## **Complete Streets Commission**



#### **REGULAR MEETING AGENDA**

Date: 12/12/2018 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 November 14, 2018 (Attachment)
- E2. Recommend to the City Council to approve the draft Belle Haven Neighborhood Traffic Management Plan (Staff Report #18-013-CSC)
- E3. Adopt a Resolution to install a passenger loading and unloading zone (white curb) and removal of five on-street parallel parking spaces on Chrysler Drive just east of Independence Drive (Staff Report #18-014-CSC)
- E4. Recommend to the City Council on the Complete Streets Commission Pilot Program

#### F. Informational Items

F1. Update on major project status

#### G. Committee/Subcommitte Reports

- G1. Update from Active Transportation Network Subcommittee (Behroozi/Kirsch/Nash/Weiner)
- G2. Update from Electric Vehicle Subcommittee (Meyer/Nash/Walser)

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- G3. Update from Downtown Access and Parking Subcommittee (Behroozi/Levin/Nash)
- G4. Update from Multimodal Subcommittee (Levin/Walser)
- G5. Update from Placemaking and Outreach Subcommittee (Lee/Meyer)
- G6. Update from Safe Routes to School Program Subcommittee (Lee/Mazzara/Walser/Meyer)
- G7. Update from Transportation Master Plan Subcommittee (Behroozi/Levin/Nash)

#### H. Adjournment

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.

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## **Complete Streets Commission**



#### **REGULAR MEETING MINUTES - DRAFT**

Date: 11/14/2018 Time: 7:00 p.m. City Council Chambers 701 Laurel St., Menlo Park, CA 94025

#### A. Call to Order

Vice Chair Behroozi called the meeting to order at 7:03 p.m.

#### B. Roll Call

| Present: | Behroozi, Lee, Mazzara, Nash, Walser, Weiner                                 |
|----------|--|
| Absent:  | Kirsch, Levin, Meyer   |
| Staff:   | Assistant Engineer Rich Angulo, Associate Transportation Engineer Kevin Chen |

#### C. Reports and Announcements

Staff Chen announced upcoming City events and a summary of City Council actions on transportation related items since the November 14, 2018, Complete Streets Commission meeting.

#### D. Public Comment

- Cecilia Taylor sought clarification for the Measure K staff liaison and invited the Complete Streets Commission for a walk-through the Belle Haven neighborhood during morning commute hours.
- Mary Jo McCarthy spoke in opposition of the newly installed bollards located on the east side of Olive Street immediately south of Santa Cruz Avenue and cited bicycle safety concerns.

#### E. Regular Business

E1. Approve the Complete Streets Commission regular meeting minutes of October 10, 2018 (Attachment)

**ACTION:** Motion and second (Lee/Nash) to approve the Complete Streets Commission regular meeting minutes of October 10, 2018, passed (5-0-1-3, Walser abstained, Kirsch, Levin and Meyer absent).

E2. Approve the installation of red curb and removal of three parallel on-street parallel parking spaces on Chrysler Drive just south of Constitution Drive (Staff Report #18-012-CSC)

Staff Angulo provided a presentation (Attachment).

**ACTION:** Motion and second (Mazzara/Walser) to approve the installation of red curb and removal of three parallel on-street parallel parking spaces on Chrysler Drive just south of Constitution Drive, passed (6-0-3; Kirsch, Levin and Meyer absent).

E3. Recommend a strategy to City Council to reinforce no parking on Santa Cruz Avenue bike lanes between Johnson Street and Arbor Road

Staff Chen provided a presentation (Attachment).

**ACTION:** Motion and second (Lee/Weiner) to recommend to City Council to install red curb and "No Stopping" sign on existing posts, if available, on the north side of Santa Cruz Avenue between Johnson Street and Arbor Road, passes (6-0-3; Kirsch, Levin and Meyer absent).

The Commission requested investigating the use of lower height profile bollards (e.g., armadillo bumps) or smaller street sweeping vehicles to provide physically separated/buffered bike lanes.

E4. Discuss and recommend to City Council potential Middle Avenue bike lane improvements from the Active Transportation Network Subcommittee

Commissioner Weiner provided a presentation (Attachment).

**ACTION:** Motion and second (Nash/Walser) to recommend the proposed Middle Avenue bike lane improvements to the City Council, passes (6-0-3, Kirsch, Levin and Meyer absent).

#### F. Informational Items

F1. Assess Complete Streets Commission Pilot Program

Vice Chair Behroozi led the discussion and the Commission provided feedback to make a recommendation at the upcoming December 2018 Complete Streets Commission meeting.

F2. Update on major project status

Staff Chen provided updates on the Neighborhood Traffic Management Program project, Belle Haven Neighborhood Traffic Calming Plan, Safe Routes to School Program, Transportation Master Plan, and Ravenswood Avenue Railroad Crossing Project.

#### G. Committee/Subcommitte Reports

G1. Update from Active Transportation Network Subcommittee

There was no report in addition to Item E4.

G2. Update from Electric Vehicle Subcommittee

None.

G3. Update from Downtown Access and Parking Subcommittee

None.

G4. Update from Multimodal Subcommittee

None.

#### G5. Update from Placemaking and Outreach Subcommittee

None.

#### G6. Update from Safe Routes to School Program Subcommittee

Commissioners Mazzara and Lee reported on a Safe Routes to School Program Stakeholder Meeting that occurred on November 13, 2018.

#### G7. Update from Transportation Master Plan Subcommittee

Commissioner Behroozi reported on recent discussions with the San Mateo County on bicycle improvements along Altschul Avenue.

#### H. Adjournment

Vice Chair Behroozi adjourned the meeting at 9:17 p.m.

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#### ATTACHMENT E-2

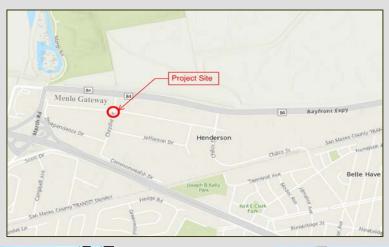


## INSTALLATION OF RED CURB AND PARKING REMOVAL ON CHRYSLER DRIVE

**Complete Streets Commission Meeting: November 14, 2018** 



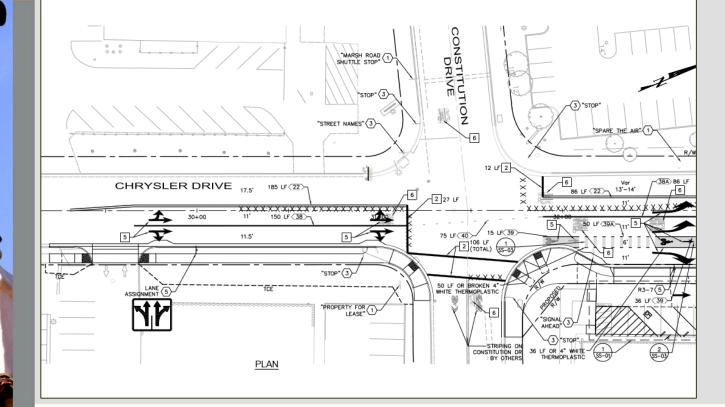
## BACKGROUND





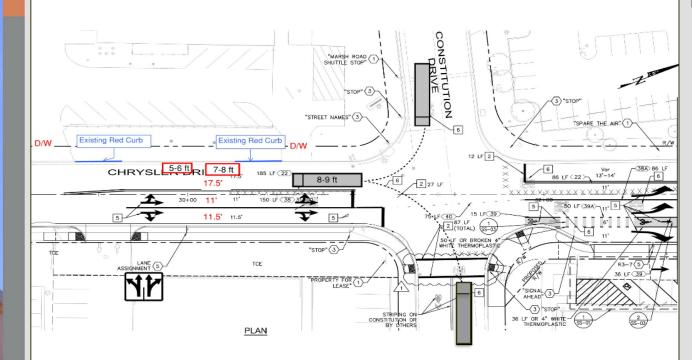
























## **TMP-PROPOSED BIKE NETWORK**

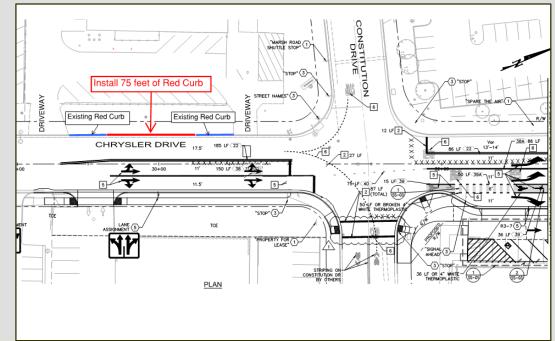




## RECOMMENDATION



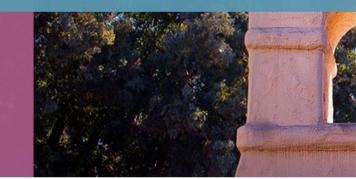
 Adopt a resolution to install red curb and removal of three parallel on-street parking spaces on the north side of Chrysler Drive just west of Constitution Drive





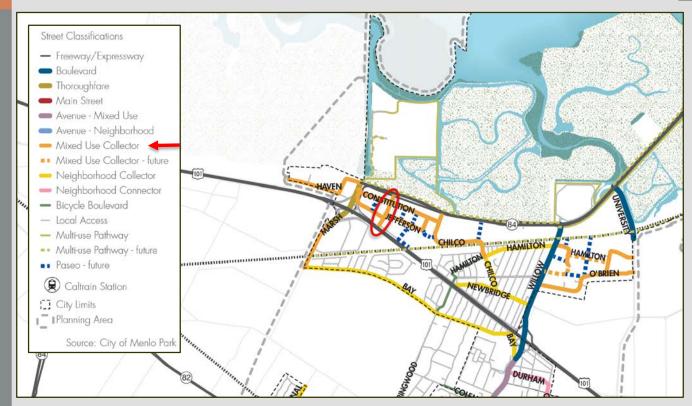
MENLO PARK

# THANK YOU & QUESTIONS



## **GENERAL PLAN**





## **STREET CLASSIFICATION**



| Classification            | Mode Priority                                   | Description and Guidelines  | Examples  | FHWA<br>Category  |
|---------------------------|---|---|---|-------------------|
| Avenue –<br>Neighborhood  | Bicycle:<br>Pedestrian:<br>Transit:<br>Vehicle: | Streets with residential frontages that serve<br>as a main route for multiple modes.<br>Distributes trips to residential areas. Provides<br>a balanced level of service for vehicles,<br>transit, bicycles, and pedestrians, wherever<br>possible. Bicycle priority is greater along<br>identified bicycle corridors. Pedestrian<br>improvements are comfortable to walk<br>along, and provide safe crossings at<br>designated locations. | Santa Cruz<br>Avenue (south<br>of University<br>Drive),<br>Valparaiso<br>Avenue | Minor<br>Arterial |
| Mixed-Use<br>Collector    | Bicycle:<br>Pedestrian:<br>Transit:<br>Vehicle: | Mixed-use street that serves a significant<br>destination. Prioritizes walking and bicycling.<br>Accommodates intra-city trips while also<br>distributing local traffic to other streets and<br>areas.  | Chilco St<br>(north of rail<br>corridor),<br>O'Brien Drive,<br>Haven Avenue     | Collector         |
| Neighborhood<br>Collector | Bicycle:<br>Pedestrian:<br>Transit:<br>Vehicle: | Primarily residential street that serves a<br>significant destination. Prioritizes walking<br>and bicycling. Accommodates intra-city trips<br>while also distributing local traffic to other<br>streets and areas. Accommodating vehicle<br>traffic while ensuring a high quality of life for<br>residents is a key design challenge.   | Bay Road,<br>Laurel Street,<br>Hamilton<br>Avenue                               | Collector         |









# SANTA CRUZ AVE SIDEWALK PROJECT HISTORY



- September 2016 Construction contract awarded
- August 2017 Construction completed, except one task

## Remaining Task

- Installation of signs, including no stopping signs
- \$7.5k for sign installation, 10 year life cycle
- \$12k \$15k for red curb installation, 1-2 year life cycle
- September 2018 City Council directed staff to work with SCA residents for preferred option



## SANTA CRUZ AVE – PHASE 1 B/T JOHNSON ST AND ARBOR RD



# SANTA CRUZ AVE – PHASE 1 IMPLEMENTATION OPTIONS AND COSTS





- ~ \$1k for installation of 3 signs, 10 year life cycle
- ~ \$1.5k \$2k for installation of 600' red curb, 1-2 year life cycle



# **NEXT STEPS**

Receive feeback from Complete Streets Commission

Solicit feedback from impacted residents

Provide recommend to City Council

Implementation



Middle Ave University to ECR connects the busiest areas in Menlo Park which generate thousands of car trips per day.

Middle Ave has no bike infrastructure. Walking and biking conditions around Nealon Park are unsafe and undignified. Safeway has limited bike accessibility.





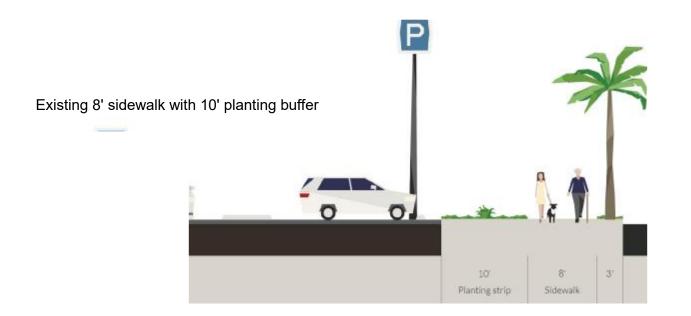
Nealon crosswalk at Blake requires walking through gutte

Widened sidewalk fronting Safeway on Middle becomes mixed use path across ECR to Middle Plaza, Big 5 and tunnel.





Detail view of Safeway separated sidewalk and bike lanes. Separate Safeway bike entrance with bike parking. Car entrance will require enhancements to increase visibility in both directions. Exit to northbound ECR will use ECR exit and Uturn at Middle (yellow line)



Proposed: Separated ped and bike path.

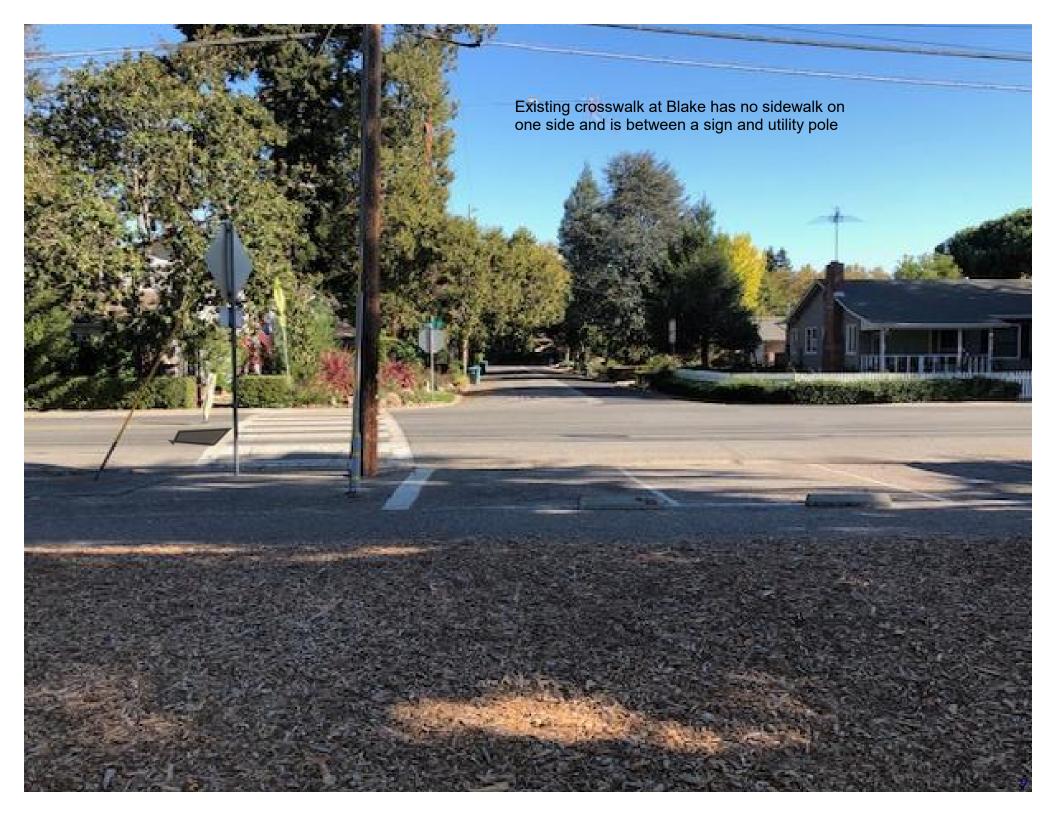


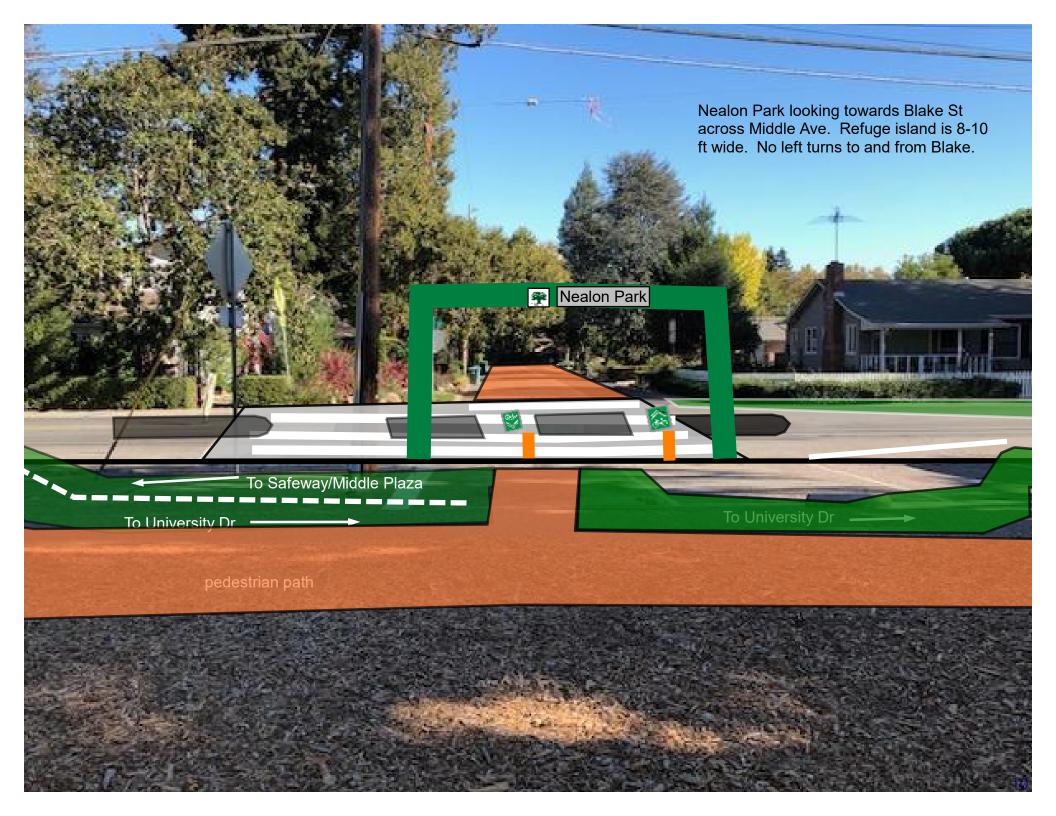




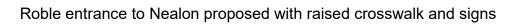


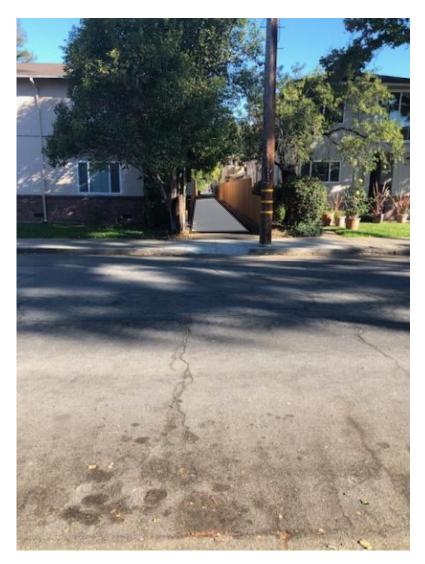
Two-way protected bike lane from Nealon Park to Safeway. Becomes protected one-way bike lanes west of Blake. East of Blake parking remains on south side of Middle. Ample parking available (subject to parking study) in the Nealon parking lot so parking is removed from park frontage on Middle. Space is reclaimed for landscaping and paths. Pedestrian refuge prohibits left turns on to and out of Blake.





### Roble entrance to Nealon existing







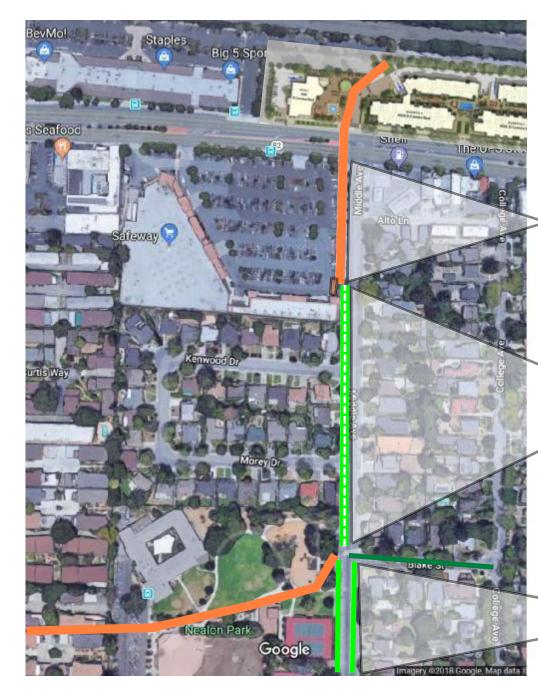






Proposal: Connect areas via Class 4 and Class 1 bike routes rather than Class 2 or Class 3



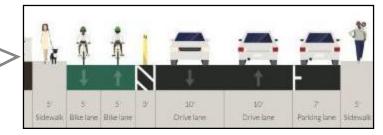


#### Summary of street layouts

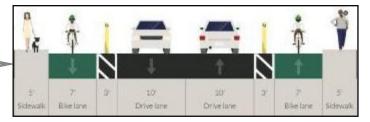


#### Mixed-use path adjacent to Safeway and across Middle Plaza

#### Two-way protected bike lane



#### One-way protected bike lanes



## **Public Works**



#### **STAFF REPORT**

Complete Streets CommissionMeeting Date:12/12/2018Staff Report Number:18-013-CSC

Consent Calendar:

Recommend to the City Council to approve the Draft Belle Haven Neighborhood Traffic Management Plan

#### Recommendation

Staff recommends the Complete Streets Commission recommends to the City Council to approve the revised Draft Belle Haven Neighborhood Traffic Management Plan (Plan).

#### **Policy Issues**

The development of the Plan and its implementation fulfill "Mitigation Measure TRA-3.1" of the Mitigation Monitoring and Reporting Program (MMRP) established in the Facebook Campus Expansion Project Final Environmental Impact Report (FEIR) approved in 2016. As it is a requirement of the MMRP, this effort is not identified in the 2018 Council Work Plan; it is considered part of staff's baseline work.

#### Background

On November 1 and November 15, 2016, the City Council completed actions to approve the Facebook Campus Expansion Project FEIR. The FEIR concluded that the proposed development would generate several significant and adverse environmental impacts and established a set of feasible mitigation measures to reduce the severity and magnitude of these impacts. To ensure successful implementation and monitoring of these mitigation measures, the FEIR established a MMRP. Hibiscus Properties, LLC on behalf of Facebook, identified as the Project Sponsor in the MMRP, is financially responsible for the development, design, and/or implementation of these measures.

One of the identified mitigation measures is the development, design, and implementation of a traffic calming plan for the Belle Haven neighborhood. The Plan is intended to address neighborhood cut-through traffic, through the use of traffic calming measures, as a result of future added traffic on major streets such as Bayfront Expressway, Marsh Road, and Willow Road.

Traffic calming measures generally consist of educational, enforcement, and physical measures to influence driver behavior. Physical measures can include, but are not limited to, speed humps, intersection or midblock curb extensions, raised intersections, signing and striping, etc. The Belle Haven neighborhood is defined as the area bounded by Willow Road to the east, the Dumbarton Rail Corridor to the north, and US 101 to the south.

On October 17, 2017, the City Council approved the draft scope of work to initiate the study for the development of the Plan. Through community feedback, the scope of work was further amended to include the evaluation of the Ringwood Avenue and Van Buren Road intersection and the Beechwood School / Onetta Harris Community Center parking lot. A consultant was selected and the study commenced immediately following approval of the scope, and traffic data was collected in November/December 2017

and supplemented in early 2018.

Since the initiation of the study, traffic impacts to the Bayfront area and Belle Haven neighborhood have been exacerbated due to the number and severity of ongoing construction projects on Chrysler Drive, Independence Drive, Chilco Street and Constitution Drive proceeding simultaneously. Cut-through traffic has continued to worsen within the neighborhood as a result.

On June 19, 2018, in response to a request submitted by the Belle Haven residents on May 22, 2018, the City Council adopted a resolution authorizing the implementation of "no through traffic" signs at four critical entry points to the neighborhood to discourage cut-through traffic. All signs have been installed.

Prior to installation of these new signs, other traffic calming measures had already been implemented in the neighborhood throughout the years. They included:

- Left turn restriction from southbound Chilco Street to eastbound Hamilton Avenue, during weekday evening commute hours
- Bulbouts at the intersection of Chilco Street and Hamilton Avenue
- Roadway closure on Henderson Avenue at Ivy Drive, Howard Street at Windermere Avenue, Windermere Avenue at Chilco Street, and Ivy Drive in front of the Belle Haven Branch Library
- Traffic circle at the intersection of Ivy Drive / Market Place / Ringwood Avenue
- Speed humps on Terminal Avenue, Henderson Avenue, Windermere Avenue, Hollyburne Avenue, Sevier Avenue, Madera Avenue, Carlton Avenue, and Pierce Road
- A 15 miles per hour (mph) school zone bounded by Hamilton Avenue, Chilco Street, Ivy Drive, and Almanor Avenue.

On July 11, 2018, the Complete Streets Commission held its meeting in the Belle Haven Senior Center to review the draft Plan with many residents in attendance. Through a comprehensive data collection effort, the Plan identified Ivy Drive and Newbridge Street, through Chilco Street to be the main cut-through routes during the morning and evening peak periods. The Plan also revealed that Hamilton Avenue carried minimal cut-through traffic; likely due to the existing no left turn restriction from southbound Chilco Street, as identified above.

Recognizing the difficulty of trying to reduce cut-through traffic significantly without creating a high level of inconvenience to both neighborhood and service vehicles, the Plan recommended measures that could potentially reduce speed while providing secondary benefits, such as additional streetscape and added safety for biking and walking within the neighborhood at key locations. In addition, the Plan developed up to three alternatives for the three key streets: Chilco Street, Ivy Drive, and Newbridge Street. These alternatives, including their opportunities and challenges, are summarized in Attachment A.

Through comprehensive discussions with the Commission and residents, adjustments were suggested to the Plan. Ultimately the Commission, through input from residents, recommended to staff to continue to work with the neighborhood to develop a final draft plan with one set of recommendations and present it at a future Complete Streets Commission meeting.

#### Analysis

Following the Commission meeting, staff worked with the consultant to develop a revised draft Plan based on the Commission and resident feedback. To solicit additional resident feedback on the revised Plan, large poster boards of the Plan were produced and displayed at the following key Belle Haven neighborhood locations between September 10, 2018 and October 1, 2018:

- Menlo Park Senior Center
- Belle Haven Branch Library
- Belle Haven Neighborhood Service Center

Through the poster boards, approximately 40 additional comments were collected and can be categorized as follows:

- Supportive and/or opposing comments on specific Plan recommendations
- New comments that will require further evaluation after the implementation of the Plan
- New comments that will be addressed by other ongoing City projects (e.g., the Transportation Master Plan)

The Transportation Master Plan (TMP) is a citywide document that when completed, will identify and prioritize transportation infrastructure and policy projects intended to enhance the City's transportation networks citywide while meeting the communities' goals and values.

Key comments collected from the poster boards and staff responses are summarized in the table below:

| Comments   | Responses*  |  |  |  |  |
|--|---|--|--|--|--|
| Comments supporting specific Plan recommendations  |   |  |  |  |  |
| Support for a majority of the recommendations  | Noted.  |  |  |  |  |
| Majority support for gateway treatment - Option 3  | Option 3 will be installed unless there is significant  |  |  |  |  |
|  | design or cost constrains.  |  |  |  |  |
| Comments opposing spec   | Comments opposing specific Plan recommendations   |  |  |  |  |
| No Bike Lane on Ivy Dr. and Newbridge St,  | Bike lane recommendation has been removed due   |  |  |  |  |
| maintain existing on street parking  | to community opposition to parking removal.   |  |  |  |  |
| No edge lines on Ivy Dr. and Newbridge St  | Currently Ivy Dr. provides on-street parking and<br>Newbridge St does not provide on-street parking.<br>Edge lines will not eliminate the on-street parking.  |  |  |  |  |
| New Co   | mments  |  |  |  |  |
| Left turn signal on Hamilton Ave at Willow Rd should be protected with a left turn arrow | Intersection is under Caltrans jurisdiction.<br>Transportation Master Plan Recommendation #38<br>is intended to address this comment.   |  |  |  |  |
| More pedestrian safety measures on Ivy Drive and Willow Rd                               | Intersection is under Caltrans jurisdiction.<br>Transportation Master Plan Recommendation #39<br>is intended to address this comment.   |  |  |  |  |
| Lower speed limit of Chilco St near the school to 15 miles per hour                      | The street segments surrounding the Belle Haven<br>School are currently designated as 15 miles per<br>hour school zones.  |  |  |  |  |
| More speed feedback signs  | Two speed feedback signs are currently<br>recommended for Ivy Dr. to enhance awareness.<br>The need for additional feedback signs will be<br>evaluated after the Plan has been implemented.   |  |  |  |  |
| Speed humps on Ivy Dr. and Newbridge St  | Bulbouts are currently recommended for most<br>intersections on Ivy Dr. and Newbridge St.<br>Newbridge St is a designated Emergency<br>Response Route and Ivy Dr is within the San<br>Francisco Public Utilities Commission right-of-way. |  |  |  |  |

|   | The need for speed humps will be evaluated and approved by these agencies after the Plan has been implemented.  |  |
|---|---|--|
| Blank-out sign at Willow Rd and Hamilton Ave needs more clarification               | The blank-out sign, prohibiting the SB right turn<br>(from SB Newbridge St to WB Willow Rd), will be<br>activated when the EB left turn is activated. This is<br>intended to eliminate conflicts between SB right<br>turning vehicles and SB u-turning vehicles (into the<br>frontage Willow Rd). |  |
| Enforce no right turn restriction at the current<br>Instagram driveway on Chilco St | Noted.  |  |
| No shuttle buses from Facebook or others on Ivy Dr.                                 | Noted.  |  |
| * SB = southbound, EB = eastbound, WB = westbound                                   |   |  |

After the collection of these boards, two additional comments were received. Both comments and staff responses are summarized in the table below:

| Comments*   | Responses   |
|---|---|
| No NB right turn (from NB Newbridge St to EB Carlton) from 3 p.m. to 6 p.m. to discourage traffic           | Analyses and community outreach will be needed for this request. Staff does not recommend the   |
| from diverting from Willow Road   | inclusion of this request into the Plan at this time .  |
| Consider reversing the direction of traffic on the Willow frontage Rd. between Newbridge St. and Pierce Rd. | Analyses of the transportation impact by this<br>request requires significant resources. Staff does<br>not recommend the inclusion of this request into the<br>Plan at this time. |
| * NB = northbound, EB = eastbound, WB = westbound   |   |

Note Chilco Street from Hamilton Avenue to Ivy Drive will be a distinct project to be implemented by the Menlo Gateway development. The revised Plan is illustrated in Attachment B.

#### Key outside agencies coordination

As stated in previous staff reports, while the City has jurisdiction over a majority of public roadways within the neighborhood, some recommendations will require coordination and/or consensus from focused neighborhood areas and other agencies. These agencies include:

- San Francisco Public Utilities Commission has jurisdiction over Ivy Drive and approval authority for the implementation of roundabout and raised intersection recommendations on Ivy Drive.
- Caltrans has jurisdiction over Willow Road and approval authority for the implementation of the limited right turn restriction on Newbridge Street at Willow Road.
- Menlo Park Fire Protection District has interest in adequate roadway width and turning radii for the implementation of bulb outs and mid-block curb extensions.

Coordination with these agencies will be needed if a trial and/or permanent Plan is approved.

#### Plan Implementation process and schedule

If approved, the implementation of the Plan will be consistent with the policies and guidelines outlined in the City's Neighborhood Traffic Management Program (NTMP) approved in 2004. As outlined in the NTMP, implementation of any trial and permanent traffic calming measures will need to go through a

#### Staff Report #: 18-013-CSC

comprehensive neighborhood review process to ensure they are equitable and effective solutions.

With the extensive amount of outreach completed thus far, staff is recommending the following streamlined implementation process:

- 1. Incorporate minor Commission and community feedback through the December 12, 2018, Complete Streets Commission meeting and develop a Final Plan for City Council adoption. This is anticipated to occur during winter 2019.
- 2. If adopted, develop design plan set and specification for the 6-month trial implementation and begin dialogue with outside agencies having jurisdiction on certain applicable measures. To expedite installation of temporary improvements, it is proposed to forgo the voting process to yet again obtain majority support.
- When design plan set and specifications are completed, select contractor to implement temporary measures. Measures requiring outside agency approvals could be implemented as approvals are obtained.
- 4. Collect new transportation data six months after implementation and receive community feedback through a survey and one community meeting for final feedback.
- 5. Following receipt of community consensus at the community meeting, prepare final design plan set and specification for permanent implementation. To expedite installation of final traffic calming measures, it is proposed to forgo the requirement of a formal voting process.
- 6. When design plan set and specifications are completed, contractor to install all measures, including ones that have received outside agencies approval.

The implementation process above is expected to expedite the schedule by approximately four months. And as stated above, traffic calming measures that require consensus from other jurisdictions may have longer implementation schedules.

#### Other ongoing neighborhood efforts

Through public feedback, the City has been engaging with Caltrans on several intersections along Willow Road between Hamilton Avenue and Newbridge Street, which are currently under Caltrans' jurisdiction. In addition to what has been identified in the tables above, other efforts include:

- Add red clearance phase to signals along Willow Road
- Reverse the order of the existing signal phase at Newbridge Street

#### Impact on City Resources

As a required condition of approval for a development project, staff time on the Belle Haven traffic calming study, development, and implementation of the Plan is considered part of the baseline City service levels. The trial and permanent implementation costs of the Final Plan would be funded by Hibiscus Properties, LLC.

#### **Environmental Review**

The Plan does not require California Environmental Quality Act (CEQA) review. Implementation of future traffic calming measures will comply with environmental review requirements under CEQA.

#### **Public Notice**

Staff Report #: 18-013-CSC

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

#### Attachments

- A. Draft Plan Alternatives for Primary Cut-through Routes
- B. Draft Belle Haven Neighborhood Traffic Management Plan

Report prepared by: Kevin Chen, Associate Transportation Engineer

Report reviewed by: Morad Fakhrai, Senior Project Manager

#### ATTACHMENT A

| Location  | Alternatives           | Measures                       | Opportunities  | Challenges  |
|---|------------------------|--------------------------------|--|---|
| Ivy Dr<br>b/t<br>Chilco St &<br>Carlton Ave         | Staff Rec'd<br>(Alt 1) | Intersection<br>bulb outs      | <ul> <li>Reduce pedestrian crossing<br/>distance</li> <li>Provide area for landscaping</li> </ul>                        | - Remove localized parking<br>- Reduce turn radii for service<br>vehicles                         |
|   | Alt 2                  | Bike lanes                     | <ul> <li>Creates narrower lane width<br/>and speed reduction</li> <li>Separate bicycle and vehicle<br/>travel</li> </ul> | <ul> <li>Removes on-street parking</li> <li>Width constraint at Willow Rd intersection</li> </ul> |
|   | Alt 3                  | Add shoulder<br>stripe         | <ul> <li>Creates narrower lane width<br/>and speed reduction</li> </ul>  | - No physical barrier   |
| Newbridge St<br>b/t                                 |                        | Intersection                   | - Reduce pedestrian crossing<br>distance   | - Remove localized parking  |
|   | Alt 1 bulb outs        | - Provide area for landscaping | - Limit turns for service vehicles   |   |
| Chilco St &<br>Carlton Ave                          | Alt 2                  | Bike lanes                     | <ul> <li>Creates narrower lane width<br/>and speed reduction</li> <li>Separate bicycle and vehicle<br/>travel</li> </ul> | - Width constraint at Willow Rd<br>intersection   |
| Chilco St<br>b/t                                    | Alt 1                  | Mid-block curb<br>extensions   | <ul> <li>Provide visual narrowing of<br/>the roadway to reduce speed</li> <li>Provide area for landscaping</li> </ul>    | - Remove localized parking  |
| Hamilton Ave<br>& Ivy Dr                            | Alt 2                  | Speed humps                    | <ul> <li>No parking removal required</li> <li>Reduce speed</li> </ul>  | <ul> <li>Inhibit service vehicles travel<br/>time</li> <li>May increase noise</li> </ul>          |
| Terminal Ave<br>b/t<br>Del Norte Ave<br>& Chilco St | Alt 1                  | Intersection<br>bulb outs      | <ul> <li>Reduce pedestrian crossing<br/>distance</li> <li>Provide area for landscaping</li> </ul>                        | <ul> <li>Remove localized parking</li> <li>Reduce turn radii for service vehicles</li> </ul>      |
| L   |                        |                                |  |   |



Belle Haven Neighborhood Traffic Calming Plan





Updated School Signage



Speed Hump







Gateway Treatment Option 1 Decorative Signage

#### Belle Haven Neighborhood Traffic Management Plan

**Traffic Calming Toolkit** 







Raised Crosswalk



Left Turn Arrow



Gateway Treatment Option 2 Decorative Pavement



3

8

**Raised Intersection** 

Yellow Centerline

SPEED

LIMIT

YOUR



Gateway Treatment Option 3 Decorative Signage and Pavement (Preferred Option)





Sharrow

Edge Line Stripe





Blank Out Sign Concurrent with Northbound Left Turn

New Sidewalk

 Intersection/mid-block bulb out: extends the curbs of a section of a street, generally into the street, while maintaining adequate street access for service vehicles.

Raised intersection/crosswalk: raises an intersection or a crosswalk to match the level of adjacent sidewalk.

Speed hump: raises a particular section of a street with a parabolic vertical device with gradual transitions.

• Time restricted loading zone (white curb; west side only): designates a curb side parking zone for a specific use.

• Limited right turn restriction: restricts turn access at an intersection during defined periods.

Speed feedback sign: alerts drivers of their travel speed

Neighborhood gateway treatment: identifies the entrance to a neighborhood through architectural or roadway features.

• Bike lane: designates a portion of the street, generally parallel to the curb, for bicycle use through striping.

• Shoulder stripe: delineates edge of travel lane through striping.

• Crosswalk: designates a portion of the street, generally perpendicular to the curb, for pedestrian use through striping.



## **Public Works**



#### **STAFF REPORT**

Complete Streets CommissionMeeting Date:12/12/2018Staff Report Number:18-014-CSC

Regular Business:

Adopt a Resolution to install a 5 minute passenger loading and unloading zone (white curb and signage) and removal of five on-street parallel parking spaces on Chrysler Drive just east of Independence Drive

#### Recommendation

Staff recommends that the Complete Streets Commission adopt a resolution (Attachment A) to install a 5 minute passenger loading zone (white curb and signage) and removal of five parallel, on-street parking spaces on the north side of Chrysler Drive just east of Independence Drive, to allow for shuttle buses to unload passengers.

#### **Policy Issues**

The recommendation is consistent with the newly adopted Section 11.24.026 of the City ordinance, which authorizes the Complete Streets Commission to designate "No Parking Zone" (i.e., red curb and other onstreet parking restrictions) adjacent to driveways, intersections and crosswalks under specific criteria for safety concerns.

This project is also consistent with the policies and programs (i.e., CIRC-1.1, CIR-4.4) stated in the 2016 General Plan Circulation Element. These policies and programs seek to maintain and improve a circulation system through the Street Classification System that provides safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

#### Background

Chrysler Drive is classified as a Mixed Use Collector street in the City's General Plan. (Attachment B) It's located between Commonwealth Drive and Bayfront Expressway in the former M2 area. A "Mixed Use Collector Street" is a street that serves a significant destination, prioritizes walking and bicycling, and accommodates intra-city trips while also distributing local traffic to other streets in the area.

Chrysler Drive is used as a main roadway to access the future TIDE Academy, existing and future Facebook facilities and Menlo Gateway developments as well as several other businesses in the former M2 area. Chrysler Drive and Jefferson Drive are also being considered to be designated as Class II Bike Routes (i.e., bike lanes) in the proposed Transportation Master Plan. To allow for Class II bike routes on Chrysler Drive and Jefferson Drive, parking would need to be removed on both sides along the entire length of the roadways.

In June 2010, the City Council approved the Menlo Gateway project which is comprised of a hotel, parking structure and office on Independence Drive (Phase I) and offices and two parking structures on Constitution Drive (Phase II) (Attachment C). As part of the conditions of approval, the developer is required to run two

shuttles, one from the Menlo Park Caltrain station and one from the Redwood City Caltrain station to the businesses occupying the project. These shuttles are to run both during the AM and PM peak periods. The shuttles may have additional community stops between the site and the Caltrain stations as designated by the City.

Prior to the commencement of the Menlo Gateway project construction, there was an existing City shuttle stop on Independence Drive just north of Chrysler Drive. As part of the Menlo Gateway project, parking was removed on both sides of the roadway and a two-way left turn lane was added. By removing the parking and making the curb lane a travel lane, the City shuttle bus stop on Independence Drive was temporarily removed until an alternate location could be located.

#### Analysis

Facebook is currently occupying the Menlo Gateway office building located on Independence Drive (Phase I) and is scheduled to occupy the buildings on Constitution Drive (Phase II) in late September 2019. Facebook contracts with a private shuttle service to carry their employees into the area from various locations throughout the Bay Area. The shuttle service uses buses that are approximately 45 feet in length. Due to on-street parking, Facebook has hired a Traffic Control contractor to provide for the shuttle buses to stop in the middle of the road on Chrysler Drive to load and unload its passengers (Attachment D). This causes a significant backup on Chrysler Drive during commute peak periods and generates multiple complaints from frustrated commuters. This stop along Chrysler is intended to be temporary until Phase II of the Menlo Gateway project is complete. Facebook has planned shuttle stops on its Constitution Drive site as well as at a new transit hub planned for its site on Jefferson Drive.

In order to provide for a new shuttle stop for the City's shuttle buses, the additional shuttle buses required by the Menlo Gateway condition of approval and a temporary shuttle stop for the Facebook buses, staff is recommending the removal of five parallel on-street parking spaces and installing 145 feet of white curb along with 5 minute passenger loading and unloading zone signs. The passenger loading and unloading zones will be enforceable twenty-four hours a day, seven days a week. This loading zone would be temporary until the shuttle stops on Constitution Drive and Jefferson Drive are installed (scheduled to be completed September 2019). Once these stops are installed, the shuttle stop area on Chrysler Drive would be reduced to 40 feet to accommodate the City's shuttle bus.

#### Impact on City Resources

If approved, there are sufficient funds in the operating budget for the City's signing and striping program to implement this project.

#### **Environmental Review**

The installation of white curb is categorically exempt under Class 1 of the California Environmental Quality Act. 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. Additional public outreach was achieved by sending notification postcards to the

Staff Report #: 18-014-CSC

residents/property owners within 500 feet of the proposed "Loading and Unloading Zone".

#### Attachments

- A. Resolution
- B. Street Classification
- C. Menlo Gateway Project
- D. Chrysler Drive Shuttles

Report prepared by: Richard Angulo, Assistant Engineer

Report reviewed by: Angela Obeso, Senior Transportation Engineer

City of Menlo Park 701 Laurel St., Menlo Park, CA 94025 tel 650-330-6600 www.menlopark.org

### RESOLUTION NO.

RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF A 5 MINUTE PASSENGER LOADING AND UNLOADING ZONE ON CHRYSLER DRIVE BETWEEN JEFFERSON DRIVE AND INDEPENDENCE DRIVE

WHEREAS, the Menlo Gateway development project approvals contained a condition of approval to provide shuttle services to the businesses occupying project sites on Independence Drive and Constitution Drive;

WHEREAS, the installation of a new shuttle stop is needed for a 5 minute loading and unloading passengers for said businesses;

WHEREAS, Title 1, Chapter 11.24, Sections 026 to 027 of the Menlo Park Municipal Code authorizes the Complete Streets Commission to designate timed or no parking zones as described in the Municipal Code; and

WHEREAS, the City of Menlo Park, acting by and through its Complete Streets Commission, having considered and been fully advised in the matter and good cause appearing therefore;

NOW, THEREFORE, BE IT RESOLVED, the Complete Streets Commission of Menlo Park does hereby authorize the installation of no parking zone on Chrysler Drive fronting 150 Constitution Drive.

I, Kevin Chen, City staff liaison to the Complete Streets Commission of Menlo Park, do hereby certify that the above and foregoing Commission Resolution was duly and regularly passed and adopted at a meeting by said Commission on the fourteenth day of November 2018, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twelfth day of December, 2018.

Kevin Chen Complete Streets Commission Liaison

# **Proposed Street Classifications**



