



## SPECIAL MEETING MINUTES

**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.

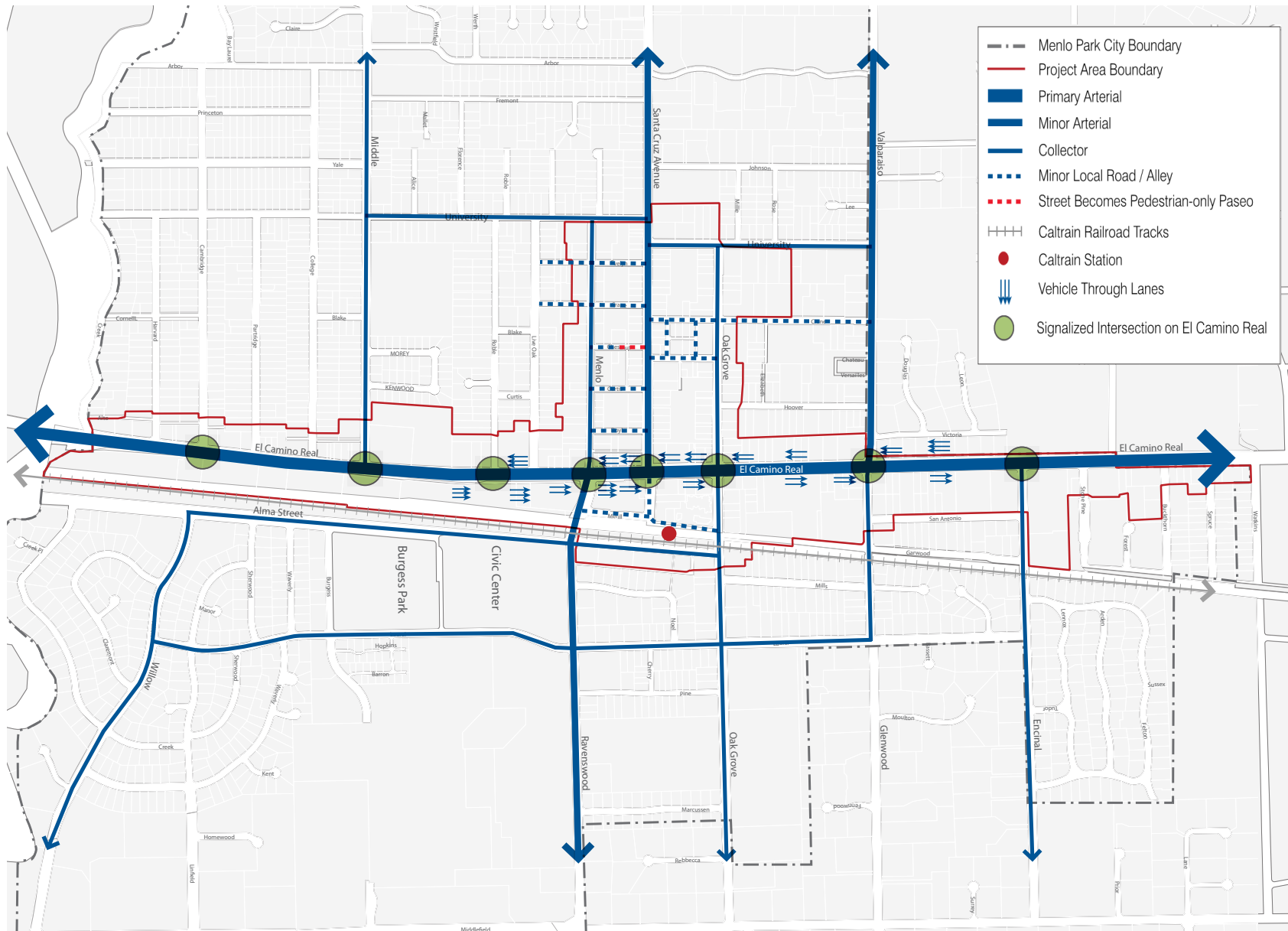
**G5. Update from Transportation Master Plan Subcommittee**

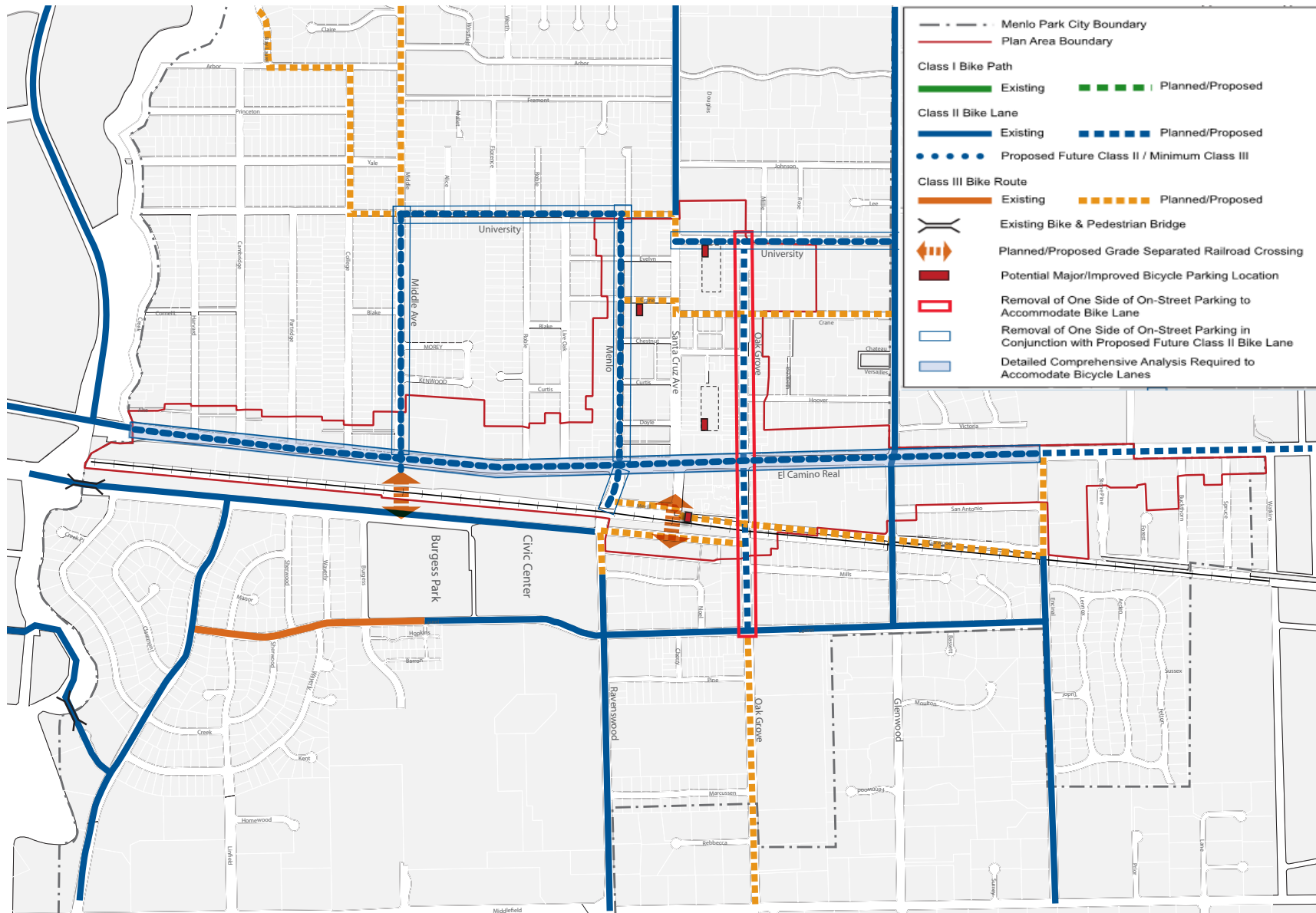
Levin reported that the Transportation Master Plan Subcommittee is preparing a memorandum intended for the City Council on changing the City's Neighborhood Traffic Management Program process through the Transportation Master Plan.

**H. Adjournment**

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

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Existing and Future Downtown Parking Supply				
Parking Location	Existing Supply <sup>1</sup>	Specific Plan Change	Change in Spaces	Future Supply
<b>Parking Plazas</b>				
Parking Plaza 1	249	Added Parking Garage <sup>2</sup>	446	695 <sup>3</sup>
Parking Plaza 2	95	Added Parking Garage and Pocket Park <sup>4</sup>	155	250
Parking Plaza 3	212	Added Parking Garage and Pocket Park <sup>5</sup>	438	650
Parking Plaza 4	105	Pedestrian Link	-19	86
Parking Plaza 5	150	Pedestrian Link	-16	134
Parking Plaza 6	136	Pedestrian Link, Market Place	-32	104
Parking Plaza 7	94	Pedestrian Link, Market Place	-36	58
Parking Plaza 8	145	Pedestrian Link	-7	138
<b>Total</b>	<b>1,186</b>		<b>929</b>	<b>2,115</b>
<b>Total with 2 Parking Garages</b>	<b>1,186</b>		<b>483 - 774</b>	<b>1669 - 1960 <sup>6</sup></b>
<b>On-Street Spaces</b>				
Santa Cruz Avenue	116	Sidewalk Widening	-48	68
Chestnut Street North	26	Sidewalk Widening	-11	15
Chestnut Street South	17	Chestnut Paseo	-11	6
Oak Grove Avenue	80	Added Bike Lanes	-35	45
Other Streets	170	No Change	0	170
<b>Total</b>	<b>409</b>		<b>-105</b>	<b>304 <sup>7</sup></b>
<b>Downtown Core Area Total</b>	<b>1,595</b>		<b>824</b>	<b>2,419</b>
<b>Total with 2 Parking Garages</b>	<b>1,595</b>		<b>378 - 669</b>	<b>1973 - 2264 <sup>6</sup></b>

Notes:

<sup>1</sup> 2009-2010 Downtown Menlo Park Parking Study, Wilbur Smith Associates.

<sup>2</sup> A new parking garage at Parking Plaza 1 would displace 204 existing spaces.

<sup>3</sup> Future parking supply for Parking Plaza 1 includes a 650-space parking garage + 45 surface spaces remaining.

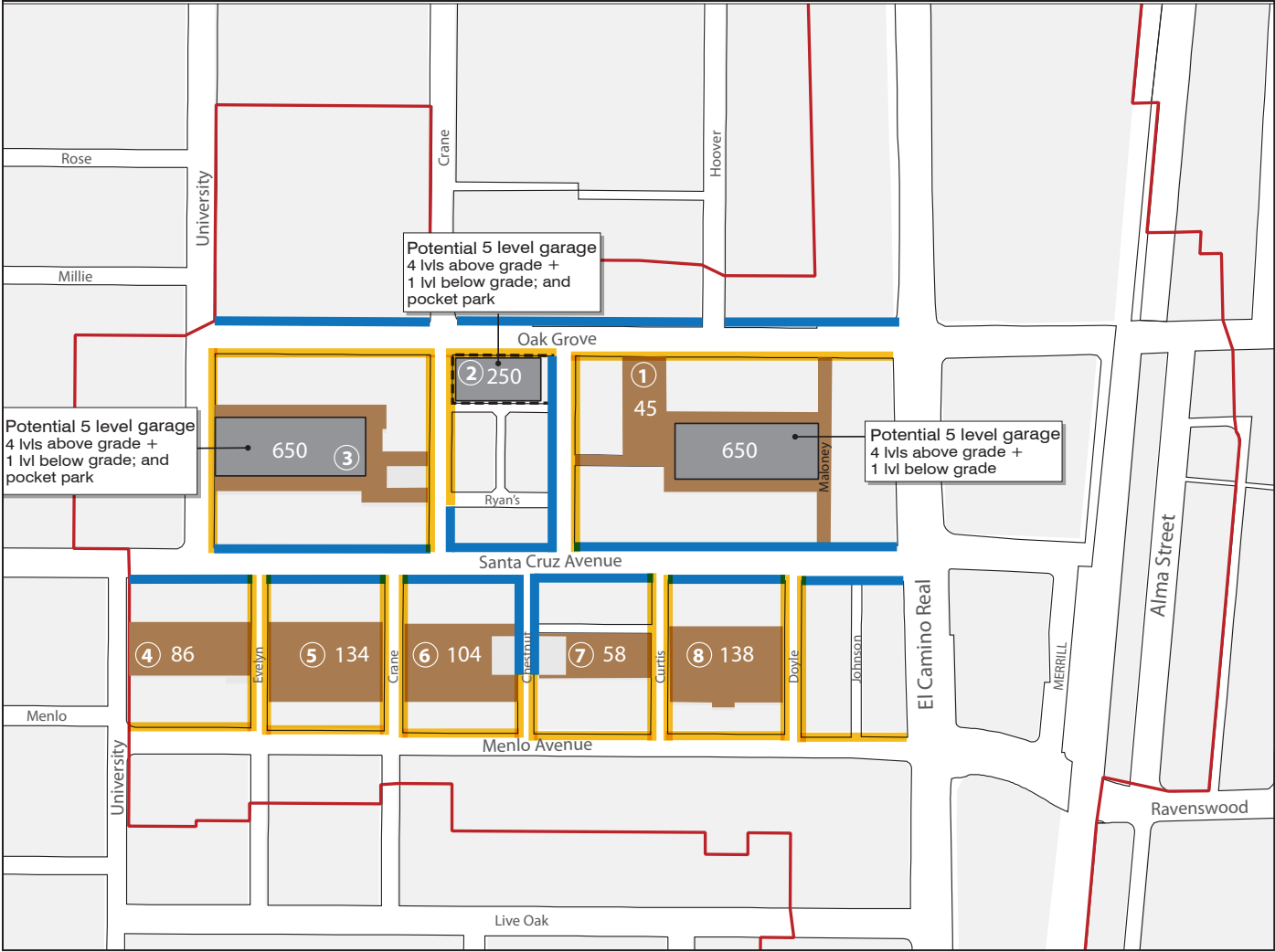
<sup>4</sup> A new parking garage and pocket park at parking plaza 2 would displace 95 existing spaces.

<sup>5</sup> A new parking garage and pocket park at Parking Plaza 3 would displace 212 existing spaces.

<sup>6</sup> Although three parking garages are shown, the Specific Plan assumes that up to two parking garages will be built in downtown Menlo Park. The parking total reflects the range of parking spaces that could be provided if only two garages were built, rather than three.

<sup>7</sup> On street parking space could be affected with proposed future Class II / Minimum Class III improvements.

**Table F3.** Existing and Future Downtown Parking Supply



	Parking Spaces
Public Parking Plazas	1,669 - 1,960 <sup>2</sup>
On-street Parking	304
<b>Total</b>	<b>1,973 - 2,264</b>

Notes:

- 1 Although three parking garages are shown, the Specific Plan assumes that up to two parking garages will be built in downtown Menlo Park.
- 2 The parking total reflects the range of parking spaces that could be provided if only two garages were built, rather than three.
- 3 Additional on street parking could be affected with proposed future Class II / Minimum Class III improvements. See Figure F3.

— Project Area Boundary

Public Parking Plazas

■ Parking Garages <sup>1</sup>

■ Surface Parking

On-street Parking Spaces

■ Affected by Specific Plan Improvements

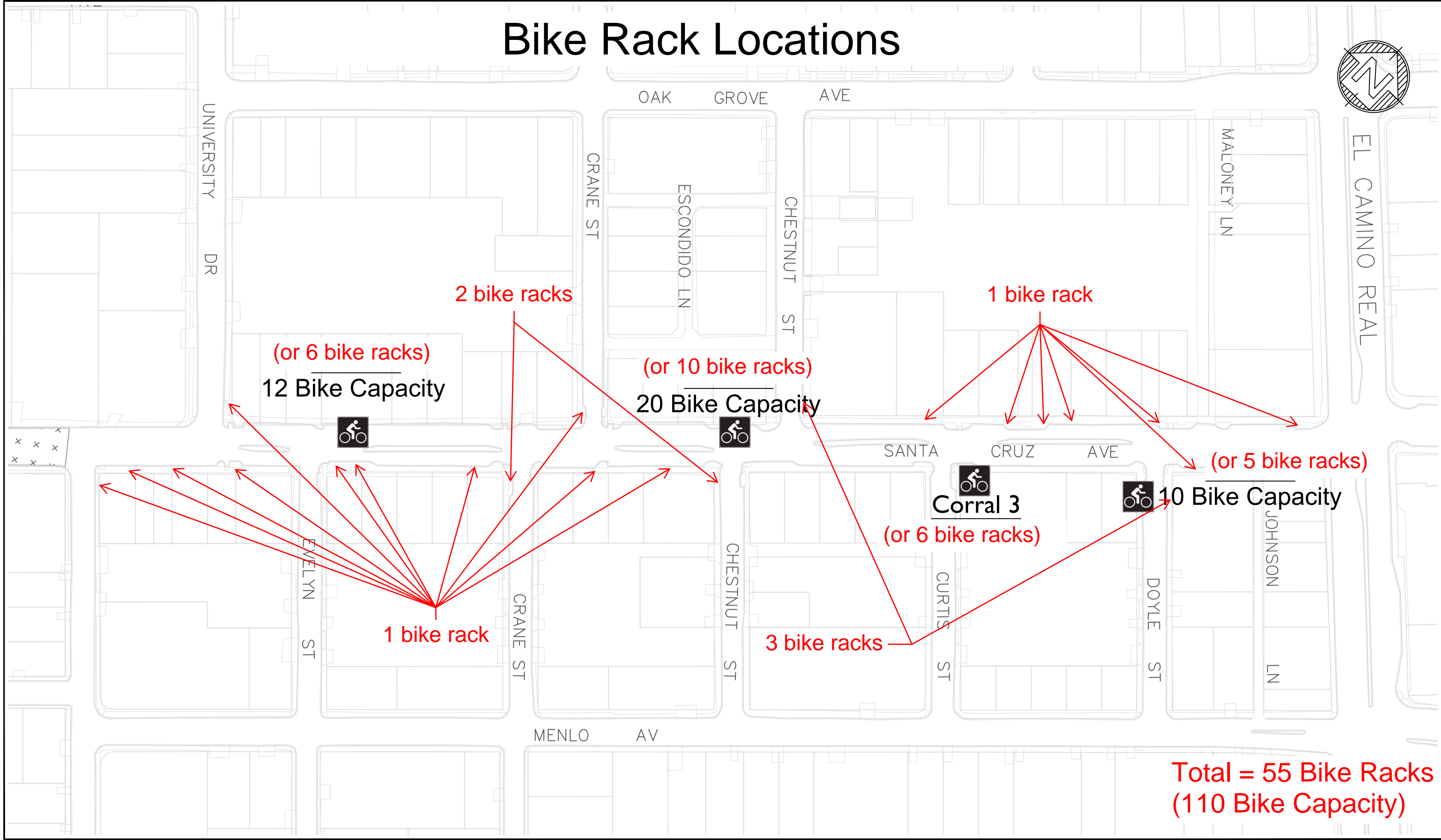
■ Unaffected by Specific Plan Improvements <sup>3</sup>

① Downtown Parking Plaza Number

Figure F6. Proposed Public Parking Downtown

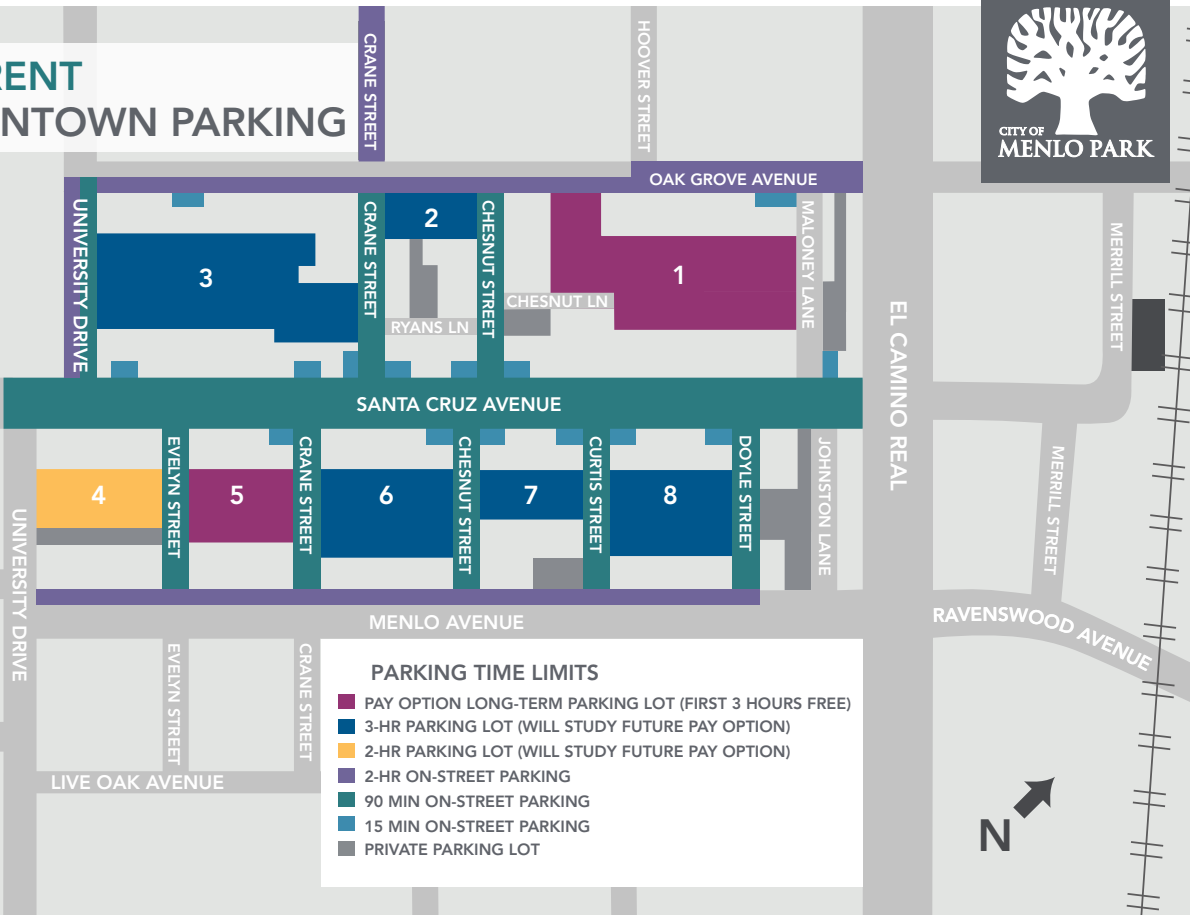


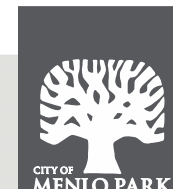
# Bike Rack Locations



Total = 55 Bike Racks  
(110 Bike Capacity)

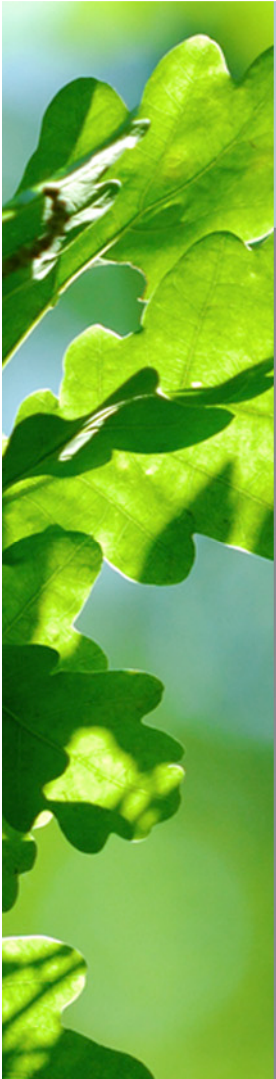
# CURRENT DOWNTOWN PARKING





## STEPS TO CURRENT TMP STATUS

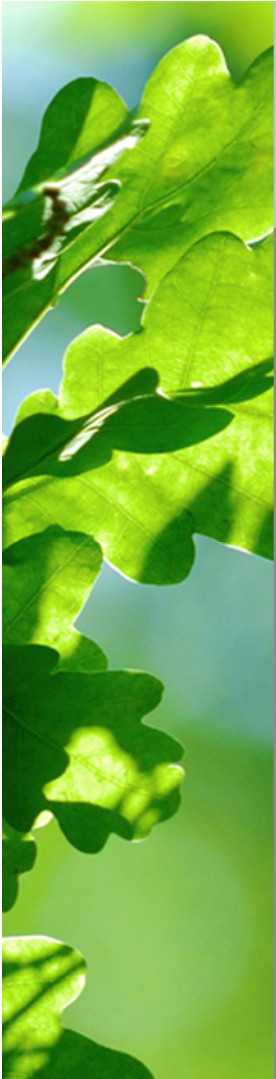
Date	Task
Nov/Dec 2016	Council adopts ConnectMenlo Identifies TMP as highest priority Circulation Element program
January 2017	Staff releases RFQ for consultant services
May 2017	Council awards contract to W-Trans
June 2017	W-Trans project initiation
July 2017	Council establishes Outreach & Oversight Committee
July – October 2017	1 <sup>st</sup> round community engagement. 1000 participants.
October 30, 2017	1 <sup>st</sup> Outreach & Oversight Committee meeting: Goals, prioritization criteria and performance metrics
July – December 2017	Prep existing transportation information summary



## STEPS TO CURRENT TMP STATUS (CON'T)

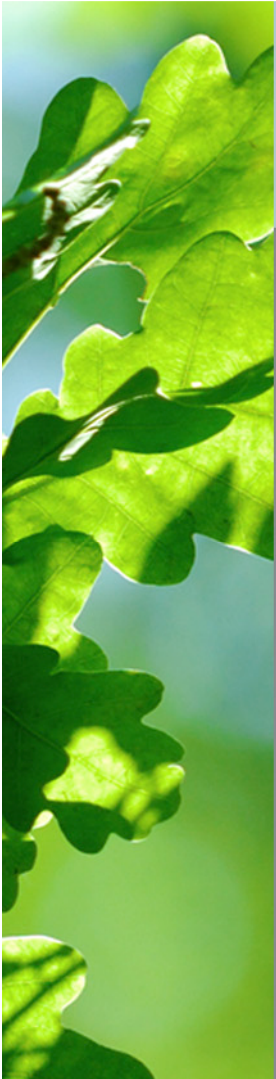


Date	Task
January – March 2018	Consultant develops draft recommendations and strategies
March 14, 2018	Council info item to prepare for OOC #2
March 20, 2018	Outreach & Oversight Committee #2: Draft Strategies & Recommendations for High Priority Corridors
March 27, 2018	Council info item: Identify need for more meetings Review recommendations from OOC
April 17, 2018	Council policy discussion and request for direction



## TASKS REMAINING

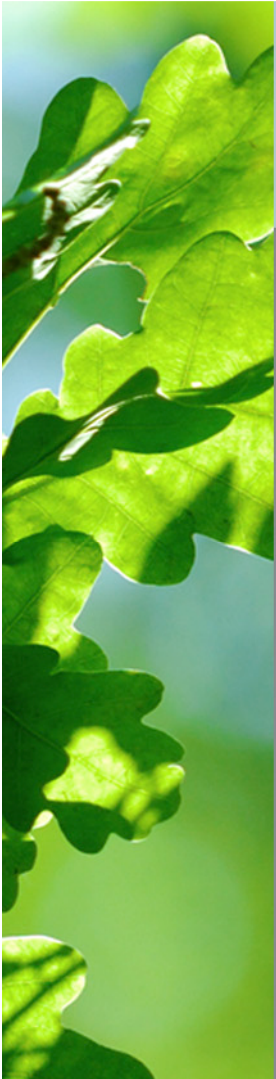
Task	Schedule
1. Project initiation	June 2017
2. Existing Transportation Information Summary	July – December 2017
3. Community Engagement, Round 1	July – October 2017
4. Identify Performance Metrics & Prioritization Criteria	September – December 2017
5. Community Engagement, Round 2	TBD
6. Develop Transportation Master Plan	TBD
7. Develop Transportation Impact Fee Program Update	TBD



## COUNCIL SUBCOMMITTEE RECOMMENDATIONS



- Met with subcommittee on April 16, 2018
- Subcommittee recommendations
  - Add additional OOC meetings
  - Solicit City Council feedback on Bayfront Expressway Improvements: Dumbarton rail or highway-like improvements



## RECOMMENDED NEXT STEPS TO CITY COUNCIL



Task	Schedule
OOC: Review Council-adopted scope, goals, prioritization criteria & role of OOC	Mid-to-late May 2018
OOC & CSC: Review recommendations for various areas of City	June through August 2018
Community Workshop & Online Open House	Fall 2018
Release Draft Master Plan	Early 2019
Complete Streets Commission Reviews Draft Plan	Spring 2019
Council adopts final Master Plan	Spring 2019
Develop Fee Program Update	Summer/Fall 2019





## DISCUSSION TOPICS

- Work Plan / Commission Role
  - Project priorities, City Council Work Plan, new individual projects from Commission discussions
- Meeting Schedule
  - Once a month, once every two months, joint meetings
- Types of Project to individual Commissions
  - Transportation & Bicycle Commissions

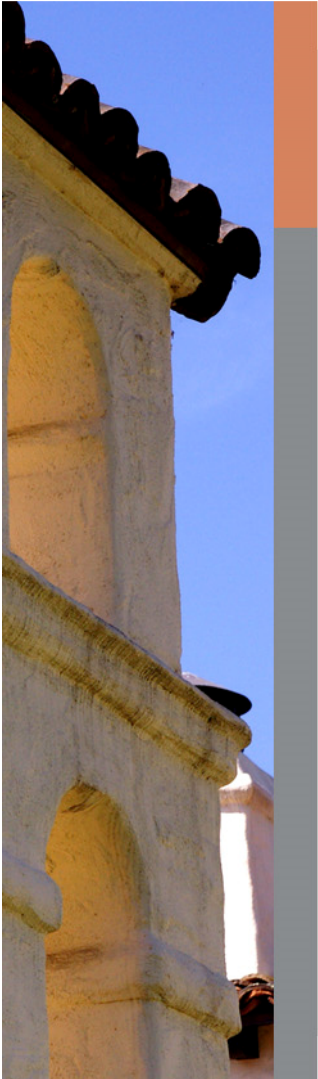




## 2018 WORK PLAN STATUS (PROJECTS IN STUDY PHASE)



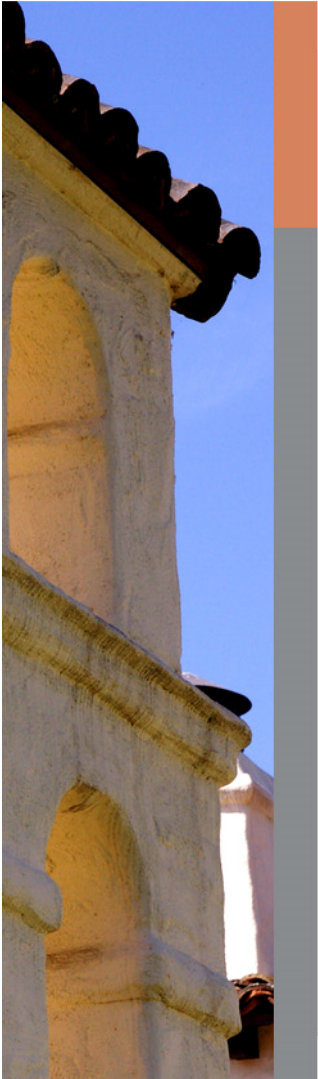
Projects	Status
Citywide Safe Routes to School Program	City staff to release a request for proposal mid-April and select consultant by end of June
Development Review (ie, Stanford University 2018 General Use Permit, etc)	City staff to continue to review development submittals
El Camino Real Corridor Study	On hold due to staff vacancies
Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification	On hold due to staff vacancies
Ravenswood Avenue/Caltrain Grade Separation Study	City Council to select a preferred alternative as soon as May 2018
Transportation Management Association	City staff to prepare request for proposal and select consultant
Transportation Master Plan	City Council to review project scope and recommended scope changes on April 24, 2018
Willows Neighborhood Complete Streets (formerly: Laurel Upper School Safe Routes to School Plan)	On hold due to staff vacancies



## 2018 WORK PLAN STATUS (PROJECTS IN DESIGN PHASES)



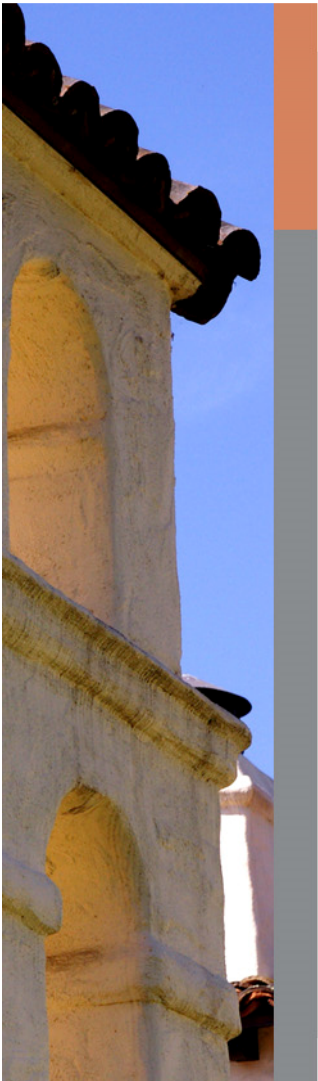
Projects	Status
Chilco Streetscape and Sidewalk Installation	Consultant to complete engineering design
Menlo Park Bike and Ped Enhancement ( <i>ie: sidewalks on Pierce Rd and Coleman Ave, bike routes on San Mateo Dr and Ringwood Ave, Flash beacons on Middle Ave at Blake St and San Mateo Dr</i> )	Received grant award. Staff to release request for design consultant services
Middle Avenue Caltrain Crossing Study	On hold due to staff vacancies
Oak Grove Safe Routes to School and Green Infrastructure	Staff to release request for design consultant services
Santa Cruz and Middle Avenues Resurfacing	City staff to finalize project scope for selected consultant



## 2018 WORK PLAN STATUS (PROJECTS IN CONSTRUCTION PHASES)

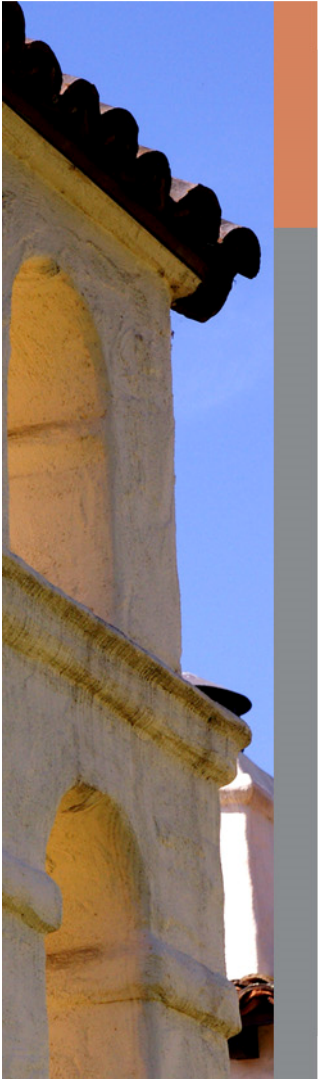


Projects	Status
Haven Avenue Streetscape Improvement	Project on hold due to funding gap. City staff to identify funding and phasing strategy to complete Caltrans ROW portion, City right-of-way portion completed.
Oak Grove, University, Crane Bicycle Improvement Project	Consultant to collect pilot data for evaluation in spring 2018.
Willow/101 Interchange	Contractor to complete Stage 2 construction of 4 phases. Estimated completion mid-2019.



## 2017 WORK PLAN EXECUTION





## 2017 WORK PLAN EXECUTION

### Extremely Important

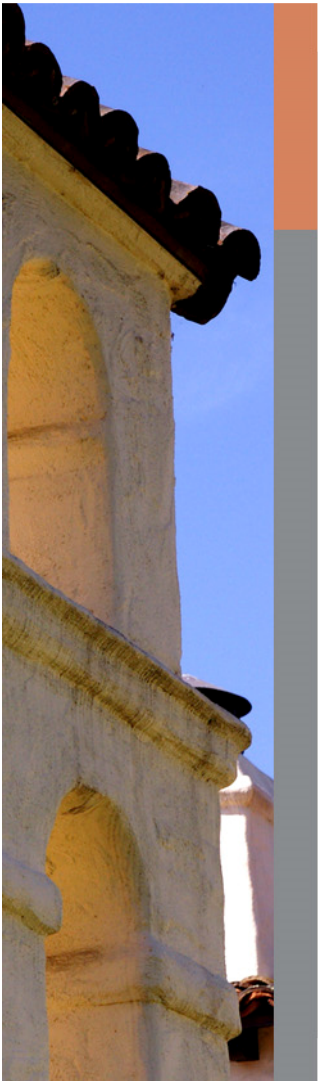
- Haven Avenue Streetscape Improvements
- Willow/US 101 Interchange
- **Transportation Master Plan**
- Bus Shelters
- Chilco Streetscape and Sidewalk Installation
- Complete Streets Commission Pilot

### Very Important

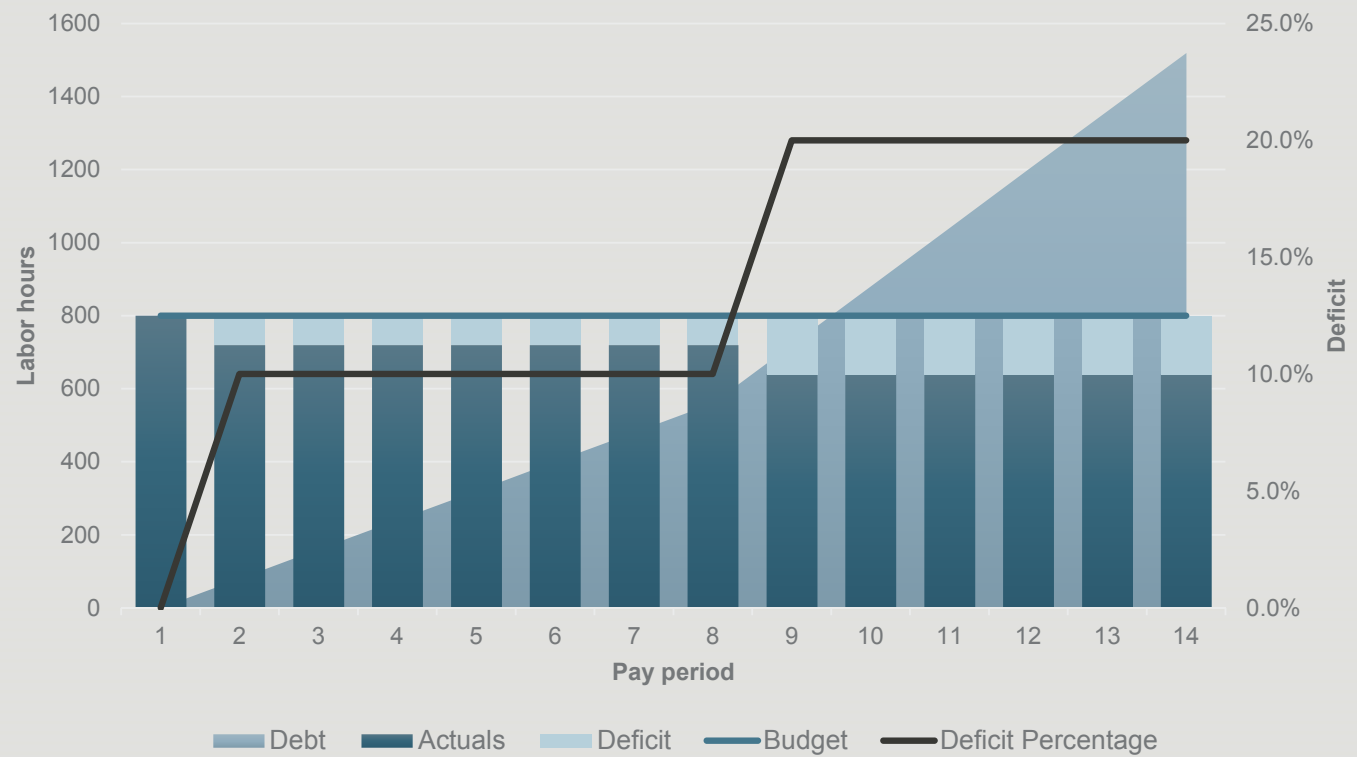
- **High Speed Rail Coordination & Environmental Review**
- Oak Grove, University, Crane Bicycle Improvement Project
- **Ravenswood Avenue/Caltrain Grade Separation Study**
- Willows Neighborhood Complete Streets Study
- **Citywide Safe Routes to School Program**
- Middle Avenue Caltrain Crossing Study

### Important

- El Camino Real Corridor Study
- Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals
- Stanford University 2018 General Use Permit Review



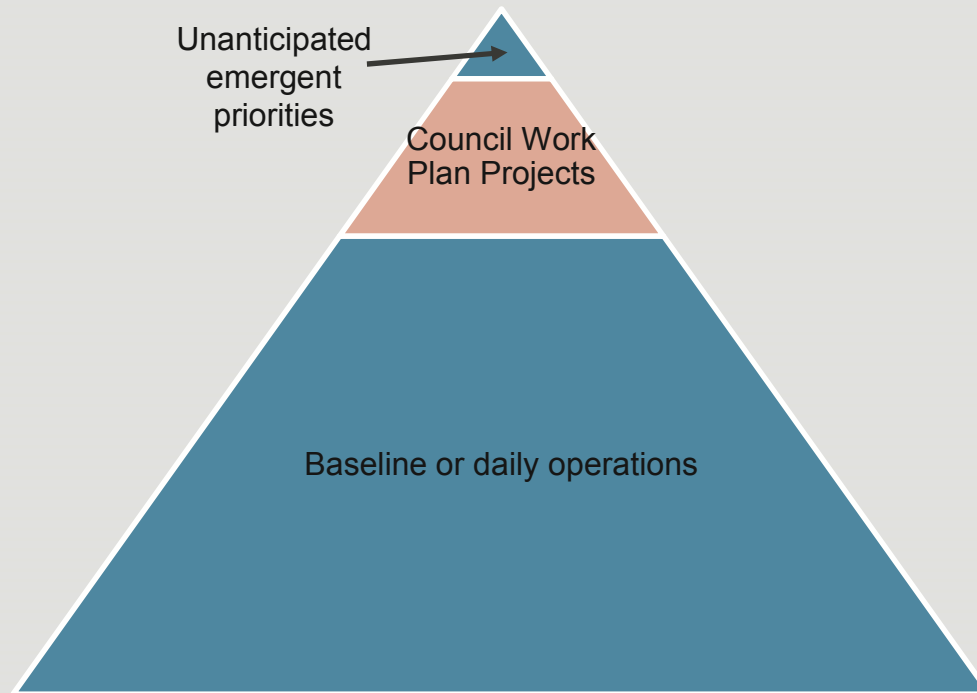
## DIVISION VACANCY RATE

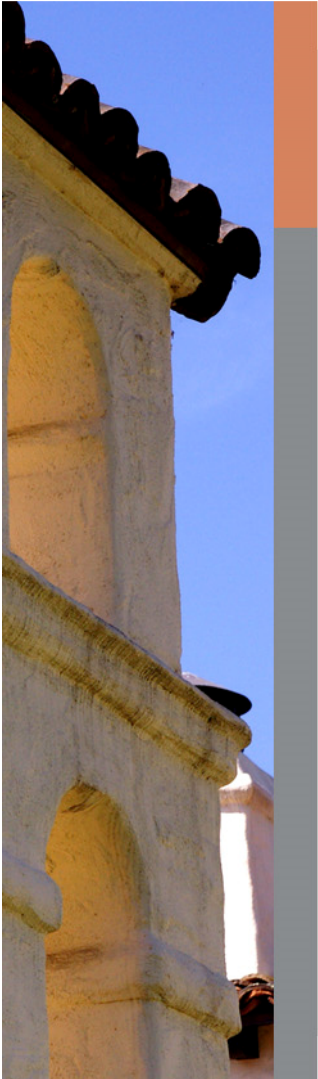






## WORK LOAD ALLOCATION





## PROJECTS FOR TRANSPORTATION AND BICYCLE COMMISSIONS

- Downtown Parking
- El Camino Corridor Study
- Middle Avenue Rail Crossing
- Ravenswood Railroad Crossing
  
- EIRs
- NTMP Projects
- Neighborhood Traffic Studies
- Safe Routes to School Program
- Streetscape Projects
- Transportation Master Plan







## 2018 CITY COUNCIL WORK PLAN

### Top-Six Priority Projects

District Elections

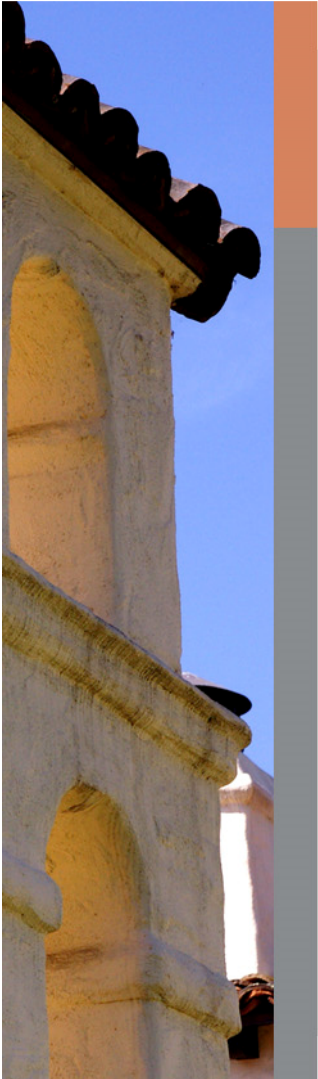
Transportation Master Plan

Citywide Safe Route to School Program (non-infrastructure)

Implement Downtown/ECR Specific Plan Biennial Review

Downtown Parking Garage

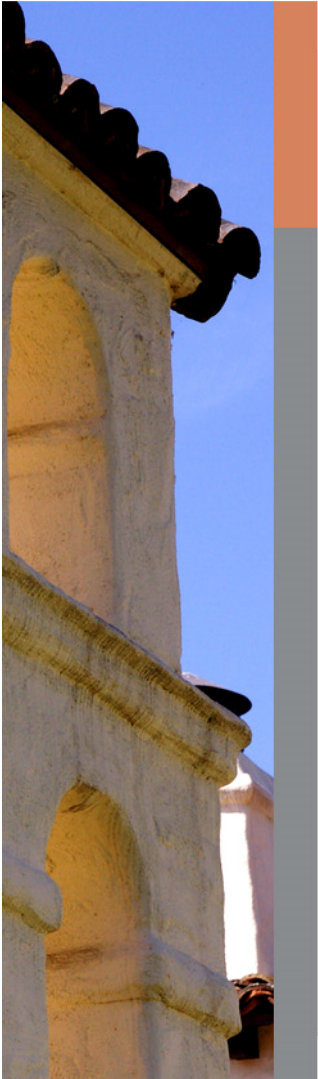
The Guild Theatre – Land Use Entitlement Approval



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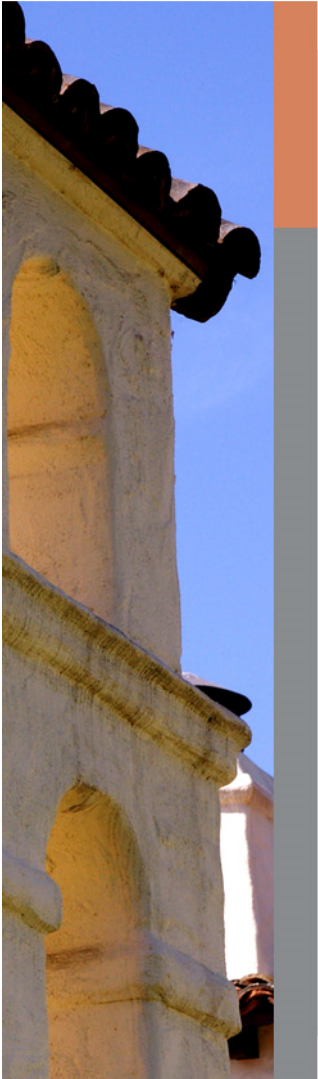
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