

# Complete Streets Commission



## REGULAR MEETING AGENDA

**Date:** 2/13/2019  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

### **A. Call To Order**

### **B. Roll Call**

Welcome the new Complete Streets Commissioner – Evan Goldin.

### **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 January 9, 2019 ([Attachment](#))
- E2. Adopt a Resolution to install a passenger loading zone and red curb on Pine Street at Oak Grove Avenue ([Staff Report #19-001-CSC](#))
- E3. Discuss the Commission subcommittees
- E4. Discuss the Complete Streets Commission goals and priorities for 2019 - 2020

### **F. Informational Items**

- F1. Update on major project status

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

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

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

## **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:** 1/9/2019

**Time:** 7:00 p.m.

**City Hall – “Downtown” Conference Room, 1st Floor  
701 Laurel St., Menlo Park, CA 94025**

### A. Call to Order

Chair Kirsch called the meeting to order at 7:05 p.m.

### B. Roll Call

**Present:** Behroozi, Kirsch, Lee, Levin, Mazzara (excused from meeting at 9:01 p.m.), Walser, Weiner

**Absent:** Meyer

**Staff:** Associate Transportation Engineer Kevin Chen

### C. Reports and Announcements

Staff Chen announced upcoming City events and a summary of City Council actions on City Council organizational and transportation related items since the December 12, 2018, Commission meeting.

### D. Public Comment

None.

### E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of December 12, 2018 (Attachment)

**ACTION:** Motion and second (Levin/Behroozi) to approve the Complete Streets Commission regular meeting minutes of December 12, 2018, passed (5-0-2-1, Lee and Mazzara abstained, Meyer absent).

- E2. Initiate and discuss the establishment of the Complete Streets Commission goals and priorities for 2019 - 2020

Chair Kirsch led a discussion.

**ACTION:** By acclamation, the Commission agreed to the following steps toward developing Commission's goals and priorities:

- Encourage the City Council to prioritize the Middle Avenue pedestrian and bicycle rail crossing project and Middle Avenue bike lane proposal.
- Encourage the City Council to continue funding for the Safe Routes to School Program.

- Task subcommittees to develop their goals and priorities to be used as the foundation for the Commission's goals and priorities.

- E3. Select a Commissioner to speak on behalf of the Complete Streets Commission at future City Council meetings involving the City Council workplan and provide guidance

Chair Kirsch led a discussion.

**ACTION:** By acclamation, the Commission designated Commissioner Behroozi and Commissioner Levin to speak on behalf of the Commission at the January 11 and 25, 2019, City Council goal setting meetings, respectively.

- E4. Evaluate Commission subcommittees

Chair Kirsch led the discussion.

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

- Relieve Commissioner Behroozi from the Active Transportation Network Subcommittee
- Dissolve the Placemaking and Outreach Subcommittee
- Relieve Commissioner Walser from the Safe Routes to School Program Subcommittee

## **F. Informational Items**

- F1. Update on major project status

Staff Chen provided updates on the Neighborhood Traffic Management Program projects, Safe Routes to School program, transportation master plan, Ravenswood Avenue railroad crossing project, and US 101/Willow Road Interchange Construction.

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

- G1. Update from Active Transportation Network Subcommittee

Commissioner Weiner reported that he is working on a detailed plan for the Middle Avenue bike lane proposal for a future meeting.

- G2. Update from Electric Vehicle Subcommittee

None.

- G3. Update from Downtown Access and Parking Subcommittee

None.

- G4. Update from Multimodal Subcommittee

Commissioner Levin requested to agendaize the Caltrain's business plan for the next meeting.

- G5. Update from Placemaking and Outreach Subcommittee

None.

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

Commissioner Lee reported that she will be collecting available Safe Routes to School materials from school districts.

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

None.

**H. Adjournment**

Chair Kirsch adjourned the meeting at 9:30 p.m.

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## STAFF REPORT

### Complete Streets Commission

**Meeting Date:** 2/13/2019  
**Staff Report Number:** 19-001-CSC

**Commission Report:** Adopt a Resolution to install a passenger loading zone and red curb on Pine Street at Oak Grove Avenue

### 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 red curb (removing a total of three on-street parking spaces) on Pine Street at Oak Grove Avenue to provide a short-term loading area for adjacent residents.

### Policy Issues

The recommendation is consistent with 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 on-street 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

On November 13, 2018, City Council adopted a resolution to approve the permanent installation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive which included removing on-street parking on Oak Grove Avenue. During the City Council meeting, several residents from the apartment complex located at the corner of Pine Street and Oak Grove Avenue expressed concerns that their elderly and disabled residents and visitors have a difficult time accessing their building due to the removal of parking on Oak Grove Avenue. While their building has an underground parking area, the stairs are challenging for deliveries and access for some of their residents. The residents prefer a loading area on Oak Grove Avenue where their front entrance is located, however, the existing roadway width doesn't provide enough room for the bike lanes and a loading zone. As part of their approval, City Council directed staff to move forward with the implementation of a loading zone on Pine Street to provide a short-term loading area for the adjacent residents while the design feasibility of a vehicle cut-out on Oak Grove Avenue is assessed.

### Analysis

Pine Street is a local road that connects Oak Grove Avenue to Ravenswood Avenue. Currently, Pine Street allows parking on both sides of the street between Oak Grove Avenue and Cherry Avenue, no parking

along the west side of Pine Street from Ravenswood Avenue to Cherry Avenue, and time-limited parking along the east side of Pine Street that extends approximately 100 feet north of Ravenswood Avenue. The width of the street is approximately 24 feet.

To provide a short-term parking area for the adjacent residents, staff is recommending the removal of one on-street parking space on the east side of Pine Street approximately 50 feet south of Oak Grove Avenue and installing 22 feet of white curb with one 5-minute passenger loading and unloading zone sign. The passenger loading and unloading sign would be enforceable twenty-four hours a day, seven days a week. Staff is also recommending the removal of two additional parking spaces and installing 55 feet of red curb directly opposite of loading zone. This recommendation would allow more room for vehicles turning onto Pine Street from Oak Grove Avenue due to the narrow street width.

### **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 residents/property owners within 500 feet of the proposed loading zone.

### **Attachments**

- A. Resolution
- B. Proposed Improvements

Report prepared by:  
Marlon Aumentado, Junior Engineer

Report reviewed by:  
Kristiann Choy, Senior Transportation Engineer



RESOLUTION NO. 2019-1

RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE  
CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF A 5  
MINUTE PASSENGER LOADING AND UNLOADING ZONE AND RED  
CURB ON PINE STREET

WHEREAS, on November 13, 2018, City Council adopted a resolution to approve the permanent installation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive and to remove on-street parking on Oak Grove Avenue and University Drive; and,

WHEREAS, the installation of a 22-foot long, five minute loading and unloading passenger zone on the east side of Pine Street, 50 feet south of Oak Grove Avenue, is needed for nearby residents; and,

WHEREAS, the installation of 55 feet of red curb on the west side of Pine Street at Oak Grove Avenue is needed to provide adequate turning radius; and,

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 loading and unloading passenger zone and no parking zone on Pine Street.

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 thirteenth day of February 2019, 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 thirteenth day of February, 2019.

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Kevin Chen  
Complete Streets Commission Liaison

1160

Proposed White Curb  
(Loading and Unloading Zone)

Proposed Red Curb

Existing

OAK GROVE AVE

STOP

PINE ST

Proposed Red Curb

1145

1155



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