

# Complete Streets Commission



## REGULAR MEETING AGENDA

**Date:** 5/9/2018  
**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 special meeting minutes of April 18, 2018 ([Attachment](#))

E2. Elect Chair and Vice Chair

E3. Receive an update and discuss the Transportation Master Plan and Transportation Impact Fee Program Update ([Staff Report #18-004-CSC](#))

E4. Evaluate Commission subcommittees

**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) [Status: on hold pending staff availability]

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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# Complete Streets Commission



## SPECIAL MEETING MINUTES - DRAFT

**Date:** 4/18/2018  
**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 7:07 p.m.

### B. Roll Call

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

### C. Reports and Announcements

Staff provided a summary of City Council actions on a district based electoral system and citywide transportation related items since the March 14, 2018, Complete Streets Commission meeting.

### D. Public Comment

There was no public comment received.

### E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of March 14, 2018 (Attachment)

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

- E2. Provide feedback on downtown parking and access to downtown

Staff introduced the item with slides (Attachment).

**ACTION:** Motion and second (Lee/Nash) to designate Commissioner Levin as the Commission representative to draft a letter summarizing the Commission's feedback on a downtown parking structure, review by the Commission for content consistency via email through staff, and send to the City Council for consideration. Motion passed (7-0-2; Mazzara and Meyer absent).

- E3. Provide feedback on Transportation Master Plan

Staff introduced the item with slides (Attachment).

- Jen Wolosin spoke in support of clarifying the goals of the Transportation Master Plan and Transportation Impact Fee and making the project process more transparent.

Following discussion, the Complete Streets Commission requested City staff to work with the project consultant on how to further clarify the goals of the Transportation Master Plan and the Transportation Impact Fee, and present the recommended citywide project list when available, including the updated Bicycle and Sidewalk Plans, at a future Complete Streets Commission meeting.

## **F. Informational Items**

- F1. Discuss the City Council's action on the Complete Streets Commission pilot merger and potential future impact on staff resources

Staff introduced the item with slides (Attachment). Commissioners shared their feedback.

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

Staff provided an update on relocating Caltrans shuttle pick-up/drop-off locations to Willow Road for students and residents to cross Willow Road over U.S. 101.

- F3. City Council Work Plan Transmittal and Capital Improvement Program process updated

Staff introduced the item with slides (Attachment) and provided project updates on the Safe Routes to School Program Project and the Oak Grove, University, Crane Bicycle Improvement Project.

- F4. Update on major project status

Staff provided updates on the two ongoing Neighborhood Traffic Management Program projects, Oak Grove Safe Routes to School and Green Infrastructure Sidewalk Project and the El Camino Real sidewalk expansion request made by the Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee at the February 14, 2018, Complete Street Commission meeting.

## **G. Committee/Subcommitte Reports**

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

Staff provided a project status update.

- G2. Update from Multimodal Subcommittee

There was no report from the Multimodal Subcommittee.

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

There was no report from the Oak Grove, University, Crane Bicycle Improvement Project Subcommittee.

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

Walser reported on a past meeting with City staff and Parents for Safe Routes representative to discuss the Request for Proposal.

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

Levin reported that the Transportation Master Plan Subcommittee is preparing a memorandum intended for the City Council on changing the City's Neighborhood Traffic Management Program process through the Transportation Master Plan.

**H. Adjournment**

Chair Walser adjourned the meeting at 9:59 p.m.

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## STAFF REPORT

### Complete Streets Commission

**Meeting Date:** 5/9/2018

**Staff Report Number:** 18-004-CSC

**Regular Business:** Receive an update and discuss the Transportation Master Plan and Transportation Impact Fee Program Update

### Recommendation

Staff requests the Complete Streets Commission receive an update on the Transportation Master Plan and Transportation Impact Fee Program and provide feedback on the Commission's role in reviewing the proposed recommendations.

### Policy Issues

The development of a Transportation Master Plan is included as one of the top six priority projects in the City Council's adopted 2018 workplan and is also one of the highest priority implementation programs in the 2016 General Plan Circulation Element (Attachment A).

### Background

The Transportation Master Plan (TMP) and Transportation Impact Fee (TIF) Program is the highest priority program following the adoption of the ConnectMenlo General Plan Land Use and Circulation Elements in November 2016. The Circulation Element was last updated in 1994, although several modal- or area-specific plans (e.g., Comprehensive Bicycle Development Plan; Sidewalk Master Plan; El Camino Real/Downtown Specific Plan) have been created since then. The Circulation Element has seven goals and 86 policies and programs that establish the framework for the City's priorities related to multi-modal transportation. The Transportation Master Plan will build from the policy context of the Circulation Element to identify infrastructure projects and strategic programs, then prioritize them for implementation. The Transportation Impact Fee Program will assess the responsibility of new development to help fund the infrastructure projects identified in the Transportation Master Plan, and allow the City to update the Fee Program, which was last updated in 2009.

### Transportation Master Plan Initiation and Current Status

The following table summarizes the Plan initiation and work completed to-date for the Master Plan. Materials, including staff reports, presentations, and outreach materials from each of the tasks and/or meetings are available at the City's project website: [www.menlopark.org/TMP](http://www.menlopark.org/TMP).

Task Completed	Schedule
Consultant selection	January – May 2017
Award consultant contract to team led by W-Trans, including Alta Planning & Design; Dyett & Bhatia; Enviroissues; BKF Engineers; Iteris	May 23, 2017
Project initiation	June 2017
Council appoints 11-member Outreach & Oversight Committee to:	August 29, 2017

<ul style="list-style-type: none"> <li>• Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft Master Plan materials and submittals</li> <li>• Guide and keep the project process on track to meet the key milestones</li> <li>• Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities</li> </ul>	
Community Engagement on the Plan vision and key areas of concern:	August – October 2017
<ul style="list-style-type: none"> <li>• Downtown Block Party, Summer Concert series, 3 walkshops, online open house; totaling approx. 1000 participants.</li> <li>• Top priorities: <ul style="list-style-type: none"> <li>• Safer bike and pedestrian crossings</li> <li>• Reducing delays and travel time</li> <li>• Safe and convenient bicycle connectivity</li> <li>• Minimizing cut-through traffic on residential streets</li> </ul> </li> </ul>	
Outreach & Oversight Committee Meeting #1: Review performance measures and prioritization criteria	October 30, 2017
Staff and consultants:	November 2017 – February 2018
<ul style="list-style-type: none"> <li>• Refine and finalize performance measures and prioritization criteria</li> <li>• Review existing traffic data, collision history</li> <li>• Review community-identified concerns from fall 2017 engagement</li> </ul>	
Analysis shows 4 key corridors as areas of focus: Bayfront Expressway, Willow Road, El Camino Real, and Sand Hill Road	
City Council informational status update	March 14, 2018
Outreach & Oversight Committee Meeting #2: Review recommendations for Bayfront Expressway and Willow Road	March 20, 2018
City Council informational update, requested staff return with regular business item to review policy direction and scope of work	March 27, 2018
City Council Regular Business item, direction to staff to:	April 17 & 24, 2018
<ul style="list-style-type: none"> <li>• Assign Councilmembers Carlton and Keith to serve as co-chairs for the Outreach &amp; Oversight Committee</li> <li>• Modify the scope of work to add four OOC meetings, two Complete Street Commission meetings, and budget for one community workshop at the draft plan development stage (as contingency)</li> <li>• Focus improvement options on Bayfront Expressway</li> </ul>	
Staff and consultants:	March 2018 – ongoing (anticipated June 2018)
<ul style="list-style-type: none"> <li>• Continue developing Citywide recommendations</li> <li>• Revise scope of work and schedule</li> </ul>	

## Analysis

Through the feedback received during and following the March 20, 2018 Outreach & Oversight Committee meeting, staff recognized that the overall goals of the Master Plan and Fee Program update were unclear to many of the stakeholders participating in the process. As such, the City Council has expanded the scope of work to add meetings and opportunities to clarify the process. The following section outlines the goals of the Master Plan, the Commission's anticipated role, and next steps and schedule.

## Transportation Master Plan Goals

The key goals of the Master Plan, which are focused around safety, sustainability, and mobility choice and also were identified previously through ConnectMenlo and the Climate Action Plan, are listed below:



1. *Safety*: Vision Zero – Eliminate traffic fatalities and reduce the number of non-fatal collisions by 50% by 2040.
2. *Sustainability*: Enable the City to meet the goals of the Climate Action Plan, including a 27 percent greenhouse gas emission reduction from 2005 levels by 2020.
3. *Mobility Choice*: Design transportation projects to accommodate all modes and people of all abilities. Encourage the use of lower emission modes such as walking, biking and transit.

The proposed recommendations and strategies in the Master Plan will be prioritized using criteria that was developed based on the community engagement and feedback from the Committee at their October 30, 2017 meeting. The finalized list of prioritization criteria include the following:

- Safety
- Congestion Relief
- Ease of Implementation
- Transportation Sustainability
- Location of Schools
- Sensitive Populations (daycares, senior centers, communities of concern)
- Greenhouse Gas Reduction/Person Throughput
- Opportunities for Green Stormwater Infrastructure
- Cost

Although the criteria has been finalized, a scoring system for these criteria is still being developed. The scoring system is expected to be reviewed during the community workshop and online open house being scheduled for fall 2018.

#### Complete Streets Commission Role

As described above, the City Council authorized staff to directly engage the Complete Streets Commission, in addition to the role of the Outreach & Oversight Committee liaison. As a result staff is returning to the Complete Streets Commission to ensure the scope of work, Master Plan purpose and goals are clear and to verify the anticipated role of the Commission. This is the purpose of the May 9, 2018 agenda item.

Staff will return to the Commission at a future meeting for the Commission's review and input on the citywide recommendations for infrastructure and programs. Based on the feedback received during the April 2018 Commission meeting, the Commission's role is anticipated to focus on bicycle and pedestrian networks to be developed in the Master Plan. Staff is requesting the Commission provide feedback on any other items for which the Commission would like to focus, so that these requests can be factored into the scope of work and schedule accordingly.

As a general reminder, Commissioners are welcome to participate individually during the future Outreach & Oversight Committee meetings, through the Commission's Transportation Master Plan Subcommittee (for which there is one more seat available), and through the upcoming community workshop and online open house anticipated for fall 2018. Questions or suggestions can also be provided to staff throughout the process.

#### Next Steps and Schedule

Staff had received feedback from the Outreach & Oversight Committee to have more meetings that would allow them to review the proposed improvements at a more granular level. In addition, the Complete Street Commission requested a more active role in the Master Plan process. Staff also heard a lot of confusion regarding the goals of the Master Plan and how it relates to ConnectMenlo. As a result of this feedback, the scope of work for the Master Plan is being expanded to add four more Oversight & Outreach Committee

meetings and two Complete Street Commission meetings. The next Committee meeting, expected to occur in May, and the May 9, 2018 Commission meeting will be used to clarify the Master Plan's goals and purpose. The following three Committee meetings are expected to focus on the recommendations proposed within three specific areas of the city, starting with the south area, then the central area, and finally, the north area. Staff is in the process of polling Committee members for their availability, but the meetings are expected to occur during the summer months. These meetings are open to the public, and Commissioners are welcome and encouraged to attend.

At least one week prior to the first summer Committee meeting, the proposed citywide recommendations are expected to be posted to the project webpage and emailed to Committee members, Commissioners, and those who signed up to be notified regarding Master Plan updates. As mentioned previously, a future Commission meeting is expected to focus on the citywide bicycle and pedestrian network recommendations and not on individual spot locations. This meeting focus could also change depending on the feedback provided by the Commission at the May 9 meeting.

After receiving feedback from the Committee and Commission, staff and the project team will refine the draft recommendations and strategies along with a scoring system to prioritize the projects. The refined recommendations and scoring system will be presented in a community workshop scheduled for the fall along with an online open house for additional feedback and input.

Below is a revised project schedule:

Task	Schedule
Complete Streets Commission #1: Review City Council-adopted scope, goals, prioritization criteria	May 9, 2018
City Council review of revised scope of work	May 22, 2018
OOO #3: Review City Council-adopted scope, goals, prioritization criteria and role of OOC	Mid-to-late May 2018
Release Citywide improvement recommendations	Tentatively mid-to-late June <sup>1</sup>
OOO #4, 5, 6: Review recommendations for north, central and south areas of City	June–August 2018
Complete Streets Commission #2: Review bicycle and pedestrian network recommendations	July or August 2018
Community workshop and online open house	Fall 2018
Release draft Master Plan	Early 2019
OOO #7: Review draft Master Plan	Spring 2019
Complete Streets Commission review and recommendation to the City Council on the draft Master Plan	Spring 2019
City Council review and adoption of Master Plan	Spring 2019
Develop Fee Program update (including OOC #8)	Summer/Fall 2019
<sup>1</sup> At least one week prior to the scheduled OOC #4	

### Impact on City Resources

Per prior City Council direction, staff is tentatively scheduled to return to the Council with a request for additional resources needed for the scope of work changes at the Council's May 22, 2018 meeting.

### Environmental Review

The Commission's feedback is not a project under the California Environmental Quality Act (CEQA)

Guidelines. Future project actions will comply with environmental review requirements under CEQA.

### **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. 2016 General Plan Circulation Element - Hyperlink:  
[https://www.menlopark.org/DocumentCenter/View/15015/Circulation-Element\\_adopted-112916\\_final\\_figures](https://www.menlopark.org/DocumentCenter/View/15015/Circulation-Element_adopted-112916_final_figures)

Report prepared by:  
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