

Complete Streets Commission



SPECIAL MEETING AGENDA - AMENDED

Date: 4/18/2018
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

The agenda has been amended to include Informational Item F1.

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 March 14, 2018 ([Attachment](#))

E2. Provide feedback on downtown parking and access to downtown

E3. Provide feedback on Transportation Master Plan

F. Informational Items

F1. Discuss the City Council's action on the Complete Streets Commission pilot merger and potential future impact on staff resources - **Amended April 17, 2018**

F2. Update on Willow Road/U.S. 101 interchange construction

F3. City Council Work Plan Transmittal and Capital Improvement Program process updated ([Attachment](#))

F4. Update on major project status

G. Committee/Subcommitte 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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Complete Streets Commission



REGULAR MEETING MINUTES - DRAFT

Date: 3/14/2018
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 7:08 p.m.

B. Roll Call

Present: Behroozi, Kirsch, Lee, Levin, Mazzara, Meyer, Nash, Walser, Weiner
Absent: None
Staff: Associate Transportation Engineer Kevin Chen

C. Reports and Announcements

Staff Chen provided a summary of upcoming community meetings and City Council actions on transportation related items since the March 14, 2018, Commission meeting. Staff Chen also announced that a new commission meeting date would be polled to replace the April 11, 2018, meeting due to the anticipated lack of a quorum.

D. Public Comment

- Cecilia Taylor spoke about safety concerns at the intersection of Willow Road and Hamilton Avenue and on Willow Road/U.S. 101 interchange.
- Julie Shanson spoke about safety concerns and shared photos and video of students crossing the Willow Road/U.S. 101 interchange.

E. Regular Business

E1. Approve the Complete Streets Commission regular meeting minutes of March 14, 2018

Commissioner Nash recommended expanding Item G1 action minutes to recognize Item F3 as part of the Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee update.

ACTION: Motion and second (Mazzara/Nash) to approve the Complete Streets Commission regular meeting minutes of March 14, 2018, with the recommended change. The motion passed (7-0-2; Kirsch and Meyer abstained).

E2. Provide feedback on a template citywide bicycle wayfinding sign (Staff Report #18-003-CSC)

Staff Chen provided a presentation (Attachment).

The Commission requested a list of alternate wayfinding destinations for future use.

ACTION: Motion and second (Meyer/Kirsch) to support the project and to continue with detailed design for installation. The motion passed (9-0-0).

E3. Assess Complete Streets Commission Pilot

Staff Chen introduced the item.

- Ray Mueller, City Councilmember, spoke in support of ending the Complete Streets Commission pilot program and returning to separate Bike and Transportation commissions.

ACTION: Motion and second (Mazzara/Meyer) to recommend the City Council end the Complete Streets Commission pilot program and revert back to separate Bike and Transportation commissions. The motion passed (8-1-0; Levin dissents).

F. Informational Items

At this time, Chair Walser asked and received consent to move Item F2 ahead of Item F1.

F2. Discuss downtown parking and access to downtown

Following discussion, the Commission requested that this item be brought back as a Regular Business item for the April 2018 Commission meeting.

At this time, Chair Walser returned to Item F1.

F1. Update on Transportation Master Plan

Staff Chen and Commissioner Levin provided updates on the project schedule and the upcoming Oversight and Outreach Committee public meeting on March 20, 2018.

F3. Update on temporary traffic calming modifications in the Willows neighborhood

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

F4. Update on major project status

Staff Chen provided project updates on the two ongoing projects in the Neighborhood Traffic Management Program and Ravenswood Avenue railroad crossing.

G. Committee/Subcommittee Reports

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

There was no report.

G2. Update from Multimodal Subcommittee

Commissioner Levin reported that autonomous shuttle is now legally allowed for testing on public streets at Bishop Ranch Business Park in San Ramon.

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

There was no report.

G4. Update from Safe Routes to School Program Subcommittee

There was no report.

G5. Update from Transportation Master Plan Subcommittee

There was no report in addition to Item F1.

H. Adjournment

Chair Walser adjourned the meeting at 10:14 p.m.

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**MEMORANDUM**

Date: 3/19/2018
To: Commission Members
From: Alex McIntyre, City Manager
Re: City Council Work Plan Transmittal and Capital Improvement Program (CIP) process update

The City Council adopted its 2018 work plan at the beginning of the year. The work plan is the guiding document for the initiatives and projects staff will be working on throughout the next 12–18 months. Some of these items are typically not funded until the adoption of the budget later in June. In January 2018, the City Council was provided with an update on the work plan items for 2017. Many of the items on that work plan and many of the currently funded CIP projects for 2017 are ongoing.

The work plan is 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
- Attracting thoughtful and innovative private investment to Menlo Park
- Furthering efficiency in City service delivery models
- Improving Menlo Park's multimodal transportation system to more efficiently move people and goods through Menlo Park
- Maintaining and enhancing Menlo Park's municipal infrastructure and facilities
- Providing high-quality resident enrichment, recreation, discovery and public safety services
- Realizing Menlo Park's vision of environmental leadership and sustainability

The City Council-approved 2018 work plan includes 57 items, some of which include multiple components. The 2018 work plan is included as Attachment A. This year, the work plan includes a list of the following top-six priority projects:

- Transition to district elections
- Transportation Master Plan
- Citywide Safe Routes to School Program (non-infrastructure)
- Downtown/El Camino Real Specific Plan biennial review implementation
- Downtown parking garage
- The Guild Theatre project – land use entitlement approval

These top-six priority projects would take the highest precedence, and resources would be shifted from the other projects in the work plan as needed to ensure completion of these projects.

In previous years, as a part of the annual budget development process, the City updated its Five-Year Capital Improvement Plan (CIP), even though only the first year of the plan is funded by the City Council during the budget approval process. The CIP

typically represents recommendations for short- and long-range public investment in infrastructure development, maintenance, improvement and acquisition. The CIP provides a link between the City's various master planning documents, and various budgets and funding sources, and provides a means for planning, scheduling, funding and implementing capital projects over the next five years. Typically, a capital project is defined as a project costing more than \$70,000.

At this time, we do not intend to add additional items to the CIP beyond those identified during the 2018 work plan development. The focus for the year is the City Council-approved work plan. It is important to note that some of the items in the work plan are not currently funded and they will be proposed as part of the upcoming budget for fiscal year 2018-19. There may be a few CIP items added for fiscal year 2018-19, but they will mainly be based on legal requirements. Other items previously listed in the CIP for fiscal year 2018-19, but not included in the 2018-19 work plan, may shift to the next fiscal year.

Staff capacity has continued to be a limiting factor to the City Council work plan and CIP implementation. The staffing for work plan and CIP projects comes from a variety of areas and continued vacancies have impacted available resources. This has affected the work plan and CIP schedules for many of the City's projects. We are in the process of filling these positions and finding the right talent to execute the work plan. It should be noted that many of these positions function as high-level project managers who work with contract engineering firms for design and construction of projects.

The CIP process should be a continuous discussion. It is important for the commissions to continually think about projects throughout the year and to discuss the merits of those projects including how they fit into the overall master plans within the City. The City Council will be provided regular updates on the work plan items throughout the year. These updates can serve as an opportunity and check in for the commissions to discuss any future projects that might be important to the City in the context of master plans and issues that arise.

Thank you, as always, for your valuable support of the City Council's efforts to meet its goals of responsible fiscal management of the City's resources and infrastructure.

Priority Projects (as approved on February 6, 2018)		Lead Department	Supporting Departments	06/30/18	Milestones	
Project	Summary				12/31/18	06/30/19
District Elections	Menlo Park is transitioning to a by-district election system effective for the November 2018 City Council election. Demand for election-related staff support is expected to be higher than normal.	City Manager's Office	-	Advisory Districting Committee to recommend district boundary maps and related election sequencing approved in April 2018. City Clerk to submit final maps to the San Mateo County Registrar of Voters in May 2018. Districts identified and submitted to the registrar of voters will be completed by June 2018. Candidates will begin pulling papers in July 2018 to run for elected office from their respective districts.	Completed by midyear.	Completed by midyear.
Transportation Master Plan	<p>The Transportation Master Plan provides a bridge between the policy framework adopted within the Circulation Element and project level efforts to modify the transportation network within Menlo Park.</p> <p>The Plan, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions toward regional improvements. Following development of the Plan, a fee program update would provide a mechanism to modernize the collection of funds toward construction of the improvements identified and prioritized in the Master Plan.</p>	Public Works	City Manager's Office, Community Development, Police	Finalize goals and performance metrics. Develop the draft project and strategy list.	Release draft plan for public review.	Transportation Master Plan adopted in Spring 2019 and Fee Program update initiated.
Citywide Safe Routes to School Program (Non-infrastructure)	<p>Safe Routes to School typically encompasses six program elements: education, encouragement, enforcement, equity, engineering and evaluation (6 E's). The development of a Safe Routes to Schools program would establish a partnership between the City, local schools, and parent groups to ensure issues that discourage students from walking and bicycling to school are addressed.</p> <p>This program would establish a stakeholder group to work collaboratively on Safe Routes issues and solutions, develop incentive and encouragement programs, and outline the framework to build and sustain the program over time. This program would not construct or fund infrastructure improvements, although it would establish a staff liaison to identify infrastructure needs within other capital project planning processes in the City.</p> <p>The Citywide Safe Routes to School Initiative (non-infrastructure) is an ongoing, multi-year program that will require annual funding.</p>	Public Works	Police	Release a request for proposal for consultant services. Authorize a consultant contract. Convene first stakeholder meeting.	Continue implementation. Identify prioritized list and schedule of Safe Routes to School infrastructure plans for each school.	Continue implementation.

Priority Projects (as approved on February 6, 2018)		Lead Department	Supporting Departments	Milestones		
Project	Summary			06/30/18	12/31/18	06/30/19
Implement Downtown/EI Camino Real Specific Plan Biennial Review	Commence the Downtown/EI Camino Real Specific Plan Biennial Review and initiate associated amendments, which may encompass the following items: Revisions to the residential and commercial maximum allowable development levels, modify existing floor area ratio (FAR) and height limits in applicable zoning districts, potentially modify zoning to permit a mixed-use parking facility and possible revisions for the following: required setbacks and sidewalk standards; hotel, personal service and transit station area parking requirements; sign area requirements for larger parcels; and a hotel incentive analysis. Completion of this work with require the retention of a private consultant to assist City staff.	Community Development	City Manager's Office, Public Works	Begin project planning after commencing review of the Guild Theatre project.	City Council approval of a Workplan, budget and consultant contracts.	Complete public outreach; environmental review underway.
Downtown Parking Garage	<p>Determine potential uses, siting, funding and design of a downtown parking structure.</p> <p>Staff has evaluated a number of options for developing a parking structure and/or mixed use development. With that in mind, there is no consensus yet regarding the mix of uses, siting, funding strategy and design of a parking structure.</p> <p>Staff will research options for presentation to City Council with the known limitations and schedule a community meeting in March to pose these question to the business community, residents and other stakeholders and then report out to the City Council in a study session to be scheduled in April.</p>	City Manager's Office	Administrative Services, Community Development, Public Works	Community Meeting in March and Council study session in April.	Additional community outreach based on Council direction, Council funding of next steps.	To be determined - milestones will depend on Council direction.
The Guild Theatre - Land Use Entitlement Approval	<p>Complete the approval of the necessary entitlements for the Guild Theatre. The proposed reuse of the Guild Theatre, by a private non-profit developer, will require an amendment to the EI Camino Real/Downtown Specific Plan.</p> <p>The proposal is to renovate and expand the current facility as a live entertainment venue for music acts, while also allowing for periodic film showings and community events. The facility would be a three-level (finished basement) 11,000 sq. ft. structure. Staff will retain a consultant to identify a new use definition, modify permitted floor area ratio (FAR) for the new use and determine if additional environmental review would be required. Additional analysis would be required for traffic, parking, and historic assessment.</p> <p>The developer would be responsible for construction and operation of the facility.</p>	Community Development	City Manager's Office, Public Works	A City Council Study Session is scheduled for February 13. Assuming development application submitted in February, completion of Planning Commission review and recommendation.	Final action by the City Council expected in July 2018.	Final action by the City Council expected in July 2018.

Last modified: March 15, 2018

*Workplan Staff Report: menlopark.org/DocumentCenter/View/16607

2018 Remaining Workplan (as approved on February 6, 2018)	Lead Department	Supporting Department(s)	06/30/18	Milestones 12/31/18	06/30/19
Responding to the development needs of private residential and commercial property owners					
Enhanced Housing Program	City Manager's Office	Community Development, City Attorney's Office	Presentation of Housing Commission recommendations on housing policies		
Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers	Community Development	-	Complete Planning Commission review of the proposed regulations.	Council adoption of proposed amendments to the Building Code and Zoning Ordinance to implement new EV charging requirements are targeted for September, 2018.	
Single Family Residential Requirements and Guidelines	Community Development	-	Other priority projects will delay this work plan item	Council adoption of a work plan, inclusive of review and recommendations of the Planning Commission.	Conduct public outreach to refine goals for the revisions to the requirements and guidelines.
Stanford University 2018 General Use Permit Review	Public Works	Community Development, City Attorney's Office	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Attracting thoughtful and innovative private investment to Menlo Park					
Downtown Streetscape Improvement Project (Specific Plan)	Public Works	City Manager's Office	Begin/continue project planning.	Release request for proposals/consultant services.	Begin/continue project design.
Furthering efficiency in city service delivery models					
Cost allocation plan and user fee study	Administrative Services	All other departments	Completed by June.		
Development of a Citywide Communications Program	City Manager's Office	All other departments	Developing communications plan.	Present draft Communications Plan to City Council	Ongoing work.
Information Technology Master Plan Implementation	Administrative Services	Community Development, Public Works	Finalize land management system replacement contract negotiations.	Complete initial QA testing and launch alpha testing.	Wrap-up alpha testing and launch beta testing.
Organizational Study for Public Works Maintenance Services	City Manager's Office	Public Works	Release request for proposals/consultant services.	Hire consultant.	Project complete.
Organizational Study for Development Services	City Manager's Office	Community Development, Public Works	Release request for proposals/consultant services.	Hire consultant.	Project complete.
Charter City Initiative	City Attorney's Office	-	First analysis of the Charter City will be heard by Council at the February 6 City Council meeting.	To be determined.	To be determined.
Employee Engagement/Organizational Development	All	-	Plan completed - implementation begins	Second survey complete.	Additional strategies from the plan underway.
West Menlo Triangle Annexation (Subcommittee - information gathering)	City Manager's Office	Community Development, Public Works	Information and data gathering with subcommittee)		
Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently					
Haven Avenue Streetscape Improvement	Public Works	-	Identify funding and phasing strategy to complete project.	Release construction bid package.	Award construction contract.
Create Transportation Management Association	Public Works	-	Release request for proposals/consultant services.	Begin implementation.	Continue implementation.
High Speed Rail Coordination & Environmental Review	Public Works	City Manager's Office, Outside Legal Counsel	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Oak Grove, University, Crane Bicycle Improvement Project	Public Works	-	Continue implementation.	Continue implementation.	Complete trial project evaluation.
Willows Neighborhood Complete Streets	Public Works	Police	Finalize scope of work.	Release request for proposals/consultant services.	Continue project planning.
El Camino Real Corridor Study	Public Works	-	Complete analysis of northbound traffic conditions	Present findings of northbound traffic conditions	Begin design of crossing improvements
Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification	Public Works	-	Finalize scope of future improvements.	Release request for proposals/consultant services.	Award a contract/authorize an agreement for consultant services.
Willow/101 Interchange	Public Works	Police	Schedule is dependent on an outside agency. Continued monitoring.	Schedule is dependent on an outside agency. Continued monitoring.	Schedule is dependent on an outside agency. Continued monitoring.
Chilco Streetscape and Sidewalk Installation	Public Works	Community Development	Continue construction/implementation.	Continue construction/implementation.	Complete construction/implementation.

2018 Remaining Workplan (as approved on February 6, 2018)	Lead Department	Supporting Department(s)	06/30/18	Milestones 12/31/18	06/30/19
Ravenswood Avenue/Caltrain Grade Separation Study	Public Works	-	Complete project planning.	N/A	N/A
Middle Avenue Caltrain Crossing Study	Public Works	Community Development	Continue project planning.	Continue project planning.	Complete project planning.
Maintaining and enhancing Menlo Park's municipal infrastructure and facilities					
Arrillaga Family Recreation Center HVAC System Upgrade	Public Works	Community Services	Begin project planning.	Continue project design.	Continue project design.
Burgess Pool Capital Improvements	Public Works	Community Services	Begin project planning.	Continue project planning.	Continue project planning.
Gatehouse Fence Replacement	Public Works	-	Award a contract/authorize an agreement for consultant services.	Begin project design.	Complete project design.
Facilities Maintenance Master Plan	Public Works	Community Services	Release request for proposals/consultant services.	Award a contract/authorize an agreement for consultant	Continue project planning.
Reservoir Reroof and Mixers	Public Works	-	Begin project planning.	Release request for proposals/consultant services.	Continue project design.
Library Landscaping	Public Works	Library	Begin project design.	Continue project design.	Complete project design.
Water System Master Plan	Public Works	Administrative Services	Release the Plan for public review	Begin plan implementation	Continue plan implementation
Chrysler Pump Station Improvements	Public Works	-	Continue project design.	Award construction contract.	Continue construction/implementation.
San Francisquito Creek Upstream of 101 Flood Protection Project	Public Works	City Manager's Office	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Emergency Water Supply	Public Works	-	Release construction bid package.	Award construction contract.	Project complete.
Providing high-quality resident enrichment, recreation, and discovery					
Parks and Recreation Facilities Master Plan Update	Community Services	Administrative Services, Public Works	Begin project planning.	Continue project planning.	Project complete.
Park Playground Equipment	Public Works	Community Services	Release request for proposals/consultant services.	Award construction contract.	Continue construction/implementation.
Jack Lyle Park Restroom	Public Works	Community Services	Release construction bid package.	Begin construction/implementation.	Complete project.
Willow Oaks Park Improvements	Public Works	Community Services	Begin project design.	Continue project design.	Release construction bid package.
Burgess Park Snack Shack	Community Services	Community Development, Public Works	Draft plans approved.	Final plans approved.	Construction started pending funding donation.
Equity in Education Joint Powers Authority <i>The JPA, along with other initiatives, will help to address education and inequality in Menlo Park.</i>	City Manager's Office	-	The JPA intends to address education and inequality in Menlo Park. Prior to June, the draft template of the JPA would be created and circulated for comments from the stakeholders. Other educational initiatives to be developed by the City Council.	Prior to December, comments from stakeholders will be incorporated into the JPA document. Other educational initiatives based on City Council direction.	The JPA document will be considered for approval by the stakeholders in early 2019. Other initiatives based on City Council direction.
Minimum Wage Ordinance	City Manager's Office	Economic Development	No action - There is no staff capacity to work on this effort before June 2018	Per Council direction at goal setting, staff will research ordinances from other Cities and present one for Council action. There is no staff capacity for timely significant public outreach on this topic. Should the Council decide that timely significant public outreach is necessary, then resource augmentation will be necessary or the Council will have to prioritize reducing action on the Enhanced Housing Program, Parking Garage, Sister City Program, or Economic Development participation in the development process.	
Realizing Menlo Park's vision of environmental leadership and sustainability					
Green Infrastructure Plan	Public Works	-	Continue project planning.	Continue project planning.	Release Plan for public review.

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