

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 8/14/2019
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 July 10, 2019 ([Attachment](#))
- E2. Provide feedback on the School Walk and Roll map development criteria and guidelines ([Staff Report #19-012-CSC](#))
- E3. Evaluate Commission subcommittees

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 Downtown Access and Parking Subcommittee (Behroozi/Goldin/Levin)
- G3. Update from Multimodal Subcommittee (Levin)
- G4. Update from Safe Routes to School Program Subcommittee (Lee/Meyer)

G5. Update from Transportation Master Plan Subcommittee (Behrooz/Levin)

G6. Update from Zero Emission Subcommittee (Goldin/Meyer)

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.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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: 7/10/2019
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call to Order

Chair Behroozi called the meeting to order at 7:04 p.m.

B. Roll Call

Present: Behroozi, Cromie, Goldin, Lee, Levin, Meyer
Absent: Cebrian, Kirsch, Weiner
Staff: Assistant Engineer Rich Angulo, Assistant Public Works Director Nikki Nagaya, Associate Transportation Engineer Kevin Chen, Senior Transportation Engineer Angela Obeso

C. Reports and Announcements

Staff Chen announced upcoming City events and a summary of City Council actions on transportation related items since the May 8 Commission meeting.

D. Public Comment

None.

E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of May 8, 2019 (Attachment)

ACTION: Motion and second (Cromie/Meyer) to approve the Complete Streets Commission regular meeting minutes of May 8, 2019, passed (6-0-3, Cebrian, Kirsch and Weiner absent).

- E2. Recommend to City Council to select concepts 1 and 3 to advance for the Middle Avenue pedestrian and bicycle rail crossing project (Staff Report #19-009-CSC)

Staff Obeso provided a presentation (Attachment).

- Jen Wolosin spoke in support of a design with a comfortable ramp width and safety. Wolosin suggested a safety-risk assessment study for the design alternatives.

ACTION: Motion and second (Meyer/Levin) to recommend to the City Council concepts 1 and 3 to advance for the Middle Avenue pedestrian and bicycle rail crossing project and appointed Commissioners Goldin and Cromie to an ad-hoc subcommittee to summarize Commission feedback in a document for future reference, passed (6-0-3, Cebrian, Kirsch and Weiner absent).

- E3. Recommend to City Council to remove on-street parking on Jefferson Drive and Chrysler Drive for installation of bike lanes (Staff Report #19-011-CSC)

Staff Angulo provided a presentation (Attachment).

- Jen Wolosin spoke on the need to assess bicycle interaction with the future bus-parking cutout, additional traffic calming measures on Jefferson Drive, and other alternative travel modes to connect local residents with services.
- Cecilia Taylor spoke on the need for essential services and alleviation of traffic congestion for the area.

The Commission encouraged staff to share the idea of shared parking between adjacent private parking lots to new developments.

ACTION: Motion and second (Goldin/Levin) to recommend to the City Council the removal of on-street parking at Jefferson Drive and Chrysler Drive for installation of bike lanes, passed (5-1-3, Meyer dissenting, Cebrian, Kirsch and Weiner absent).

- E4. Evaluate Commission subcommittees

After discussions with staff and other Commissioners, Chair Behroozi continued the item to a future meeting.

F. Informational Items

- F1. Update on Commission/Committees Policies and Procedures, Roles and Responsibilities (Staff Report #19-010-CSC)

Staff Nagaya made a presentation. Chair Behroozi invited the Commission to provide input and questions. Levin received clarifications on the level of effort staff can provide for future subcommittee meetings.

- F2. Update on conflict of interest regulation (Memorandum)

Staff Chen provided a presentation (Attachment). Chair Behroozi invited the Commission to provide input and questions. The Commission collectively agreed that both staff and commissioners should take a proactive approach in identifying potential conflicts in the future.

- F3. Update on major project status

Staff Chen provided updates on the neighborhood traffic management program projects and the safe routes to school program.

G. Committee/Subcommittee Reports

- G1. Update from Active Transportation Network Subcommittee

None.

G2. Update from Downtown Access and Parking Subcommittee

Commissioner Levin announced potential upcoming educational events, with additional event information to follow in future meetings.

G3. Update from Multimodal Subcommittee

None.

G4. Update from Safe Routes to School Program Subcommittee

Commissioner Lee requested the subcommittee review the final draft school walk and roll maps.

G5. Update from Transportation Master Plan Subcommittee

None.

G6. Update from Zero Emission Subcommittee

None.

H. Adjournment

Chair Behroozadi adjourned the meeting at 9:50 p.m.



STAFF REPORT

Complete Streets Commission

Meeting Date: 8/14/2019
Staff Report Number: 19-012-CSC

Regular Business: Provide feedback on the Safe Routes to School Walk and Roll Map Development Criteria and Guidelines

Recommendation

Staff recommends the Complete Streets Commission provide the following feedback on the Safe Routes to School Walk and Roll map development criteria and guidelines:

1. Identifying age-appropriate bicycling and walking distances and routes;
2. Choosing routes outside age-appropriated bicycling and walking distances;
3. Recommending how to present the bicycle network on a Citywide scale.

Policy Issues

The development of a Citywide Safe Routes to School program was included as one of the top-six priority projects in the City Council's adopted 2018 work plan. The program is continuing in the 2019-2020 school year. The program is also an implementation program included in the 2016 general plan circulation element.

Background

On February 6, 2018, the City Council adopted its 2018 work plan, including the Citywide Safe Routes to school program and further prioritized it as one of the city's top-six priority projects. Staff released a request for proposals for professional services on May 2, 2018. Six proposals were received by the May 23, 2018 deadline and ultimately after review, Alta Planning + Design was recommended and awarded a contract.

The Citywide Safe Routes to School program is comprehensive by encouraging cooperation amongst private schools and four public school districts: Las Lomas Elementary School District, Menlo Park City School District, Ravenswood City School District, and Sequoia Union High School District. These schools are either located in Menlo Park or serve Menlo Park residents. Additional cooperation is necessary amongst various stakeholders, including but not limited to the following: City of East Palo Alto, Town of Atherton, San Mateo County, and the San Mateo County Sheriff's Office.

As part of the scope of work, Alta Planning + Design would create 15 individualized Walk and Roll maps to identify safe bicycling and walking routes for children to travel to school. The agreement was later amended to have a new grand total of 24 maps to include every public and private school that is either in Menlo Park or serves Menlo Park residents. This allocation of resources signifies that every one of the 24 schools – both public and private – is important and integral to creating a true Citywide Safe Routes to School program.

Analysis

There are many challenges for creating distinct maps for 24 schools, including verification of data sets, various attendance boundaries, and infrastructure differences between different parts of Menlo Park and nearby cities. With 24 schools concentrated in Menlo Park and surrounding areas of unincorporated San Mateo County, Atherton and East Palo Alto, many schools share the same roadways. This is a benefit and challenge in itself, as the perceived level of safety for each roadway may differ based on a child's age. Table 1 provides the grade ranges at each school.

Table 1: Schools in the Menlo Park area		
Public / private school districts	Elementary / middle school sites	Middle / high school sites
Las Lomas Elementary School District	1. Las Lomas Elementary (K-3) 2. La Entrada School (4-8)	N/A
Menlo Park City School District	1. Encinal School (K-5) 2. Hillview Middle (6-8) 3. Laurel School Lower Campus (K-2) 4. Laurel School Upper Campus (3-5) 5. Oak Knoll School (K-5)	N/A
Ravenswood City School District ¹	1. Belle Haven School (K-8) 2. Willow Oaks School (K-8)	1. Ravenswood Middle School (6-8)
Sequoia Union High School District	N/A	1. Menlo-Atherton High (9-12) 2. TIDE Academy (9-12)
Private schools (Atherton)	N/A	1. Menlo School (6-12) 2. Sacred Heart Schools (P-12)
Private schools (Menlo Park)	1. Alto International School (P-12) 2. Beechwood School (K-8) 3. Nativity Catholic School (P-8) 4. Peninsula School (P-8) 5. Phillips Brooks School (P-5) 6. St. Raymond School (K-5) 7. Synapse School (K-8) 8. Trinity School (P-5)	1. Mid-Peninsula High (9-12) 2. Lydian Academy (6-12)
¹ Grades 6, 7, and 8 at Belle Haven School and Willow Oaks School are being phased out as Ravenswood Middle School enrolls its Grade 6, 7 and 8 classes.		

Alta Planning + Design drafted maps using existing facility data from the City and their expertise with Safe Routes programs nationally and locally to identify the best routes for bicycling and walking for each specific school. These drafts were provided to City staff for review and feedback before the draft maps were released online to community members, schools, school districts, and local parents for further critique. This online release, along with a feedback survey hyperlink, was conducted in coordination with the Safe Routes Spring Party kickoff meeting that occurred in March 2019.

The feedback period lasted from March 2019 to June 2019. Feedback was comprised of 16 individual responses, along with meetings with various school stakeholders. A detailed listing of outreach and feedback collection is provided by Alta Planning + Design as Attachment A. After reviewing community

feedback, the maps were generally well received and appreciated by community members. However, common themes and several questions began to appear including:

1. Infrastructure gaps of sidewalks, bicycle lanes that are visibly apparent on the map;
2. Too many 'suggested routes', which may not be scaled properly to each school;
3. Not enough information on each map, such as peak period traffic patterns immediately around the schools.

Walk and Roll Maps are meant to serve the community by suggesting the best walking and bicycling routes to school, but these maps do not replace each parent using their best judgment determine what is safe for their children. The goal of the Safe Routes to School program is to not only have each map best serve the school community in the local context within the neighborhood, but to also show how it connects with other parts of Menlo Park. Next steps will involve determining how much information to present on each map. As such, staff requests the Complete Streets Commission's feedback prior to releasing the maps for use during the upcoming 2019-2020 school year. A list of questions and requested feedback is provided below for the 10 public school draft maps currently available (Attachment B).

1. Identifying age-appropriate bicycling and walking distances and routes;
2. Recommending routes that may be outside of age-appropriate distance or attendance boundary; Identifying how to present the continuity of the bicycling and walking network within Menlo Park on a larger scale.

Impact on City Resources

The Walk and Roll maps are prepared under Alta Planning + Design's agreement for services to initiate a Citywide Safe Routes to Schools program.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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. Alta Planning + Design Walk and Roll maps memo
- B. Hyperlink – Walk and Roll Maps:
menlopark.org/DocumentCenter/View/22587/Walk-and-Roll-Maps-August-2019-Drafts

Report prepared by:
Nicholas Yee, Transportation Demand Management Coordinator

Report reviewed by:
Nicole H. Nagaya, Interim Public Works Director

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City of Menlo Park Safe Routes to School Program

Walk and Roll Maps Memo

This memo details for the Complete Street Commission (8/14/19 meeting) the process to create, with the input of the community, the Suggested Route Maps for the schools that serve Menlo Park families.

Alta's Scope of Work

Last fall, Alta developed 13 Suggested Route Maps for schools in Menlo Park (10 for public schools and three for private schools) using information provided by the City of Menlo Park and worked with district representatives to conduct an initial review. Alta also provided Spanish translations for three maps (as requested by Ravenswood City School District).

From March to June, the SRTS Coordinator shared these draft maps with the parent and school communities to confirm suggested routes and receive input in order to revise each map. The final files were packaged in GIS, Adobe Illustrator, and Adobe InDesign.

Alta has also developed 10 additional Suggested Route Maps that has not been published or reviewed yet.

Map Creation Process

At the start of the project, Alta provided to the City a data request memorandum that outlined data needed including, but not limited to GIS layers, school enrollment areas, location and timing of crossing guards, school bell schedules, student and bus loading locations, bike parking, traffic speeds, and traffic volumes. Alta also processed information from parent surveys, school transportation studies, existing school SRTS plans, walk audit reports, and collision data.

Alta identified the scale and radius (age-appropriate distances to walk and bike to school) to include on the maps along with the other items that should be shown. Alta created the maps using suggested routes to school first developed in 2013, then editing and adding routes based on the data available, infrastructure updates, and notes from the stakeholder meetings.

Outreach and Feedback Collection

The draft maps (March versions) were published on the SRTS page on the city website with a hyperlink to a survey on the Walk and Roll maps and the SRTS Strategy. Parents were invited to answer the survey through school newsletters and the City Weekly Digest. The SRTS Coordinator collected responses from mid-April to mid-June (end of school year), a total of 16 responses.

From March to July, the SRTS Coordinator and the City also met with the school districts, schools, parents, and students to collect feedback on the maps.

Meetings:

- School districts: three meetings with Menlo Park City School District, Las Lomitas School District (LLSD), and Ravenswood City School District
- School principals or vice-principals: seven meetings with Laurel, Hillview, Mid-Peninsula, Menlo-Atherton High School, Belle Haven, and Willow Oak
- Parents for Safe Routes
- Student group at La Entrada: five students
- Parents from LLSD: two parents
- Parents outreach at Produce Mobile, Willow Oak School: eight parents
- Parents outreach at drop off hour in front of Belle Haven: six parents, one teacher, three students, and one crossing guard

Map Revisions

The feedback and comments from the meetings and the survey were collected in a document and most were integrated to the maps. All the edits were documented in the collection document.

Main edits on the July versions include:

- **Addition of new routes:** generally, all the suggestions for new routes were added and, as requested, routes from other schools that are within the attendance area were also added.
- **Walking routes vs. biking routes:** suggested walking routes (with or without sidewalk) were separated from biking routes (with or without bike lane). Also, existing bike facilities are now shown as “other bike lane/route.”
- **Third radius:** a third radius circle (20-minutes biking distance) was added for middle schools.

A final round of input was conducted, as requested by a resident, to catch last mistakes. Considering the inaccuracy in the data, the SRTS Coordinator and the City conducted field visits and Google Street View to validate existing infrastructure (sidewalk, parking restriction, crosswalk, light, etc.). The maps will be updated based on this final feedback.