

# Complete Streets Commission



## REGULAR MEETING AGENDA

**Date:** 3/13/2019  
**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 February 13, 2019 ([Attachment](#))
- E2. Recommend to City Council to approve the Commission goals and priorities for 2019-2020

### **F. Informational Items**

- F1. Receive a status update on the development of the City’s Green Infrastructure Master Plan ([Staff Report #19-002-CSC](#))
- F2. Update on major project status

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

- G1. Update from Active Transportation Network Subcommittee (Kirsch/Weiner)
- G2. Update from Downtown Access and Parking Subcommittee (Behroozi/Goldin/Levin)
- G3. Update from Multimodal Subcommittee (Levin/Walser)
- G4. Update from Safe Routes to School Program Subcommittee (Lee/Mazzara/Meyer)

- G5. Update from Transportation Master Plan Subcommittee (Behrooz/Levin)
- G6. Update from Zero Emission Subcommittee (Goldin/Meyer/Walser)

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

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

**A. Call to Order**

Chair Kirsch called the meeting to order at 7:02 p.m.

**B. Roll Call**

**Present:** Behrooz (arrived at 8:22 p.m.), Goldin, Kirsch, Lee, Levin (arrived at 7:07 p.m.), Mazzara, Meyer, Walser, Weiner  
**Absent:** None  
**Staff:** Associate Transportation Engineer Kevin Chen, Junior Engineer Marlon Aumentado

Chair Kirsch welcomed the new Complete Streets Commissioner – Evan Goldin.

**C. Reports and Announcements**

Staff Chen announced upcoming City events and a summary of City Council actions on advisory commissions/committee organizational and transportation related items since the January 9, Commission meeting.

**D. Public Comment**

None.

**E. Regular Business**

- E1. Approve the Complete Streets Commission regular meeting minutes of January 9, 2019 (Attachment)

**ACTION:** Motion and second (Lee/Walser) to approve the Complete Streets Commission regular meeting minutes of January 9, 2019, passed (7-0-1-1, Meyer abstained, Behrooz absent).

- 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)

Staff Aumentado provided a presentation (Attachment).

- Marie Moran requested that the project be postponed while the design feasibility of a vehicle cut-out on Oak Grove Avenue is being assessed.
- Bette Bohler spoke in opposition of the project. Bohler also requested that parking be removed on

one side of Pine Street to aid emergency vehicle access.

- Jen Wolosin spoke in support of the Oak Grove bike lanes and suggested working with the property owner to construct a new gate and pathway to allow building access from Pine Street.
- Phillip Bahr shared his email with the Commission, spoke in opposition of the project, and supported removing parking on one side of Pine Street (Attachment).

**ACTION:** Motion and second (Meyer/Mazzara) to adopt a resolution to install a 5-minute passenger loading zone and red curb on Pine Street at Oak Grove Avenue with an amendment to revert back if a vehicle cut-out on Oak Grove is feasible and constructed, passed (8-0-1; Behroozi absent).

E3. Discuss the Commission subcommittees

Chair Kirsch led a discussion and each subcommittee shared their goals and priorities.

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

- Select Commissioner Goldin to the Downtown Access and Parking Subcommittee
- Retitle Electric Vehicle Subcommittee to the Zero Emission Subcommittee
- Select Commissioner Goldin to the Zero Emission Subcommittee

E4. Discuss the Complete Streets Commission goals and priorities for 2019 - 2020

Chair Kirsch led a discussion.

- Jen Wolosin spoke in support of obtaining a civil engineer for the capital improvement division under public works, dedicated to safe routes to school transportation infrastructure projects.

**ACTION:** By acclamation, the Chair and Vice Chair will summarize the feedback and provide staff a list of Commission goals and priorities offline.

**F. Informational Items**

F1. Update on major project status

Staff Chen provided updates on the transportation master plan, Ravenswood Avenue railroad crossing project, Middle Avenue pedestrian and bicycle rail crossing, Willow Road and U.S. Highway 101 interchange construction, and a construction bid for rectangular rapid flashing beacons at five locations.

**G. Committee/Subcommittee Reports**

G1. Update from Active Transportation Network Subcommittee

None.

G2. Update from Electric Vehicle Subcommittee

None.

G3. Update from Downtown Access and Parking Subcommittee



None.

**G4. Update from Multimodal Subcommittee**

Commissioner Levin provided meeting summary from a Silicon Valley Regional Rail Committee meeting that she attended.

**G5. Update from Safe Routes to School Program Subcommittee**

None.

**G6. Update from Transportation Master Plan Subcommittee**

None.

**H. Adjournment**

Chair Kirsch adjourned the meeting at 9:28 p.m.

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The background of the slide is a photograph of a grassy field. In the foreground, there is a wooden fence made of vertical posts. In the middle ground, two people are standing on a grassy slope. The background shows more trees and a cloudy sky. A teal-colored banner is overlaid on the bottom half of the image, containing the title and author's name.

# PINE STREET LOADING ZONE

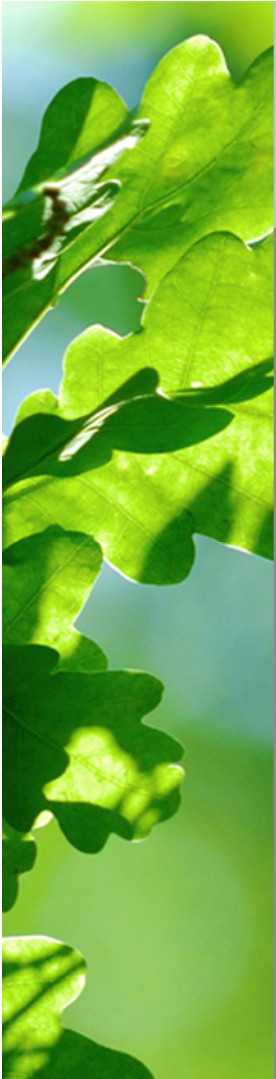
Marlon Aumentado



# AGENDA

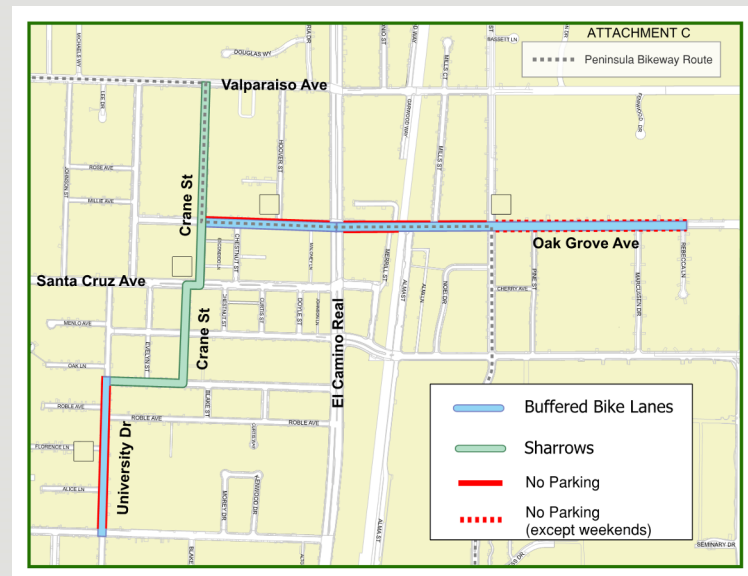


- Background Information
- Analysis
- Proposal

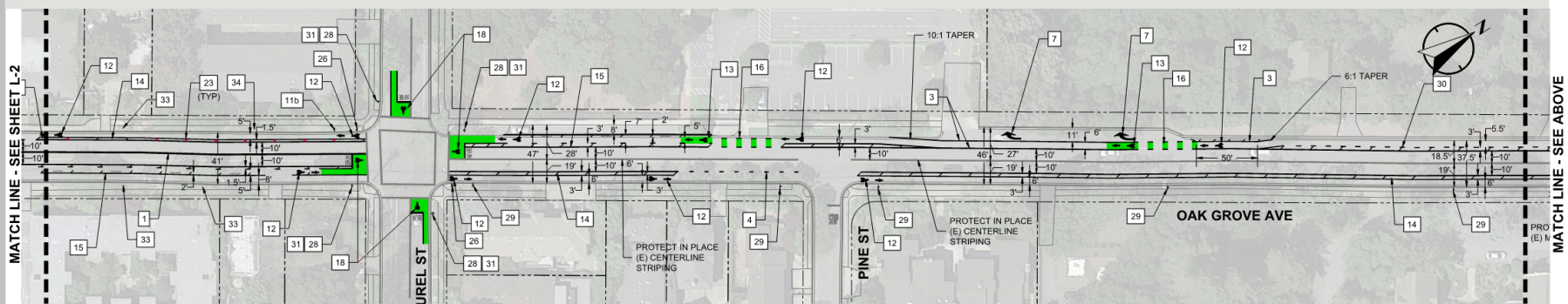
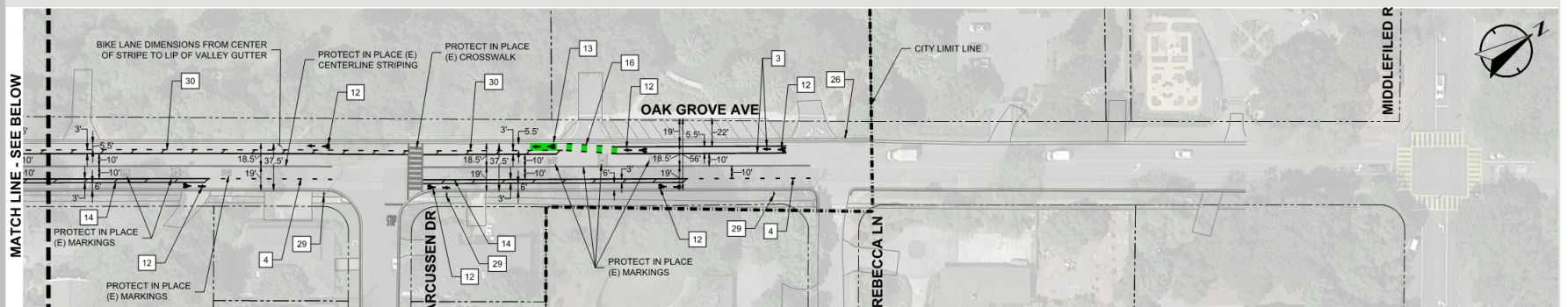


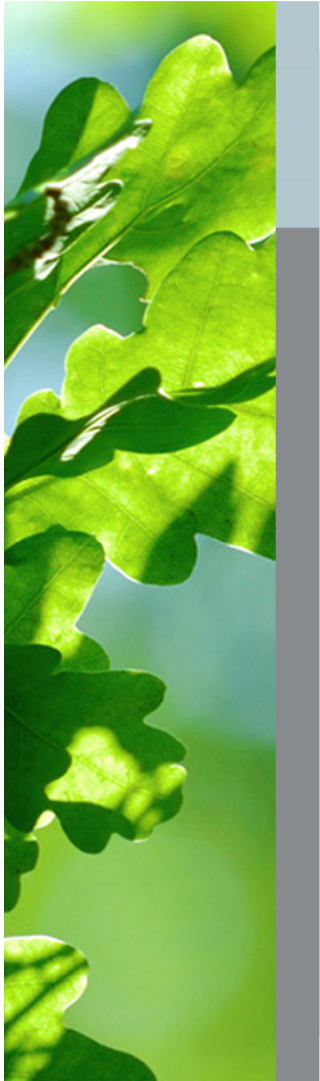
## BACKGROUND INFORMATION

- Nov 13, 2018
  - City Council adopted resolution to approve the permanent installation of bicycle facilities and remove parking on Oak Grove Avenue
  - Council directed staff to move forward with implementation of a loading zone on Pine Street while the feasibility of a vehicle cut-out on Oak Grove is assessed





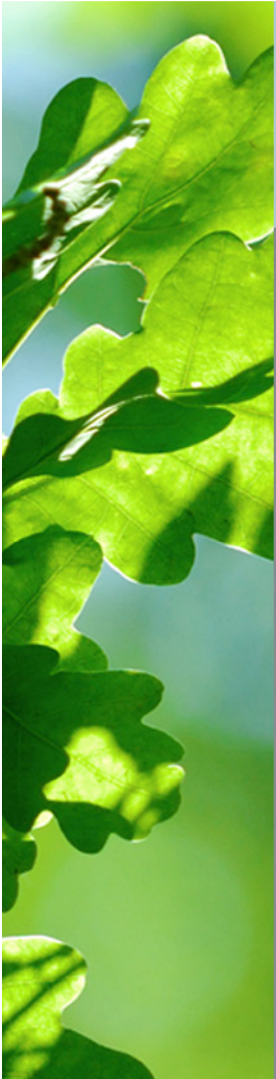




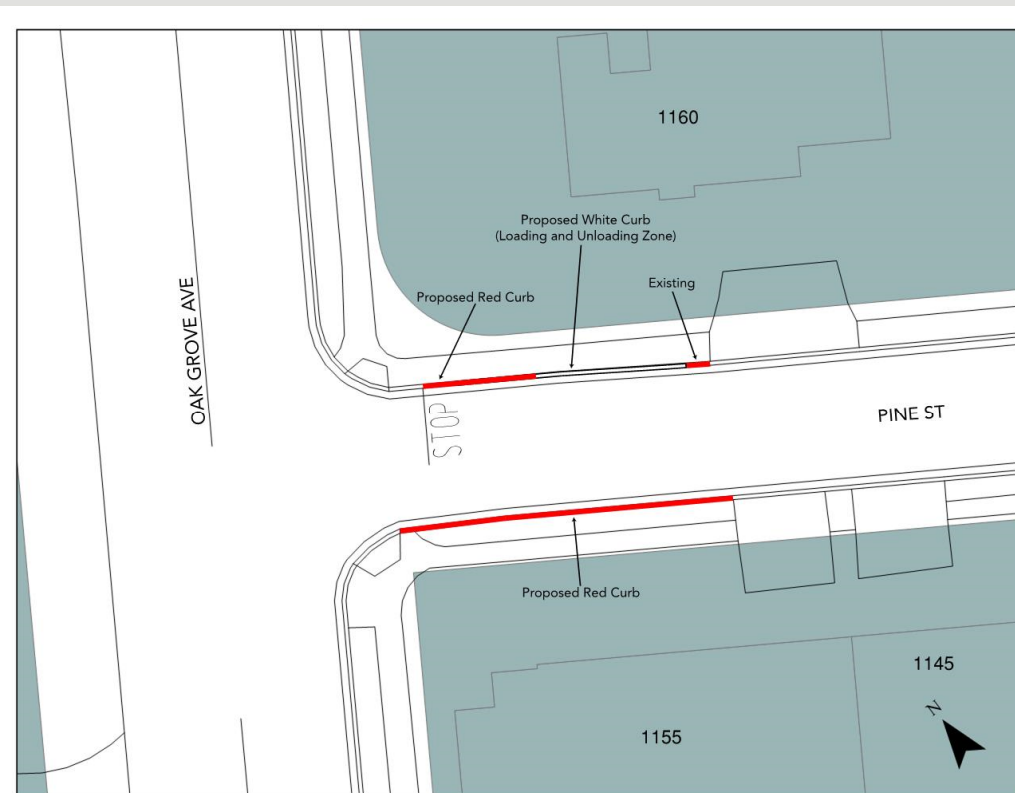
## PINE STREET



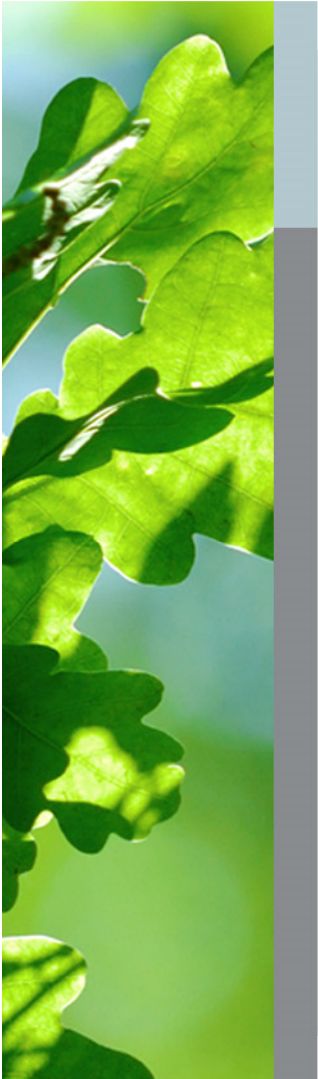




## PROPOSAL







*Staff recommends that the Complete Streets Commission adopt a resolution 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*



**THANK YOU**

**From:** Phillip Bahr <bahr5@outlook.com>  
**Sent:** Wednesday, February 13, 2019 3:17 PM  
**To:** transportation@menlopark.org  
**Cc:** Phillip Bahr  
**Subject:** "Potential White Curb Installation" (Pine Street, Transportation Meeting Agenda Item on 2/13/2019)

To Whom This Concerns:

I am in opposition to the proposal of the Potential White Curb Installation on Pine Street. The proposed Potential White (and Red) Curb Installation does not add parking, it removes parking.

**REQUEST:** I agree that we have a parking and access problem on Pine Street. What can I do to assist in a prompt resolution (say within the next thirty to ninety days)?

**BACKGROUND:** We have a bigger and yet connected problem on Pine Street. Safety and Accessibility. Pine Street is approximately twenty five feet in width. This width does not comply with current transportation standards. Cars and trucks oftentimes park illegally on our sidewalks and California Water Service meter covers. I've been told that the reason folks park on our sidewalk is to avoid getting their vehicles damaged. They've damaged our sidewalks, street tree planting areas and utility covers.

Vehicles also use our street as a short cut. I have witnessed cars darting across Ravenswood and Oak Grove onto Pine Street as they leave from a local business and school.

Of most concern, fire trucks and ambulances are unable to drive down our street in an emergency if cars are parked on both sides of the street. This is an unacceptable situation and the City was notified of this condition in 2017.

Kind Regards,

Phillip Bahr  
1119 Pine Street, B  
Menlo Park, CA 94025

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## STAFF REPORT

### Complete Streets Commission

**Meeting Date:** 3/13/2019  
**Staff Report Number:** 19-002-CSC

**Presentation:** Status update on the development of the City's Green Infrastructure Plan (GI Plan)

### Recommendation

Staff will provide an update on the forthcoming Green Infrastructure Plan to the Complete Streets Commission. The GI Plan is a State mandate that promotes clean stormwater discharge to the Bay while addressing elements of Menlo Park's transportation and environmental initiatives.

### Policy Issues

Development of the GI Plan is consistent with the following General Plan goals and programs:

#### Land Use Element Goal LU-7 and Program LU-7.I:

- Goal LU-7: Promote the implementation and maintenance of sustainable development, facilities, and services to meet the needs of Menlo Park's residents, businesses, workers, and visitors.
- Program LU-7.I: Develop a Green Infrastructure Plan that focuses on implementing City-wide projects that mitigate flooding and improve stormwater quality.

#### Circulation Element Goal CIRC-2 and Policy CIRC-2.10:

- Goal CIRC-2: Increase accessibility for the use of streets by pedestrians, bicyclists, and transit riders.  
Policy CIRC-2.10: Maximize the potential to implement green infrastructure by:
  - Reducing or removing administrative, physical, and funding barriers;
  - Setting implementation priorities based on stormwater management needs, as well as the effectiveness of improvements and the ability to identify funding; and
  - Taking advantage of opportunities such as grant funding, routine repaving or similar maintenance projects, funding associated with Priority Development Areas, public private partnerships, and other funding opportunities.

### Background

On January 1, 2016, the Regional Water Quality Control Board adopted a new Municipal Regional Permit (MRP) obligating cities to develop a Green Infrastructure Plan. Traditional stormwater management sent untreated water into the storm drain system which was directly discharged to local water bodies, like the San Francisco Bay. The use of GI advances a shift to more resilient public storm drain infrastructure by prioritizing treatment facilities that store and treat runoff through more natural means of vegetation and soils (i.e. green infrastructure). Consequently, this results in cleaner discharge to localized waterbodies while mitigating flooding in public right-of-way (ROW).

The GI Plan considers related City initiatives for prioritizing green infrastructure opportunities. For example, the Transportation Master Plan (TMP) in development was cross referenced to incorporate GI language. Additionally, GI features such as flow-through planters and curb extensions integrate well with

green street concepts including separated bicycle lanes and traffic calming. These coordination efforts will continue be reflected in both the TMP and GI Plan development processes.

The City's Engineering Division has also been promoting GI on upcoming projects in the City's capital program. Therefore, select frontage, sidewalk, and street retrofits are being analyzed for opportunities to install stormwater treatment facilities where constraints such as space and funding allow. In addition to the stormwater and safety benefits these devices provide, they can also enhance aesthetics of the street by adding landscaping and vegetation.

## Analysis

The City hired a consultant (EOA, Inc.) to develop the GI Plan in August, 2018. The consultant was scoped to complete the following tasks:

Table 1: Tasks	
Task	Scope of work
A	Prioritization and mapping of GI potential and planned projects
B	Develop process for tracking and mapping completed projects
C	Develop overall GI guidelines, standard specifications and design details
D	Develop requirements for design of projects to meet sizing requirements
E	Planning document update, summary of updates, and work plan for future plans
F	Workplan for completion of prioritized projects
G	Evaluation of funding options
H	Conduct outreach and education with public, staff and elected officials
I	Develop the GI plan, inclusive of tasks A through H above

As of date Tasks A, D, E, and H have been substantially completed. The remaining Tasks are under development with a target deadline in mid-April 2019.

Future key milestones to complete the GI Plan are outlined in the table below. Staff plans to transmit the final draft plan to the Complete Streets Commission for reference, if desired. Since many of the design details would be applicable to future transportation projects, these guidelines could serve as a reference document for the Commission going forward.

Table 2: Upcoming Milestones	
Deliverable	Target Date
GI Plan – Final Draft	April 2019
Presentation to Council	May 21, 2019
Adoption by Council	July 16, 2019
Adoption by State	Sept 30, 2019

### **Impact on City Resources**

City Council has approved a total of \$300,000 for the GI Plan over the adopted FY2016-2017, FY2017-2018, and FY2018-2019 budgets. Development of the GI Plan is not expected to exceed this amount and there is adequate funding to complete its effort.

### **Environmental Review**

The City Council's adoption of the GI Plan is categorically exempt from the California Environmental Quality Act under Guidelines §15307 (Actions by Regulatory Agencies for Protection of Natural Resources).

### **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. Green Infrastructure Presentation

Report prepared by:

Michael Fu, Associate Civil Engineer

Report reviewed by:

Theresa Avedian, Senior Civil Engineer

Nicole H. Nagaya, Assistant Public Works Director

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# GREEN INFRASTRUCTURE (GI)

## THE PLAN FOR A SUSTAINABLE FUTURE





# A PRESSING CONCERN



## THE PROBLEM

- Polluted storm water is damaging waterways and impacting environmental safety...



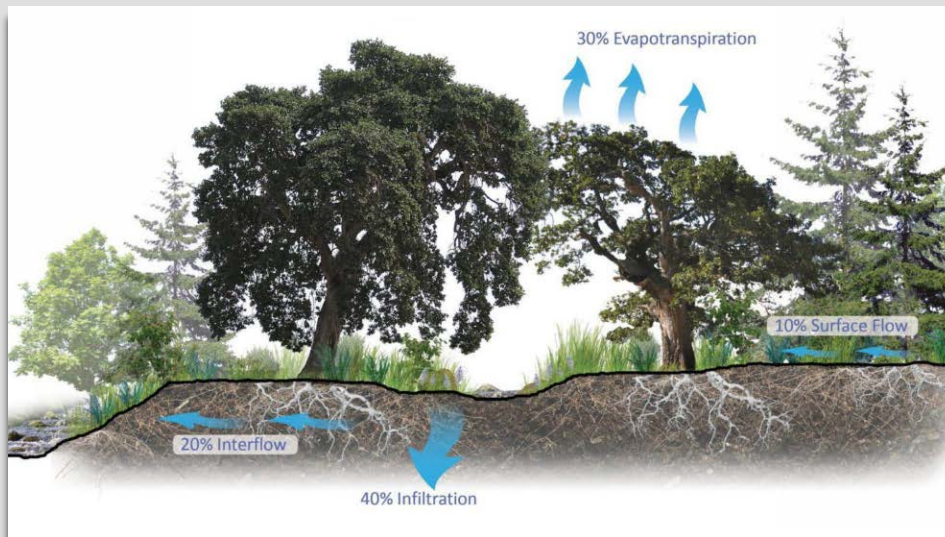
## THE CAUSE

- Impervious increase from development and infrastructure projects



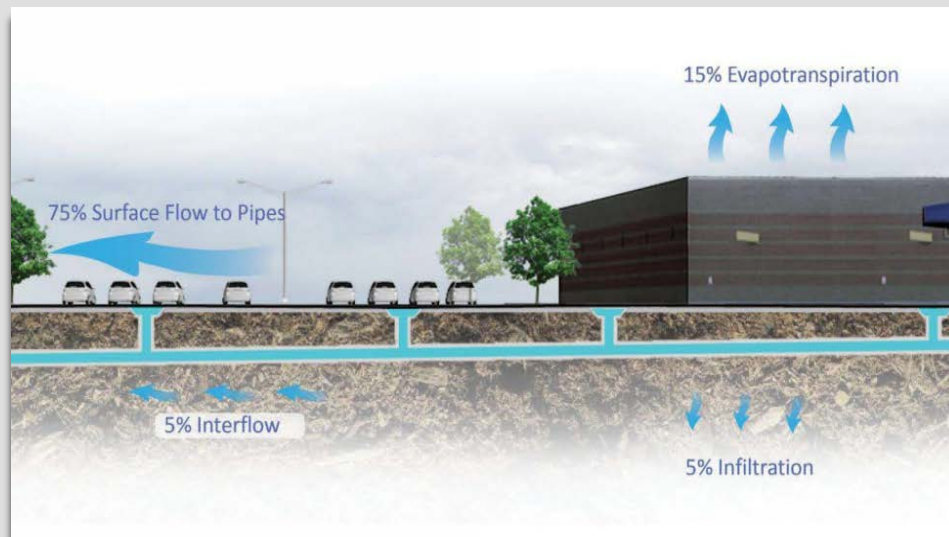
## PRE-DEVELOPMENT

- Runoff is filtered by landscape and absorbed through native soil



## POST-DEVELOPMENT

- Impervious area hinders infiltration and increases pollutant loads





## HOW ARE WE IMPACTED

- This is a key concern in Menlo Park as the City changes



Independence Drive (2007)



Independence Drive (2017)

## HOW ARE WE IMPACTED

- Untreated runoff exacerbates pollution and erosion
- Pollutants such as PCBs and mercury contaminate wildlife
- The Regional Water Board has mandated Cities to take action





# THE SOLUTION

## GREEN INFRASTRUCTURE (GI)

- Our plan for a eco-friendly, sustainable City



## WHAT IS GREEN INFRASTRUCTURE (GI)?

- Storm water treatment features that use vegetation and natural processes to mimic Pre-Development conditions.



*Example 1: GI planter strip*



*Example 2: Permeable paver w/ swale*

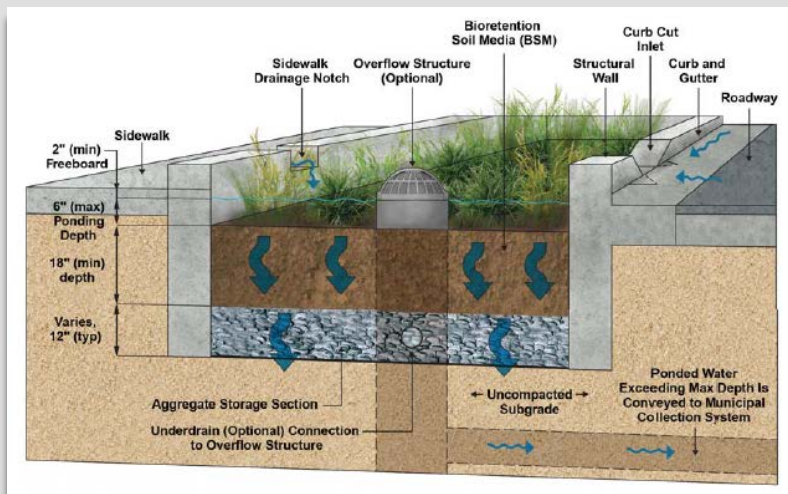


*Example 3: Bioretention Area*



## HOW DOES GI WORK?

- Vegetation and special soils treat raw storm water
- Designed to retain storm water and slow runoff



## BENEFITS OF GREEN INFRASTRUCTURE

- Promotes groundwater recharge
- Treats pollutants from runoff
- Enhances urban greening
- Mitigates flooding and erosion
- Correlated with traffic safety



## GREEN INFRASTRUCTURE (GI)

- So we can transition from this...





## GREEN INFRASTRUCTURE (GI)

- To a more sustainable future!



# ADDITIONAL EXAMPLES



## CURB EXTENSION

- Provides added buffer between vehicles and pedestrians
- Promotes safer pedestrian crossings and traffic calming



## LANDSCAPE BARRIER

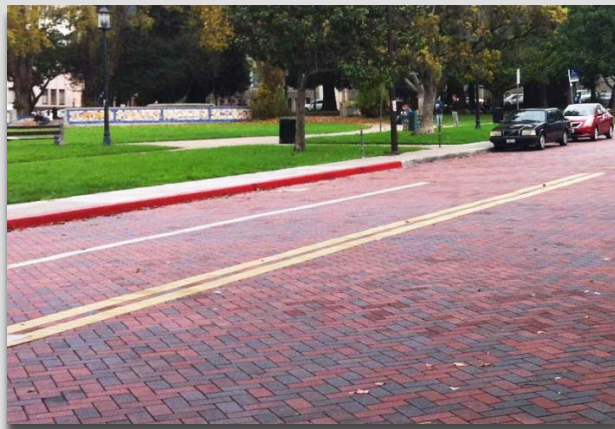
- Promotes safety between vehicles and bicycles
- Linear treatment ideal for lengthy street spans (Green Streets)





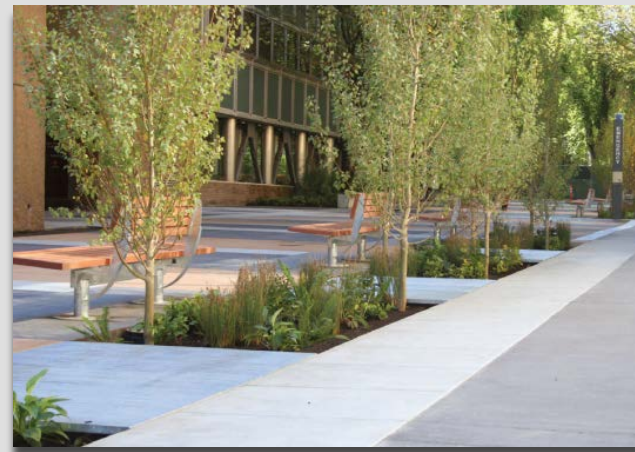
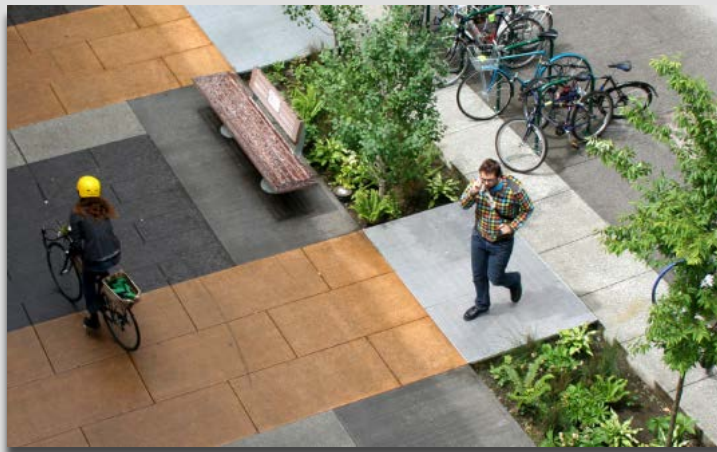
## PERMEABLE PAVING

- Good option where space is constrained
- Utilized in parking lots and low density roads



## STORM WATER TREATMENT PLANTERS

- Good option where space is limited (sidewalks, etc.)
- Enhances urban greenery and beautification





## BIORETENTION AREA

- Can accommodate select trees to promote urban greenery
- Ideal for parking lots, parks, and wider streets



## GREEN ROOF

- Mitigates heat island effect and provides recreation
- Reduces energy usage to promote sustainability







# OUR GI PLAN

## REGULATORY BACKGROUND

- The NPDES program is delegated to Regional Water Quality Control Boards
- Bay Area's Regional Board issues a Municipal Regional Permit (MRP) to regulate clean storm water
- The latest MRP requires Cities to prepare a masterplan for storm water treatment by 9/30/19 (aka **GI Plan**)



## GI PLAN – OBJECTIVES

- Update City policy to plan for GI
- Prioritize and track GI projects
- Establish design guidelines for GI
- Evaluate funding options for GI
- Promote outreach for GI



## GI PLAN – COMPLETED MILESTONES

Council Actions	Adopted
Adopted Budgets(s) FY2016 - 2019	June, 2015 – 2018
GI Workplan	May 23, 2017
RFP for GI Plan Consultant	July 3, 2017
Authorize Consultant Contract	August 6, 2018



## GI PLAN – UPCOMING MILESTONES

- We welcome your support moving forward!

Deliverable	Target Date
GI Plan – Final Draft	April, 2019
Presentation to Council	May 21, 2019
Adoption by Council	July 16, 2019
Adoption by State	Sept 30, 2019

## COMPLETE STREETS COMMISSION ROLE

- Integrate GI as part of future Transportation initiatives
- Review related GI guidelines and City policies on next slide
- Promote the concept of “no missed opportunities”
- Help promote GI outreach

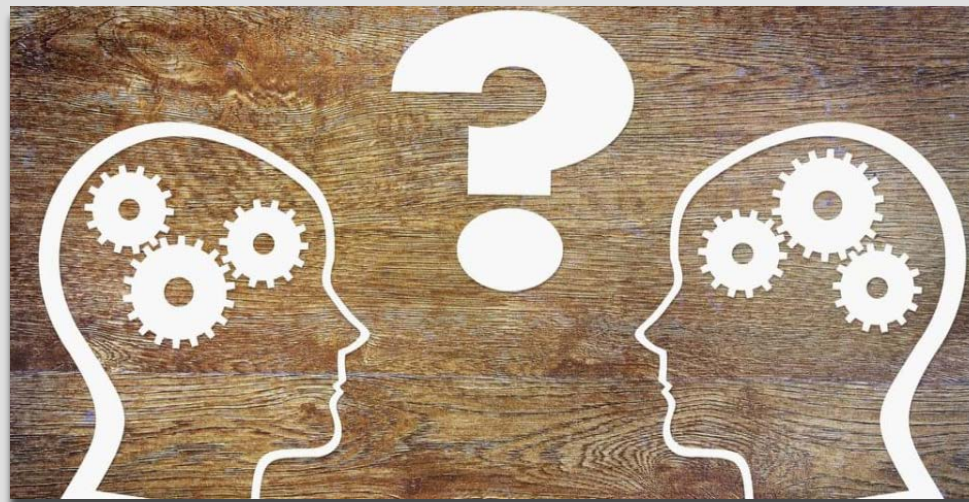


## RELATED POLICIES & PLANS

- SMC's Sustainable Streets Guidelines: [Link](#)
- General Plan Update: [Link](#)
- Transportation Master Plan: [Link](#)
- Climate Action Plan: [Link](#)
- Parks and Recreation Facilities Plan: [Link](#)



# QUESTIONS?







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