



## REGULAR MEETING MINUTES

**Date:** 5/9/2018  
**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 7:06 p.m.

### B. Roll Call

**Present:** Behroozi, Kirsch, Lee, Levin, Mazzara, Meyer, Nash, Walser, Weiner  
**Absent:** None  
**Staff:** Assistant Public Works Director Nikki Nagaya, Senior Transportation Engineer Kristiann Choy, Associate Transportation Engineer Kevin Chen

### C. Reports and Announcements

Staff Chen announced the upcoming Bike to Work Day event and provided a summary of City Council and Planning Commission actions on transportation related items since the April 18, 2018, Complete Streets Commission meeting.

### D. Public Comment

There was no public comment received.

### E. Regular Business

- E1. Approve the Complete Streets Commission special meeting minutes of April 18, 2018 (Attachment)

**ACTION:** Motion and second (Kirsch/Behroozi) to approve the Complete Streets Commission special meeting minutes of April 18, 2018. The motion passed (7-0-2; Mazzara and Meyer abstained).

- E2. Elect Chair and Vice Chair

Chair Walser provided remarks and asked for nominations.

**ACTION:** Lee nominated Behroozi as Chair. Weiner nominated Kirsch as Chair. Kirsch was declared Chair with six votes.

Levin nominated Behroozi as Vice Chair. Behroozi was declared Vice Chair by acclamation.

With consent from new Chair Kirsch, Walser continued to facilitate meeting.

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

Staff Choy provided a presentation (Attachment).

Walser led a discussion and the Commission indicated a desire to review the draft citywide pedestrian and bicycle network recommendations in a future meeting.

- E4. Evaluate Commission subcommittees

**ACTION:** By Acclamation, the Commission voted to:

Merge Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee (Kirsch/Nash/Weiner) and Oak Grove, University, Crane Bicycle Improvement Project Subcommittee (Kirsch/Walser/Weiner) to create Active Transportation Network Subcommittee (Behroozi/Kirsch/Nash/Weiner)

Create Electric Vehicle (EV) Subcommittee (Meyer/Nash/Walser), Downtown Access and Parking Subcommittee (Levin/Nash), and Placemaking and Outreach Subcommittee (Lee/Meyer)

## **F. Informational Items**

- F1. Update on major project status

Staff Chen provided updates on the Oak Grove, University, Crane Bicycle Improvement Project, Safe Routes to School Program, two ongoing Neighborhood Traffic Management Program projects, and Willow Road/U.S. 101 Interchange Construction. Staff Chen responded to questions on Middle Avenue Pedestrian and Bicycle Rail Crossing Project. Nash commented that Complete Streets Commission recommendation on the Ravenswood Avenue Railroad Crossing Project was not reflected in the May 8, 2018, City Council staff report.

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

- G1. Update from Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee [Status: on hold pending staff availability]

There was no report from the Middle Avenue Pedestrian and Bicycle Rail Crossing Subcommittee.

- G2. Update from Multimodal Subcommittee

Levin reported scheduling a future meeting with Councilmember Keith and staff to discuss Neighborhood Traffic Management Program related topics.

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

Weiner reported communicating to staff a preferred design alternative for the Oak Grove Safe Routes to School and Green Infrastructure Sidewalk Project and confirmed a future Complete Streets Commission meeting to evaluate all conceptual design alternatives.

- G4. Update from Safe Routes to School Program Subcommittee

Lee reported positive feedback from the Hillview Middle School Bike Rodeo.

G5. Update from Transportation Master Plan Subcommittee

Levin reported communicating with staff the need for adequate review time when receiving project materials.

**H. Adjournment**

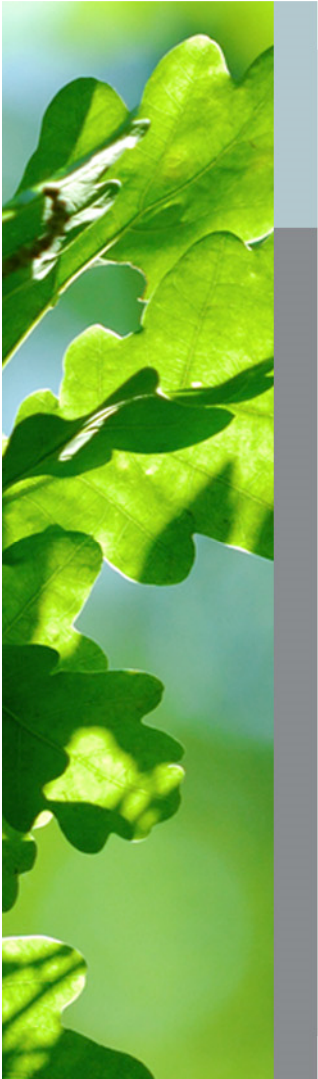
Walser adjourned the meeting at 9:27 p.m.

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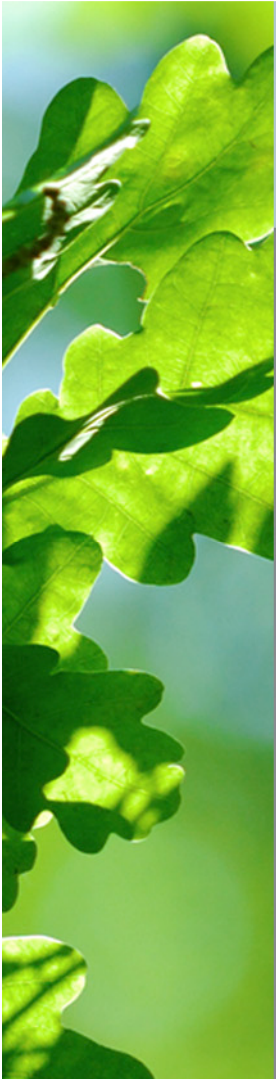
# TRANSPORTATION MASTER PLAN

May 9, 2018

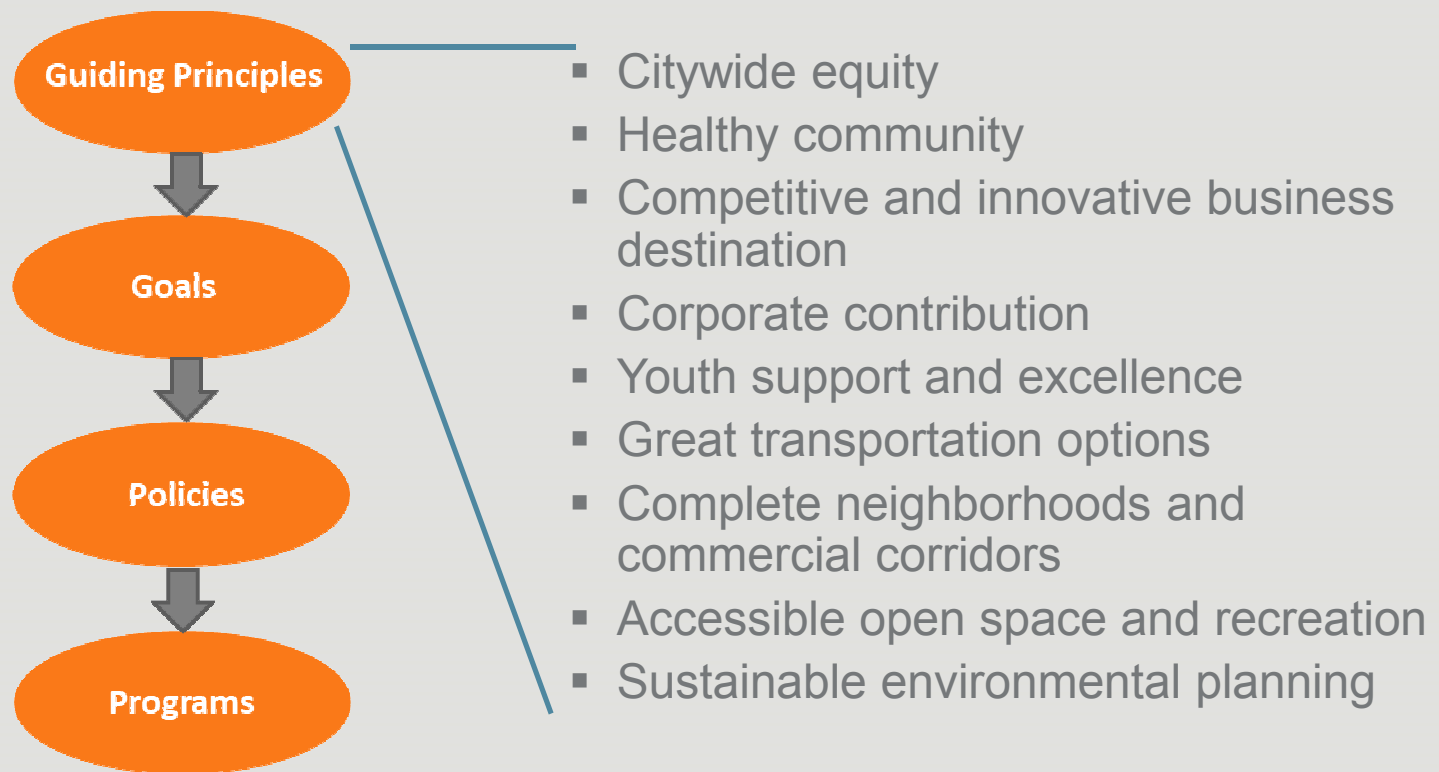


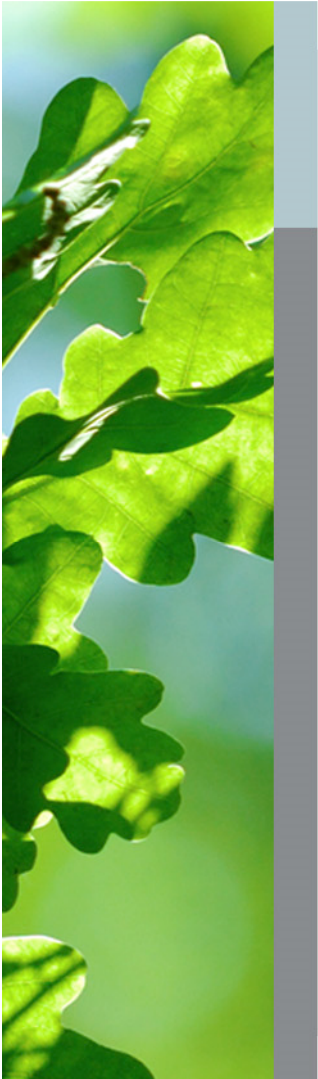
## AGENDA

- Why prepare a TMP and Fee program update?
- How did we get here?
- Next Steps



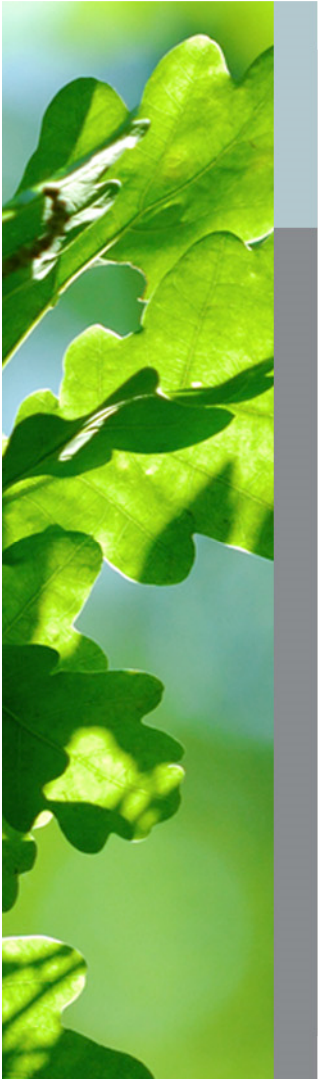
## CONNECTMENLO GENERAL PLAN CONTEXT



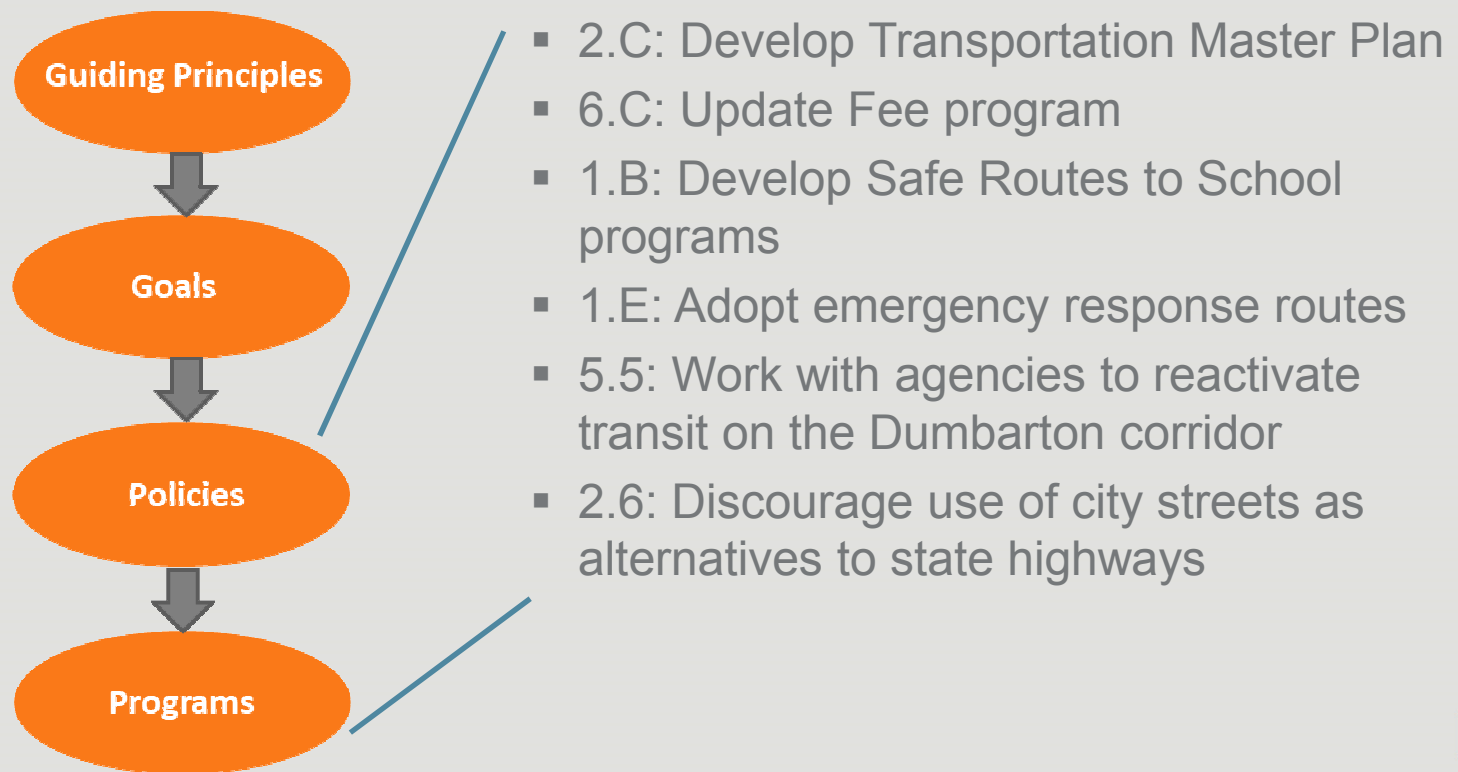


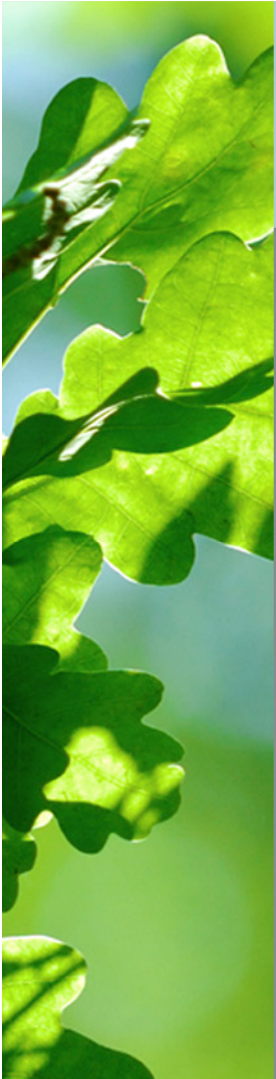
## CONNECTMENLO CIRCULATION ELEMENT CONTEXT





## CONNECTMENLO CIRCULATION ELEMENT CONTEXT





## PURPOSE

### Transportation Master Plan

*General Plan  
Circulation – 2.C*

- Community engagement on key issues
- Identify projects
- Cost estimates
- Prioritize improvements



### Adopt Impact Fee program

*General Plan  
Circulation – 6.C*

- Establish connection between new development and new infrastructure
- Update fee program
- Set fee rates by land use



### Development pays new fees

- Fees due at building permit stage
- Improvements constructed as funds accumulate



## CURRENT FEE PROGRAM EXAMPLE

### Cost of improvements

- Identify Improvements
- Determine total cost of needed infrastructure

**\$40M**

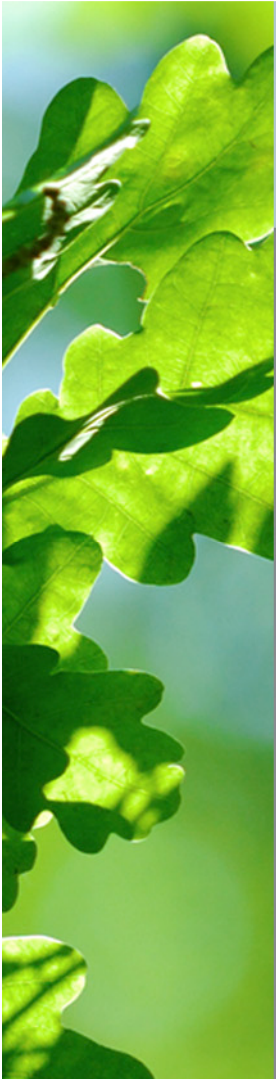
### Allocate to new development

- Determine future growth
- Divide into portion that benefits
  - New development **25%**
  - Existing users **75%**

### Determine fee by use

- E.g., by housing unit or square foot of office space
- Can lower or waive fees to incentivize certain uses

**\$3250 per home**  
**\$4.80 / sf office**



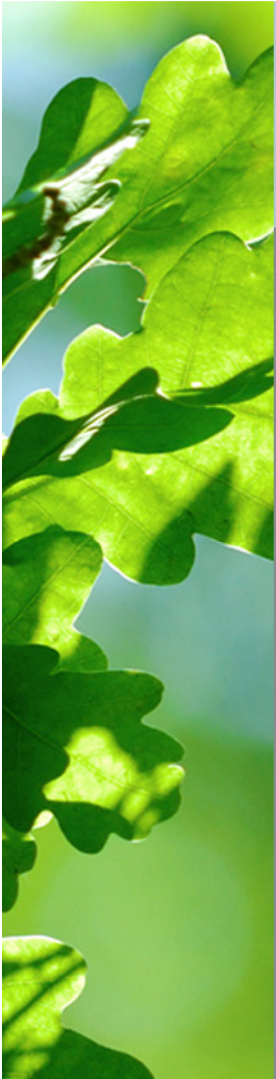
## ILLUSTRATIVE EXAMPLE

- El Camino Real/Middle Ave
- 2009 TIF Recommendation as shown
- Consistent with?
  - Middle Plaza (500 ECR)
  - El Camino Real Corridor Study
  - ECR/Downtown Specific Plan
  - ConnectMenlo Circulation Element
  - Middle Pedestrian/Bike Crossing
- Narrow lanes
- Repurpose median
- Narrow sidewalks



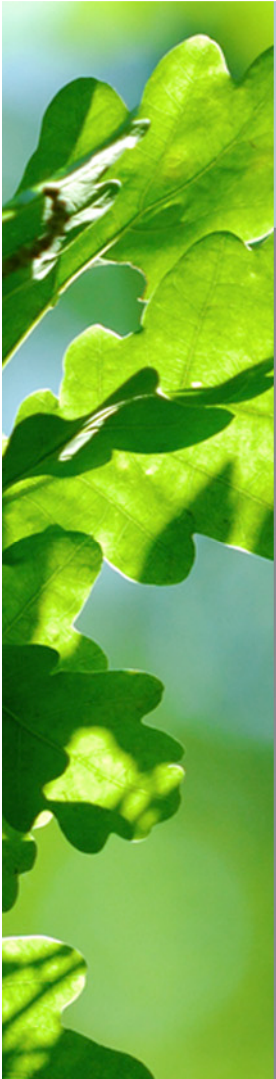


# HOW DID WE GET HERE?



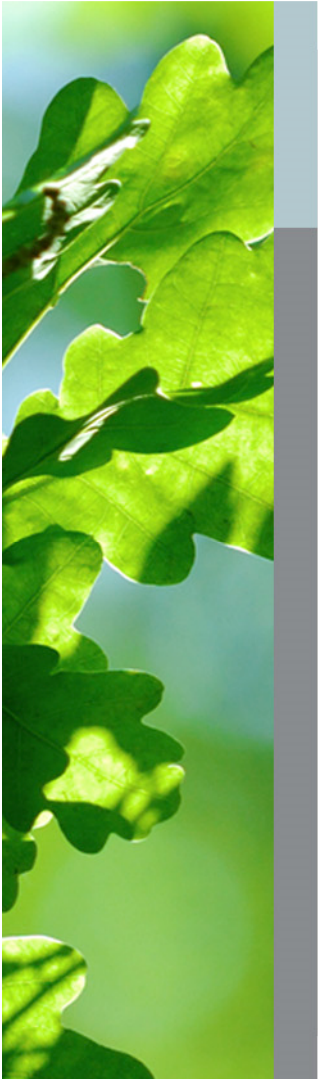
## HOW DID WE GET HERE?

Date	Task
November–December 2016	City Council adopts ConnectMenlo Identifies TMP as highest priority Circulation Element program
January 2017	Staff releases RFQ for consultant services
May 2017	City Council awards contract to W-Trans
June 2017	W-Trans project initiation
August 2017	City Council establishes Outreach & Oversight Committee
July–October 2017	1st round community engagement. 1,000 participants.
October 30, 2017	1st Outreach & Oversight Committee meeting: Goals, prioritization criteria and performance metrics
July–December 2017	Prep existing transportation information summary



## HOW DID WE GET HERE?

Date	Task
January–March 2018	W-Trans develops draft recommendations and strategies
March 14, 2018	City Council info item to prepare for OOC #2
March 20, 2018	Outreach & Oversight Committee #2: Draft strategies and recommendations for high priority corridors
March 27, 2018	City Council info item: Identify need for more meetings Review recommendations from OOC
April 17 & 24, 2018	City Council policy discussion and request for direction
May 9, 2018	Complete Streets Commission



## TRANSPORTATION MASTER PLAN GOALS



- **Safety**

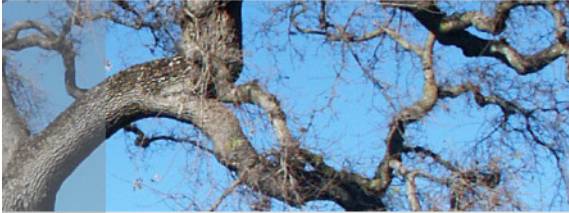
Vision Zero – Eliminate traffic fatalities and reduce the number of non-fatal collisions by 50% by 2040.

- **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.

- **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.



# PRIORITIZATION CRITERIA



## Cost

- \$: Less than \$100,000
- \$\$: \$100,000 - \$1,000,000
- \$\$\$: \$1,000,000 - \$3,000,000
- \$\$\$\$: Greater than \$3,000,000
- F: Funded

## Ease of implementation

- May be accomplished during routine pavement maintenance or City-guided program
- May be eligible for grant funding
- Significant community support

## Sensitive populations

- Proximity to daycares, senior centers, and communities of concern

## Transportation sustainability

- Meets City's goals and policies for mobility choices and health & wellness

## Safety

- Could improve safety conditions

## School nearby

- K-12 school located with ½ mile radius

## Congestion relief

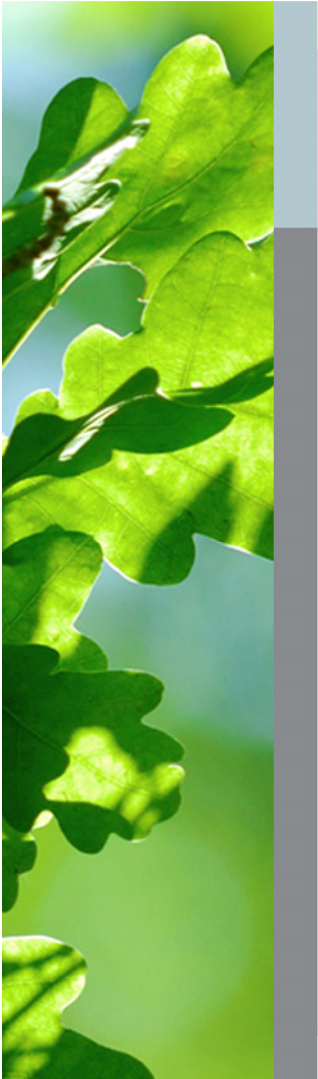
- Short-Term
- Long-Term
- Circulation Patterns

## GHG reduction / person throughput

- Moves people out of SOV and into transit, carpools, shuttles, etc.
- Meets City's GHG goal

## Green infrastructure

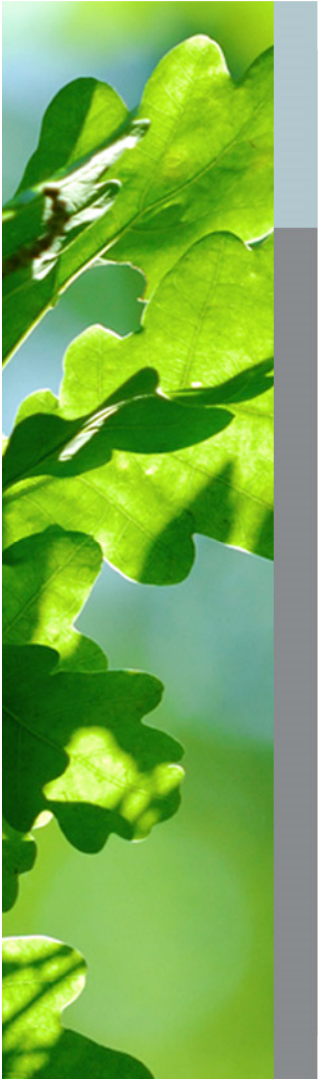
- Reduces impervious surface or increases pervious surface; stormwater treatment



## WHAT PROBLEMS ARE WE TRYING TO SOLVE?



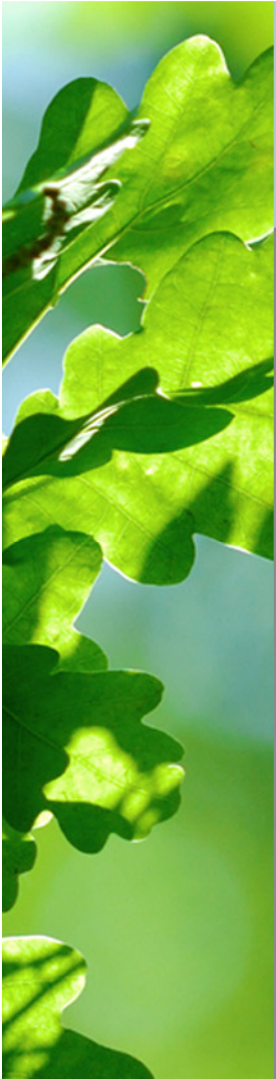
- Micro: Local infrastructure needs
  - New traffic signals
  - Strategies to improve signal timing
  - Update the City's existing 2005 Bicycle and 2009 Sidewalk Master Plans
    - Identify bike infrastructure needs
    - Closing sidewalk/pathway gaps
    - Crosswalk improvements
- Macro: Contribution towards regional projects
  - Regional infrastructure projects for which the City would partner to complete or for which to advocate



## DRAFT STRATEGIES AND RECOMMENDATIONS



- Framework for development:
  - SamTrans Dumbarton Corridor Transportation Study
  - Dumbarton Forward
  - Resolve City-prepared Transportation Analyses from past projects
  - Limited right-of-way
  - Critical issues based on transportation data and collision patterns
- Identified 4 high priority, major corridors:
  - Bayfront Expressway
  - Willow Road
  - El Camino Real
  - Sand Hill Road
- Citywide recommendations on other corridors in development



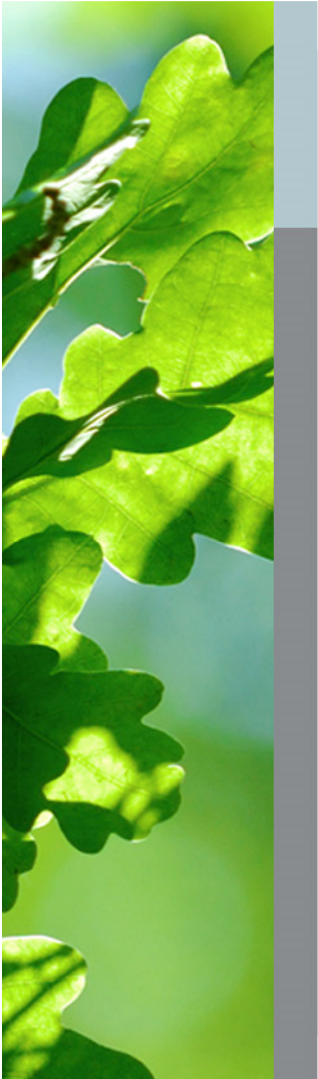
## **BAYFRONT EXPRESSWAY CONCEPTS MOVING FORWARD**

1. Use existing shoulders for bus only lanes
3. Conversion from Expressway to Freeway  
for mixed flow AND managed lanes
5. Dumbarton Rail Corridor



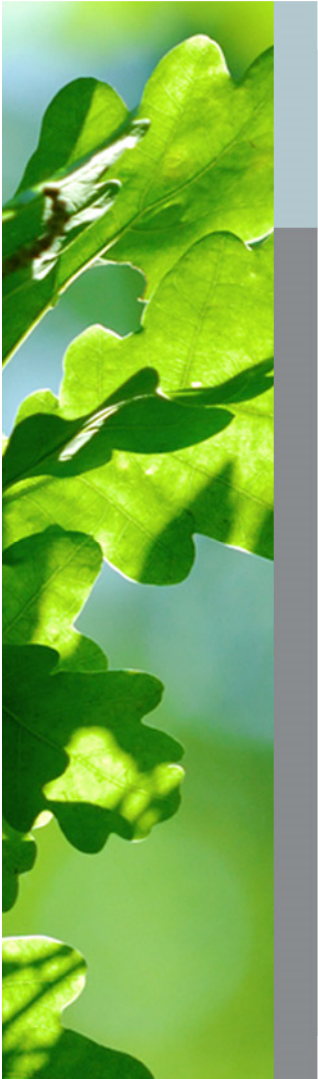


## NEXT STEPS



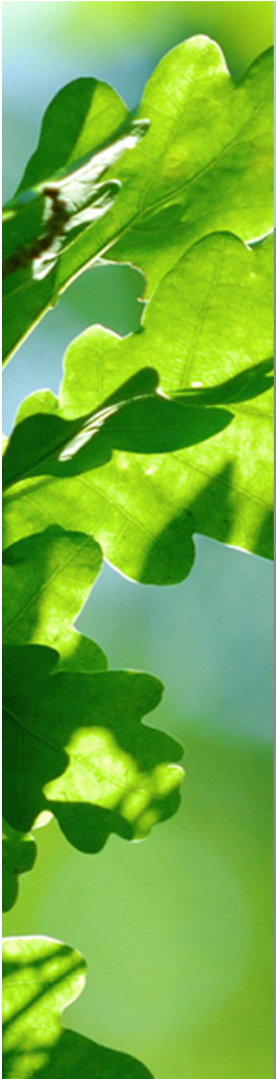
## COUNCIL DIRECTION

- Add 4 OOC meetings to:
  - Review City Council-adopted scope, goals, prioritization criteria and role of the OOC
  - Provide series of 3 meetings to review citywide recommendations (by neighborhood: north, central and south)
- Add 2 meetings with Commission:
  - May: Review City Council-adopted scope, goals, prioritization criteria and role of the Commission
  - Late summer: Review Citywide network recommendations
- Narrowed Bayfront Expressway improvement options



## COMMISSION ROLE

- New late summer meeting
- Focus on bicycle and pedestrian network not individual spot locations
- Other items to include?



## SCHEDULE



Task	Schedule
Complete Streets Commission #1: Review City Council-adopted scope, goals, prioritization criteria	May 9, 2018
OOO #3: Review City Council-adopted scope, goals, prioritization criteria and role of OOO	May 30, 2018
OOO #4, 5, 6: Review recommendations for north, central and south areas of City	June–August 2018
Complete Streets Commission #2: Review network recommendations	July or August 2018
Community workshop and online open house	Fall 2018
Release draft Master Plan	Early 2019
Complete Streets Commission review	Spring 2019
City Council review and adoption	Spring 2019
Develop Fee Program update	Summer/Fall 2019



**THANK YOU**

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