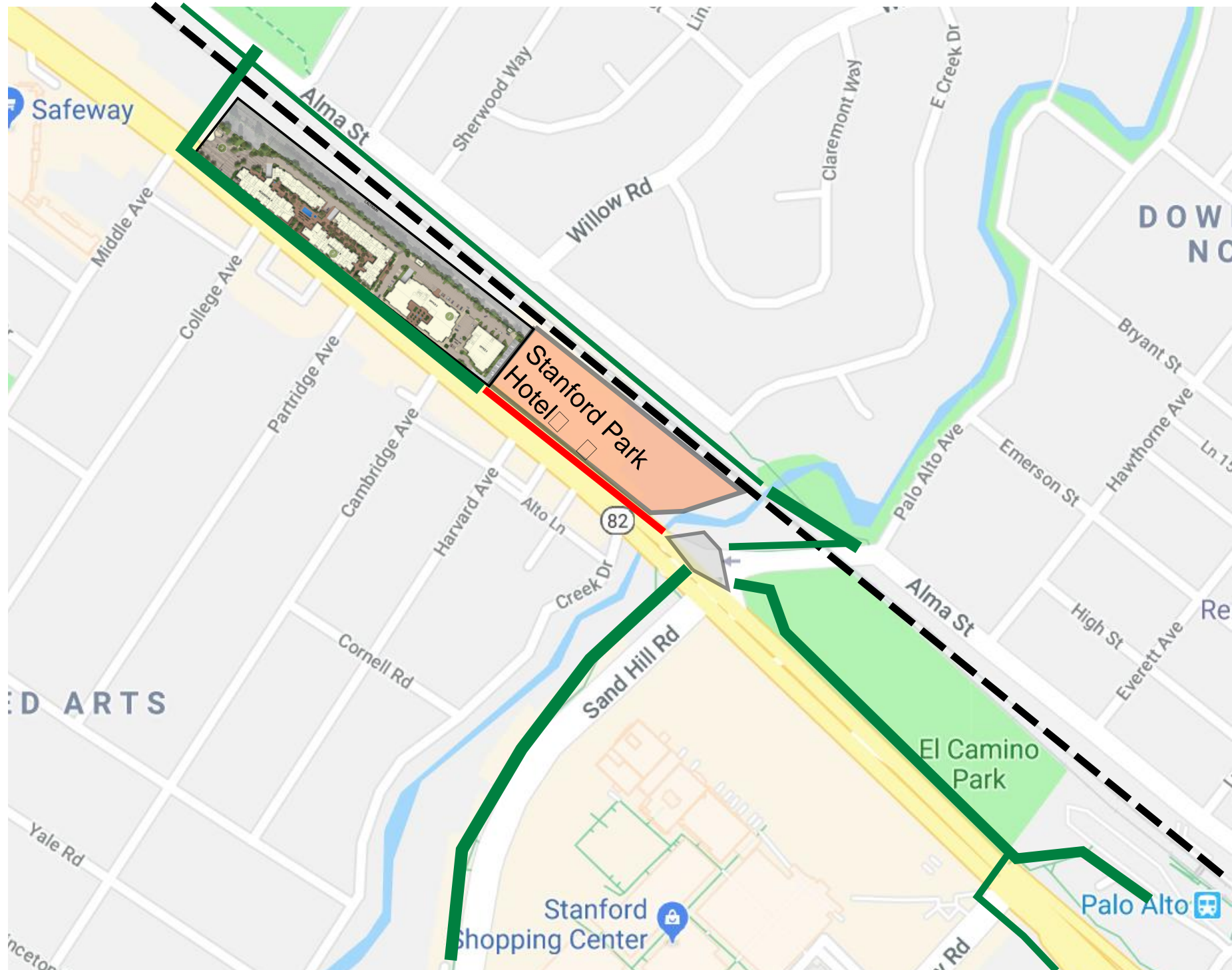
- From Potential to 5-year CIP
  - Middlefield Rd. & Linfield Dr. crosswalk
  - Sharon Rd. sidewalk
- From Potential to ongoing
  - Charter City
- Removed from ongoing
  - Federal/State lobbying initiative

Middlefield Rd. & Linfield Dr. crosswalk



Sharon Rd. Sidewalk





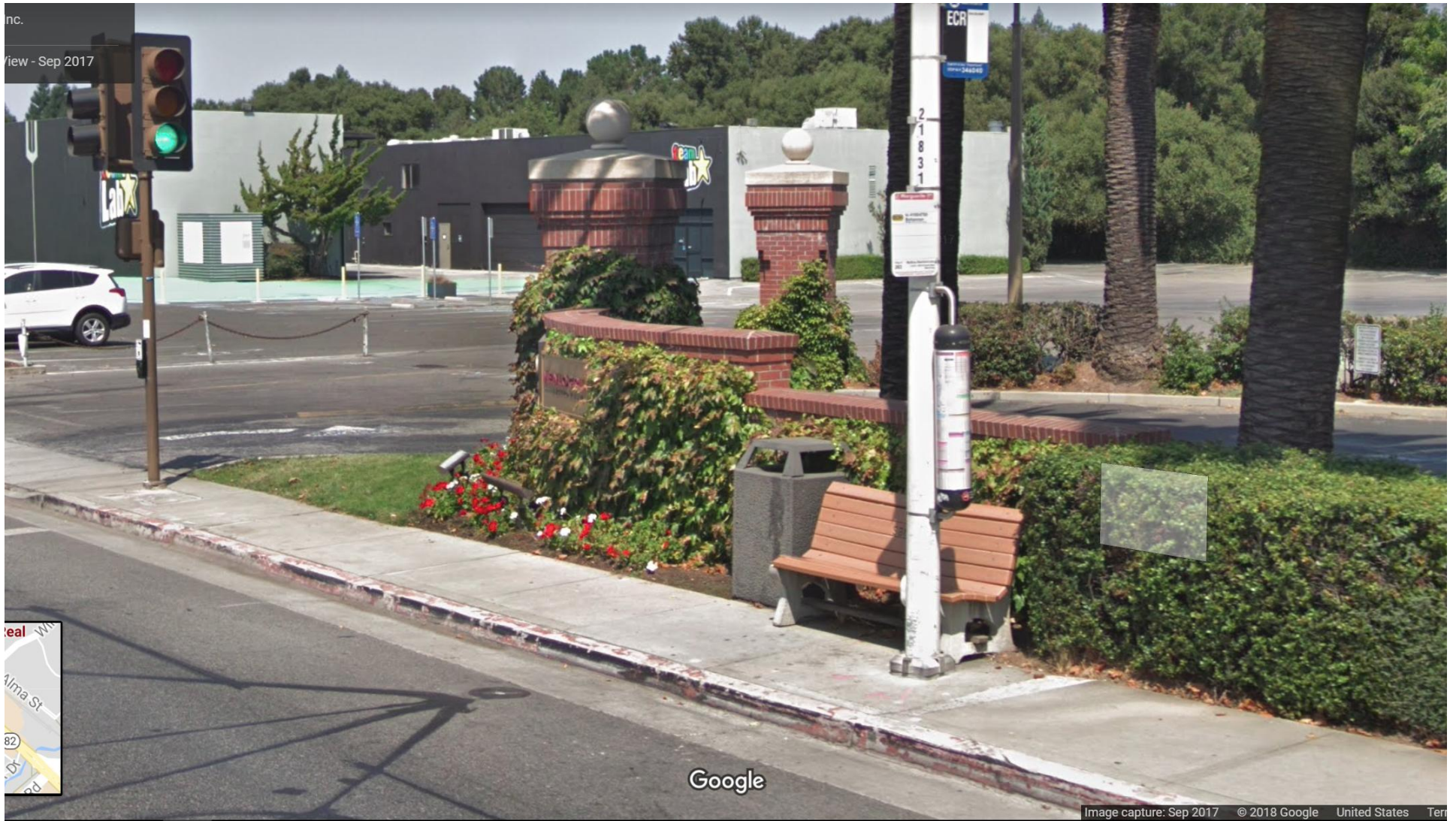


500 ECR Promenade 15' width, 10' passage width



El Camino Park path to Stanford, Caltrain and downtown PA





Cambridge St Samtrans ECR bus stop



Rough cost:  
 $1500' \times 4' = 6000 \text{ sq ft.}$   
 $\$20/\text{sq ft} = \$120\text{k}$

~5'

~4'



## STAFF REPORT

### Complete Streets Commission

**Meeting Date:** 3/14/2018

**Staff Report Number:** 18-003-CSC

**Regular Business:** Provide feedback on the proposed citywide bicycle wayfinding sign plan

### Recommendation

Staff requests that the Complete Streets Commission provide feedback on the citywide bicycle wayfinding sign plan (Attachment A).

### 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

On August 11, 2014, the former Bicycle Commission reviewed and approved a design template and installation of citywide bicycle wayfinding signs. In early 2016, with input from the Town of Atherton, the City installed several wayfinding signs at various locations as shown in Attachment A.

Currently, bicycle wayfinding signs can be found connecting the Menlo Park Caltrain Station and the Bay Trail via Oak Grove Avenue, Laurel Street, Ravenswood Avenue, Ringwood Avenue, Ivy Drive, and Willow Road. Each wayfinding sign includes one destination (i.e., “Caltrain Station” or “Bay Trail”) and an arrow (i.e., left / through / right arrows). The wayfinding signs are generally located in advance of intersections where key directional turns are required to reach the destinations, and designed to display up to three destinations.

### Analysis

Since 2016, the City has improved existing and added multiple bicycle facilities throughout the city. Additionally, the following bicycle projects are expected to be constructed by Facebook as part of their Facebook Campus Expansion project in the near future:

- Improved buffered bike lanes on Chilco Street between Constitution Drive and Fire Station No. 77
- New bike lanes on Chilco Street between Fire Station No. 77 and Hamilton Avenue
- New bike routes (or “sharrows”) on Hamilton Avenue between Market Place and Chilco Street
- New pedestrian/bicycle bridge crossing Bayfront Expressway approximately 0.25 miles east of Chilco Street

As the City and Bay Area region continue to experience residential and commercial development growth

and generate more recreational public facility uses, people that elect to bike to their desired destinations can benefit from more informative bicycle wayfinding signs. As a result, staff recommends the following changes to the bicycle wayfinding sign plan:

- For individual destination - Add estimated distance (rounded to the nearest 0.1 miles) and arrival time based on an average bicycling speed of 10 miles per hour (mph).
- Number of destinations per wayfinding sign – Maximize destinations on each sign as suggested below based on direction of travel and likelihood to be traveled by bicyclists:
  - Eastbound
    - Bay Trail (existing)
    - Bedwell Bayfront Park (new)
    - Onetta Harris Community Center (new)
  - Westbound
    - Caltrain Station (existing)
    - Downtown (new)
    - Nealon Park (new)
- Location of wayfinding signs - Install new wayfinding signs on Hamilton Avenue, west of Chilco Street, to supplement the future bicycle facilities mentioned above.

All new wayfinding signs on Hamilton Avenue are expected to be constructed by Facebook as part of their Facebook Campus Expansion project.

While staff has chosen public facilities as they are more likely to benefit both residents and non-residents, individual destinations can continue to evolve as demand changes.

### **Impact on City Resources**

Project implementation, with the exception of Hamilton Avenue, will be funded through the City's Citywide Street Signing and Striping Program.

### **Environmental Review**

This Commission action is not subject to the current California Environmental Quality Act (CEQA) guidelines.

The project is categorically exempt under Class 1 of the CEQA guidelines. 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**

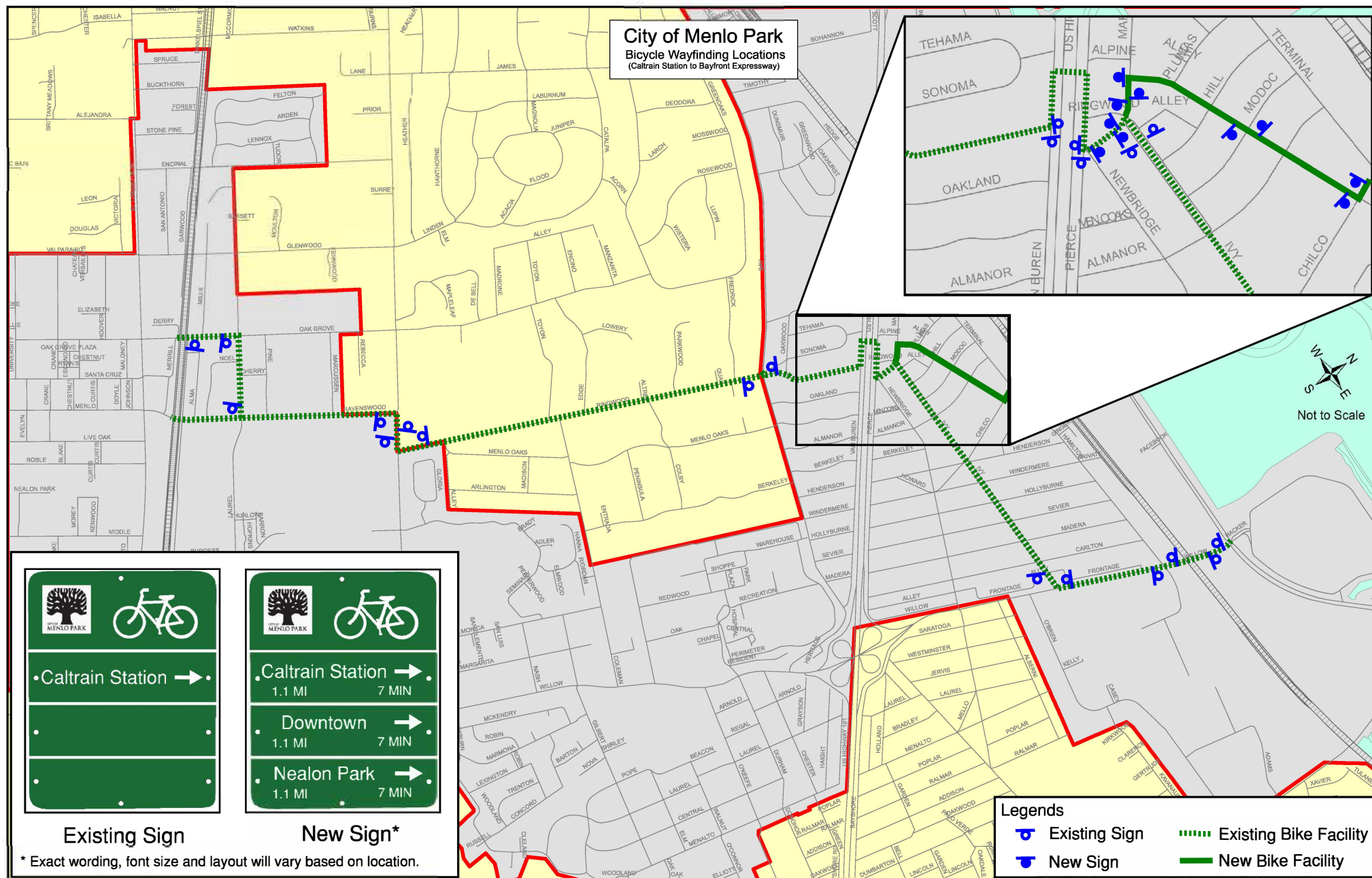
A. Existing and Proposed Bicycle Wayfinding Signs/Locations

Staff Report #: 18-003-CSC

Report prepared by:  
Kevin Chen, Associate Transportation Engineer

Report reviewed by:  
Kristiann Choy, Senior Transportation Engineer

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