

# Complete Streets Commission



## REGULAR MEETING AGENDA

**Date:** 9/9/2020

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

**Regular Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Complete Streets Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
  - Access the special meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID# 959 6579 2741
  - Access the regular meeting real-time via telephone (listen only mode) at:  
(669) 900-6833 Regular Meeting ID # 959 6579 2741

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org). The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](http://menlopark.org/agenda)).

### Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741)

#### 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 August 12, 2020 ([Attachment](#))
- E2. Recommend to City Council to establish a 15 mile per hour speed limit zone along the frontage of La Entrada Middle School and approve an asphalt pathway design and restrictive parking hours for the Sharon Road sidewalk project ([Staff Report #20-005-CSC](#))
- E3. Review and discuss the Complete Streets Commission work plan for 2020-2021 ([Staff Report #20-006-CSC](#))
- E4. Evaluate commission subcommittees

## **F. Informational Items**

- F1. Update on major project status

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

- G1. Update from Active Transportation Network Subcommittee (Kirsch)
- G2. Update from Climate Action Plan Subcommittee (Cromie/Levin/Meyer)
- G3. Update from Downtown Access and Parking Subcommittee (Behroozi/Levin)
- G4. Update from Multimodal Subcommittee (Cebrian/Levin)
- G5. Update from Safe Routes to School Program Subcommittee (Cebrian/Lee/Meyer)
- G6. Update from Transportation Master Plan Subcommittee (Behroozi/Levin)
- G7. Update from Zero Emission Subcommittee (Cromie/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 City Council 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 by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 9/3/2020)

# Complete Streets Commission



## REGULAR MEETING MINUTES - DRAFT

**Date:** 8/12/2020

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

**Regular Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

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Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741)

### A. Call to Order

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

### B. Roll Call

Present: Behroozi, Cebrian, Cromie, Kirsch, Lee, Levin, Meyer, Wyatt

Absent: Espinosa

Staff: Associate Transportation Engineer Rene Baile, Engineering Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen

### C. Reports and Announcements

Staff Chen reported a summary of City Council actions on transportation related items since the July

8, 2020, Commission meeting.

Chair Levin inquired about the climate action plan and reported on Caltrain funding status. Commissioner Lee inquired about the Willows neighborhood turn restrictions project.

#### **D. Public Comment**

- Jen Wolosin spoke in support of retaining safe route projects for Laurel Upper/Lower Schools and on a grant to examine the feasibility of first/last mile autonomous vehicles.
- Ken Kershner spoke about Assembly Bill #1286 relating to mobility devices.
- Daniel Hom spoke about safety issues on Willow Road.
- Alice Hom spoke on the need for traffic calming measures on Willow Road and requested for the commission to agendize it.
- Josh Spira spoke on the need for traffic calming measures on Willow Road.

#### **E. Regular Business**

E1. Approve the Complete Streets Commission regular meeting minutes of July 8, 2020 (Attachment)

**ACTION:** Motion and second (Behroozi/Kirsch) to approve the Complete Streets Commission regular meeting minutes of July 8, 2020, with one correction to remove the name “Weiner” from the attendance list, passed (7-1-1, Cromie abstained, Espinosa absent).

E2. Review and provide comments on the 2019 citywide speed limit survey and recommend approval of the survey to City Council (Staff Report #20-004-CSC)

Staff Baile made the presentation (Attachment).

- Jen Wolosin spoke in support of changing the practice of using the eighty-fifth percentile speed to determine roadway speeds and City of Palo Alto’s current practice.
- Pam Jones spoke in support of lowering the speed limit on Chilco Street.

**ACTION:** Motion and second (Levin/Behroozi) to recommend to City Council to approve the citywide speed limit survey and additionally, in support of the City’s vision zero and congestion reduction goals, recommend to City Council to: 1) pursue a policy of a citywide 25 miles per hour speed limit, 2) pursue policies to redesign streets to encourage lower vehicular speed, 3) support legislations to amend the practice of using 85<sup>th</sup> percentile speed to determine roadway speeds, passed (8-0-1, Espinosa absent).

#### **F. Informational Items**

F1. Update on major project status

Staff Chen provided updates on the transportation master plan and the Middle Avenue pedestrian/bicycle rail crossing project.

Chair Levin provided an update on a new section of the Bay Trail serving Menlo Park.

**G. Committee/Subcommittee Reports**

G1. Update from Active Transportation Network Subcommittee

Commissioner Kirsch asked staff to share a Middle Avenue bike lane proposal, prepared by former commissioner Weiner, with the commission offline.

G2. Update from Climate Action Plan Subcommittee

Commissioner Levin reported on the current status of the City's climate action plan.

G3. Update from Downtown Access and Parking Subcommittee

None.

G4. Update from Multimodal Subcommittee

Commissioner Levin reported on a funding measure that will support Caltrain operation.

G5. Update from Safe Routes to School Program Subcommittee

Commissioner Lee reported on the bus service shortage for the upcoming school year and asked staff to share the latest progress with the commission offline.

G6. Update from Transportation Master Plan Subcommittee

Commissioner Levin reported on the project status and received consensus to provide public comment at the August 18 City Council meeting.

G7. Update from Zero Emission Subcommittee

None.

**H. Adjournment**

Chair Levin adjourned the meeting at 9:12 p.m.

Kevin Chen, Senior Transportation Engineer

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**REVIEW AND PROVIDE COMMENTS ON THE 2019 CITY WIDE  
SPEED LIMIT SURVEY AND RECOMMEND APPROVAL OF THE  
SURVEY TO CITY COUNCIL**

**AUGUST 12, 2020**

ARRIAGA FAMILY  
GYMNASIUM





## SPEED VS. CRASH AND FATALITY RISK

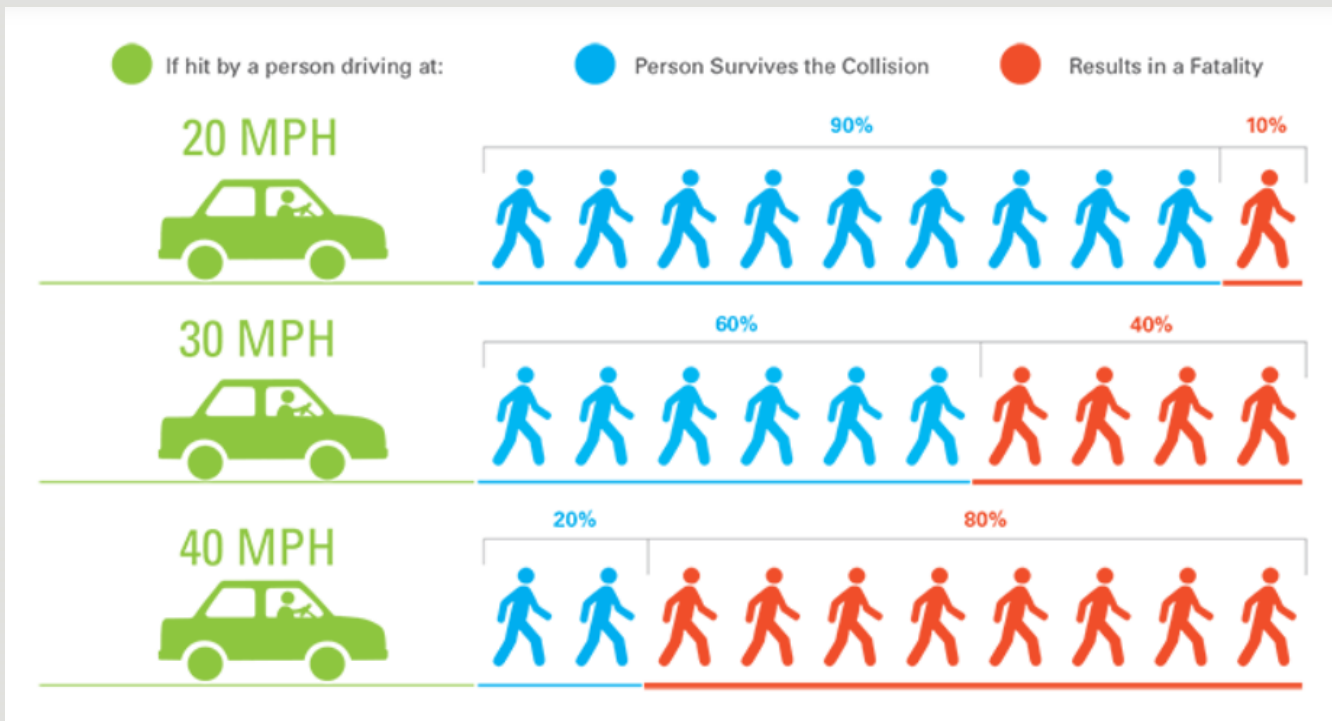
<b>SPEED (MPH)</b>	<b>STOPPING DISTANCE (FT)*</b>	<b>CRASH RISK (%)†</b>	<b>FATALITY RISK (%)†</b>
10–15	25	5	2
20–25	40	15	5
30–35	75	55	45
40+	118	90	85

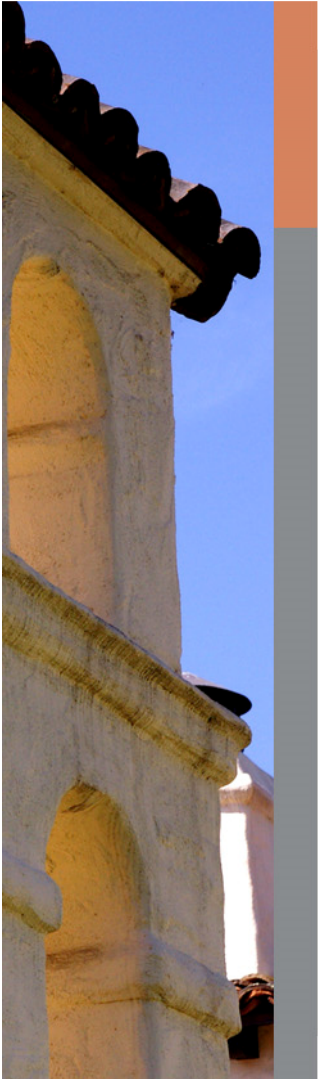
\* Stopping Distance includes perception, reaction, and braking times.

† Source: Traditional Neighborhood Development: Street Design Guidelines (1999), ITE Transportation Planning Council Committee 5P-8.



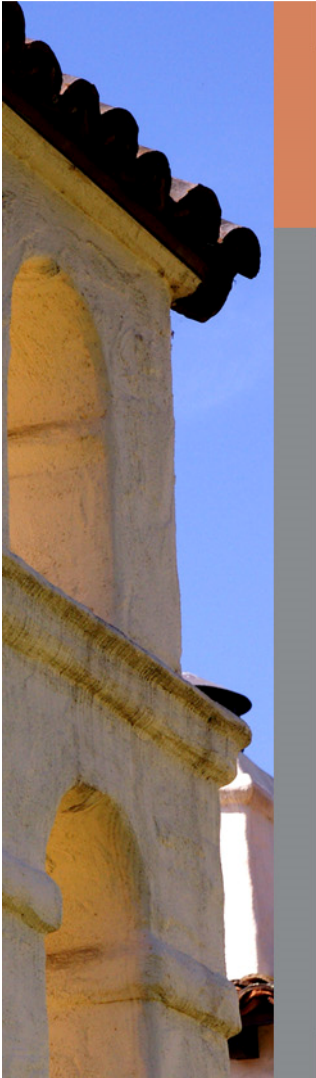
## SPEED VS. CRASH AND FATALITY RISK





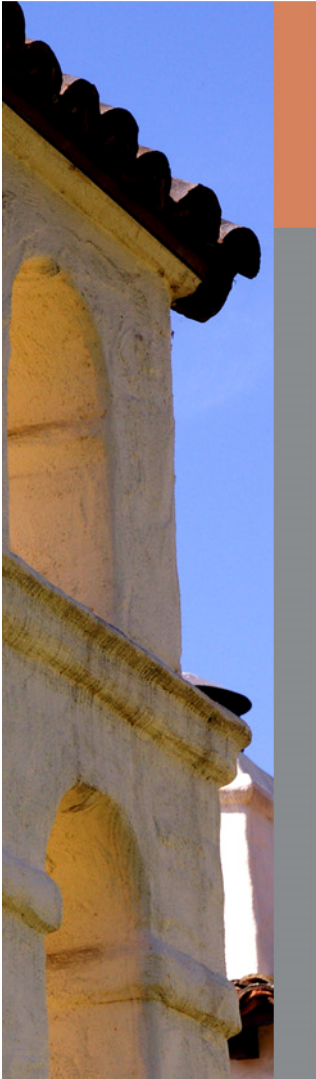
## CITY GOALS AND POLICIES

- Policy Circ 1.1: Vision Zero. Eliminate traffic fatalities and reduce non-fatal collisions by 50% by 2040
- Policy Circ 1. 2: Develop and implement enforcement program



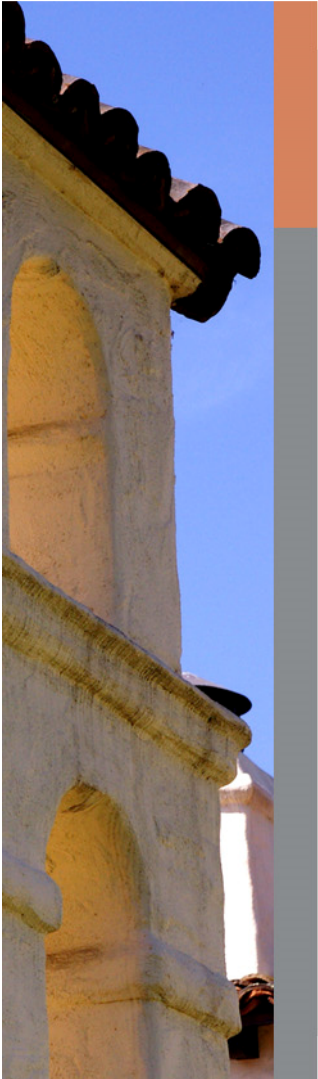
## CALIFORNIA VEHICLE CODE (CVC)

- Establishes the permitted speeds on city streets
- Allow local jurisdictions to reduce speeds and enforce reduced speeds based on an Engineering & Traffic Survey (E&TS)
- CVC 40802: E&TS is valid up to 5 years but can be extended to 7 or 10 years with specific conditions  
Without E&TS, enforcement with use of radar or other electronic devices will constitute as “speed traps” and therefore, prohibited.



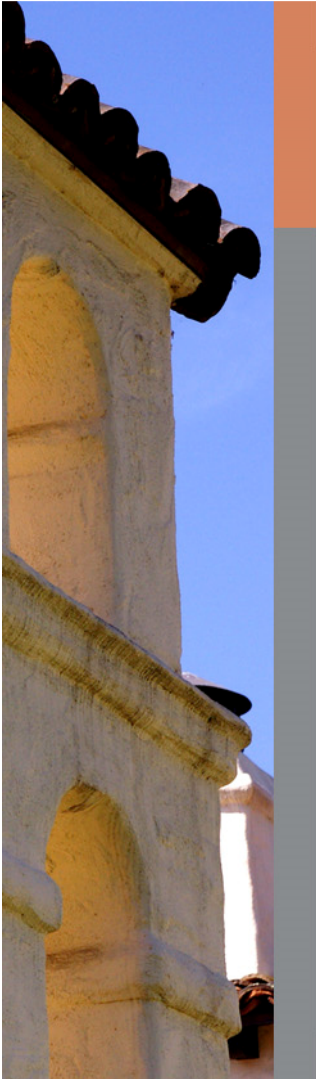
## CALIFORNIA VEHICLE CODE (CVC)

- CVC 627: Defines requirements of an E&TS
  - Accident Report last three years
  - Roadway conditions not apparent to drivers
  - Speed surveys
  - Additional factors
- CVC 21400 (b) allows rounding down of 85<sup>th</sup>ile speed.



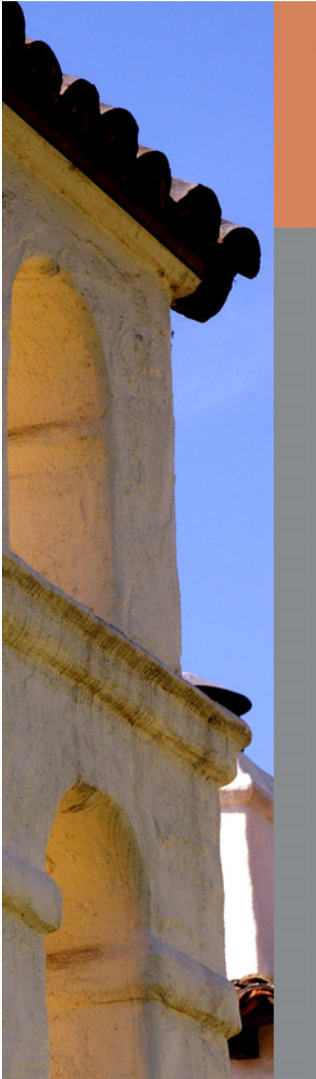
## LEVEL OF POLICE ENFORCEMENT

- 751 speeding citations issued from 2017 to 2019, which had 337 speeding citations
- Level of speed enforcement will decrease due to the dissolution of the Traffic Unit
- Ability to enforce speed limit remains



## 2019 CITYWIDE SPEED LIMIT SURVEY

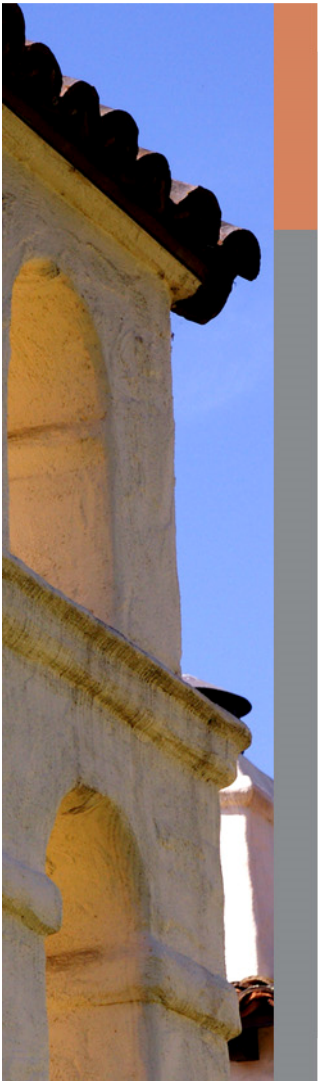
- 27 streets with 43 roadway segments were surveyed, similar to 2012 survey
- E&TS was conducted by transportation engineering consultant and subsequently, reviewed by staff (Transportation & Police)



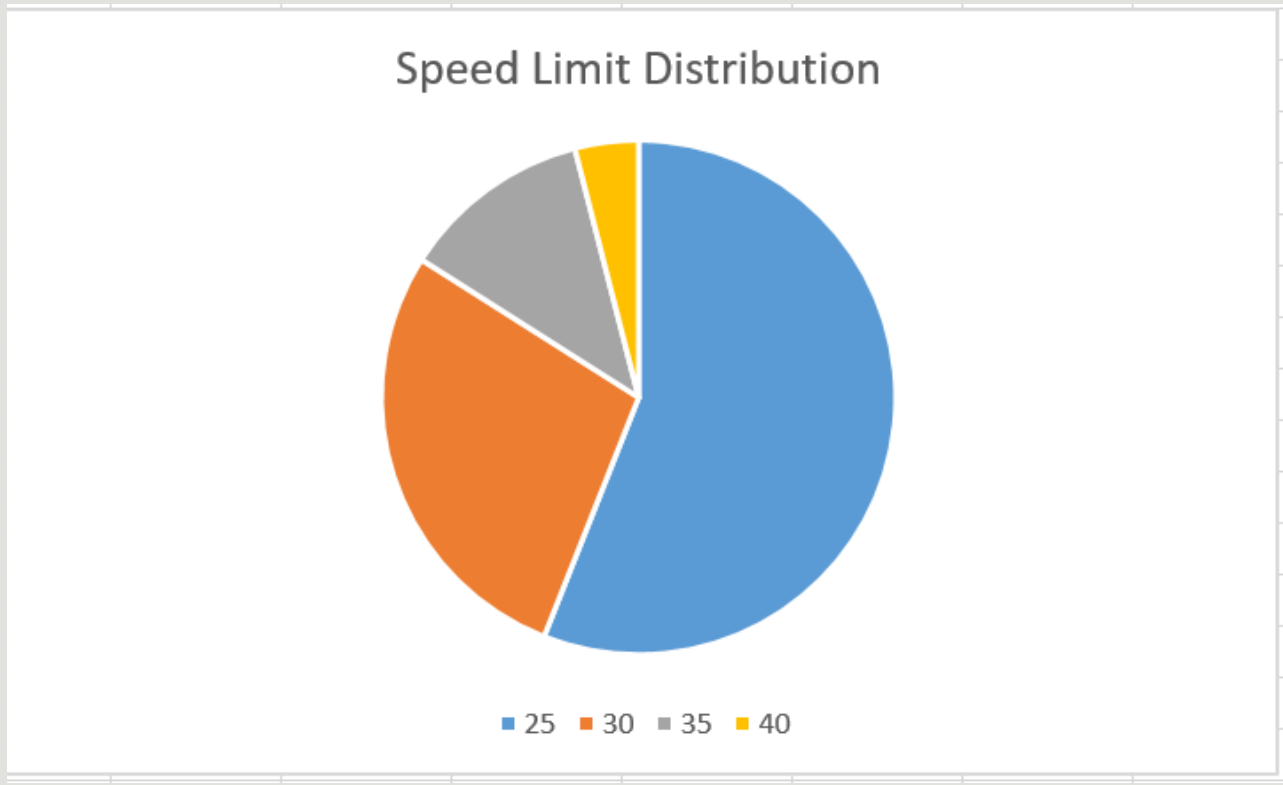
## STAFF'S RECOMMENDATION

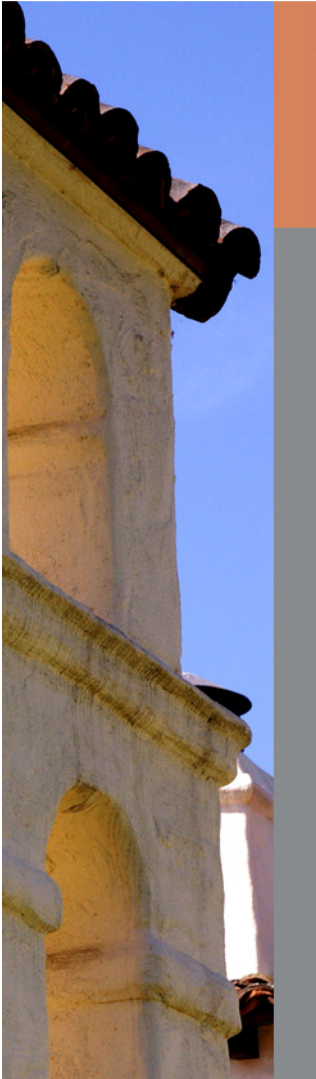
- 7 roadway segments to have speed limits reduced by 5 mph
- 35 roadway segments to have speed limits to remain unchanged
- One roadway segment to be re-surveyed.





## STAFF'S RECOMMENDATION





## NEXT STEPS

- One roadway segment to be re-surveyed
- For Council review and approval, including a City Ordinance for speed limit reductions at 7 roadway segments
- Sign replacements at estimated cost of \$300 per sign.



THANK YOU

## Public Works



## STAFF REPORT

**Complete Streets Commission****Meeting Date:** 9/9/2020**Staff Report Number:** 20-005-CSC

**Regular Business:** **Recommendation to City Council to establish a 15 mile per hour speed limit zone along the frontage of La Entrada Middle School and approve an asphalt pathway design and restrictive parking hours for the Sharon Road Sidewalk project**

**Recommendation**

Staff recommends that the Complete Streets Commission recommend the following to City Council for the Sharon Road Sidewalk project:

- Approve an asphalt pathway design along the north side of Sharon Road from Alameda de las Pulgas to Altschul Avenue (Attachment B).
- Adopt a resolution to implement a “no stopping” on-street parking zone per Table 2.
- Establish a 15 mile per hour (mph) speed limit zone along the frontage of La Entrada Middle School during school hours per Table 3.

**Policy Issues**

The project is consistent with the 2016 General Plan Circulation Element. CIRC-1.9 supports Safe Routes to School programs which enhance the safety of school children who walk and bike to school.

**Background**

Sharon Road is a residential street servicing low volume traffic from vehicles, bicyclists, and pedestrians. This corridor is also used by students of La Entrada Middle School and is identified in the City’s Safe Routes to School program (Attachment A) and Capital Improvement Program (FY2019-2020). The project spans Sharon Road from Alameda de las Pulgas to the intersection of La Entrada Middle School at Altschul Avenue. The intersection of Sharon Road and Alameda de las Pulgas is within San Mateo County’s right of way and staff is coordinating with the County on future improvements in this area per the Analysis section.

The existing right-of-way is sixty feet wide and includes a two-way asphalt road with residential frontages along each side of the edge of pavement. Residential frontages generally consist of landscaping, gravel, walls, drainage structures, asphalt driveways, and parking strips. Limited parallel parking is available on both sides of Sharon Road, however, the site does not include a contiguous ADA pedestrian walkway. Additionally, the site is prone to ponding during rain events due to existing low points and inadequate drainage structures. As a result, pedestrians are reported to walk into the roadway to bypass local flooding. The current walking path is also obstructed by parking which further exacerbates this condition.

In June 2018, a petition amongst the residents of 2100 Block Sharon Road was conducted to gauge support for building a pedestrian walkway within the project limits. Although staff was not involved with this initial

outreach effort, copies of the signed petition were made available and indicate majority support for the initiative.

## Analysis

### Design Criteria

In 2019, staff developed two conceptual design options in preparation for public outreach. These options include an at-grade asphalt path and a raised concrete sidewalk. Design criteria assessed during this phase are included in Table 1 below and per Attachment B.

Table 1: Summary of project design criteria		
Design criteria	Option 1: Asphalt pathway*	Option 2: Concrete sidewalk*
<b>Walkway width (feet)</b>	Varies by ROW (4' to 8')	Varies by ROW (4' to 5')
<b>Walkway elevation (inches)</b>	At grade with edge of pavement	Raised six-inch curb
<b>Intersection improvements</b>	Sidewalk, driveway & curb ramp	Sidewalk, driveway & curb ramp
<b>Drainage improvements</b>	Install drainage gutter	Install drainage gutter
<b>Parking retention</b>	Restricted parking per Table 3	Eliminate parking
<b>Bicycle facilities</b>	Bike route (sharrows)	Bike route (sharrows)
<b>Preliminary estimate</b>	\$500,000	\$550,000
*Both pathway options abide by ADA accessibility standards.		

- **Pathway Alignment:** The north-side of Sharon Road is generally flat and wider than its southern counterpart. Constructing the pathway along this span is preferable and would be less invasive to existing site features. The project's south-side contains obstructions such as heritage trees and poles, additionally, the Sharon Court intersection is narrow and steep which would present a challenge for ADA compliance.
- **Intersection Improvements:** ADA sidewalks, driveways, and curb ramps are proposed where Sharon Road intersects with Altschul Avenue per Attachment B. These improvements are critical for access to and from La Entrada Middle School and the continuity of travel. The project may also include similar improvements at the intersection of Alameda de las Pulgas pending coordination with the County of San Mateo as further described in the Next Steps section herein.
- **Drainage Improvements:** Staff surveyed the site and noted dips and substandard stormwater conveyance structures along the edge of pavement. Consequently, the asphalt pathway includes a 24" min valley gutter which also serves as a barrier between the vehicular and pedestrian travel ways. By contrast, the sidewalk option includes an attached 18" gutter. Both conceptual designs propose a 24" min valley gutter along the south side of the project.
- **Restricted Parking:** The existing site includes limited parallel parking on both sides of Sharon Road. The asphalt design would retain parking along the north-side where right-of-way width allows. Parking would be restricted during certain school hours per Table 3. The sidewalk option eliminates north-side parking entirely due to lack of space.

- **Bicycle Lane Study:** Staff determined that dedicated bike lanes are not feasible since the roadway width (23' to 30' total) is too narrow to accommodate this feature alongside 11' vehicular lanes. Therefore, both options include sharrows for shared bicycle and vehicular usage.
- **Cost:** Staff performed a preliminary construction estimate with results summarized in Table 1. Both estimates include a 10 percent contingency and 15 percent construction administration fee.

Public Outreach

On January 15, 2020, staff held a public meeting at La Entrada Middle School to request community feedback on the two design options. Staff discussed the advantages and disadvantages of each alternative in addition to the project’s design criteria. After the meeting, staff posted the project to La Entrada’s PTA Newsletter which broadened outreach to parents and residents beyond Sharon Road. The newsletter article included a summary of the public meeting in addition to an online comment box.

Of the 19 comments received, 12 favored the asphalt pathway, three preferred the concrete sidewalk and two expressed support for either option. Advocates for the asphalt pathway, including the residents of 2100 block Sharon Road, were generally attracted to its less invasive frontage impacts and potential to retain parking. Proponents of the raised concrete sidewalk preferred the elevated curb as a physical barrier and security feature. Multiple commenters also expressed a desire to lower the site’s speed limit as an added safety measure.

Recommendations

Staff recommends the asphalt pathway design for the project. The asphalt pathway would retain parking along the project’s northern frontage where right-of-way width allows. Staff also recommends restricting parking during school drop-off and pick-up times to ensure an unobstructed pathway for students. Additionally, staff will be seeking authorization from the City Council to shift these restrictions as needed, to match the most current school bell schedules. Table 2 shows the recommended restrictive time durations, relative to La Entrada Middle School’s operating hours:

Table 2: “No Stopping” Schedule at Sharon Road			
	Total Duration	From	To
<b>Morning</b>	30 min	25 min before bell	5 min after bell
<b>Afternoon</b>	60 min	20 min before first bell	15 min between bells & 25 min after second bell

The times in Table 2 are based on 2019-2020 bell times for La Entrada Middle School. The morning parking restrictions would be between 8:05 AM to 8:35 AM to accommodate the 8:30 AM start time for all students. The afternoon parking restrictions would be between 2:40 PM to 3:40 PM to accommodate the 3:00 PM end time for 4th and 5th graders, and the 3:15 PM end time for 6th to 8th graders.

Similar to other school frontage roads within the City (i.e. the Laurel Upper School), staff recommends reducing vehicular speeds to 15 mph at streets adjacent to La Entrada Middle School per Table 3. These speed reductions would be accompanied by speed limit signs and apply to school hours.

Table 3: Reduced speed zones at La Entrada Middle School		
Frontage Road	From	To
<b>Sharon Road</b>	Altschul Avenue	Eastridge Avenue
<b>Altschul Avenue</b>	Avy Avenue	Sharon Road

Through the public outreach process, residents of the project site expressed a desire to add safety features to the site. Such requests are typically handle through the City’s Neighborhood Traffic Management Program (NTMP), thus beyond the scope of this project. The request has been forwarded to the City’s Transportation Division for further action.

Next steps

If needed, staff will incorporate the Commission’s final recommendations into the conceptual design plan and present it to the City Council for approval prior to advancing design efforts. The project is tentatively scheduled for construction bidding in spring 2021 with the aim to finish construction prior to the opening of the 2021 school year.

As illustrated, the project currently includes upgrading the connecting northwest curb ramp at the intersection of Alameda de las Pulgas and Sharon Road, to comply with ADA requirements. The County of San Mateo is currently developing a corridor plan for the County portion of Santa Cruz Avenue/Alameda de las Pulgas. The City is a member of the County’s project Task Force and will continue to coordinate with the County to ensure project success.

**Impact on City Resources**

This project is included in the City’s 2019-20 Capital Improvement Program with a total budget of \$935,000. To date staff expended approximately \$40,000 for research, outreach, and consultant fees for topographic surveys and renderings. Preliminary construction estimates for the asphalt pathway option total \$500,000 and the project is anticipated to fall within its available budget. No additional funds or staff resources are requested at this time.

**Environmental Review**

The Project is categorically exempt under Section 15301 – Class 1 and Section 15304 – Class 4 of the current California Environmental Quality Act Guidelines. Both sections allow for minor alterations of existing facilities, including existing 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 postcards to residents and property owners within 500 feet of the project. Staff also advertised the meeting on La Entrada Middle School’s PTA Newsletter and Parents for Safe Routes website prior to the meeting.

**Attachments**

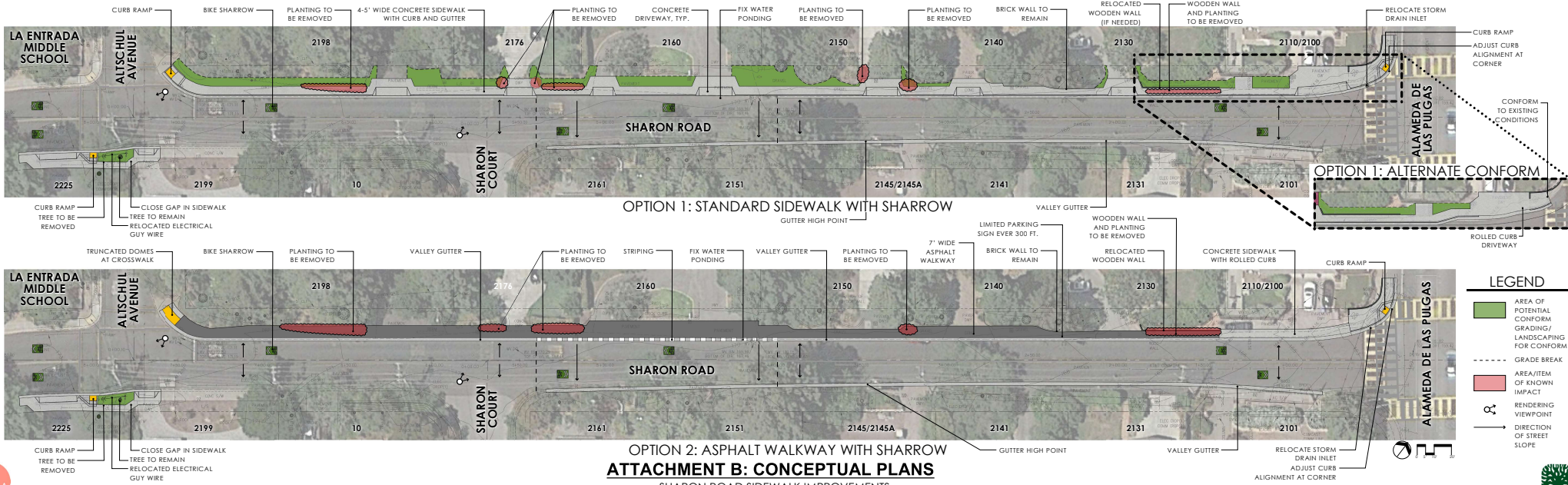
- A. Safe Routes to School Map: [menlopark.org/DocumentCenter/View/20901/La-Entrada-School-Walk-and-Roll-Map](https://menlopark.org/DocumentCenter/View/20901/La-Entrada-School-Walk-and-Roll-Map)
- B. Conceptual Plans

Report prepared by:  
James Esoimeme, Associate Civil Engineer

Report reviewed by:  
Chris Lamm, Assistant Public Works Director



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**ATTACHMENT B: CONCEPTUAL PLANS**

SHARON ROAD SIDEWALK IMPROVEMENTS

December 2019



R.O.W.

New Concrete Sidewalk  
 New Raised Concrete Curb  
 Grading Conform In Landscape (Green), Limits To Be Determined

Add Bicycle Sharrow Pavement Markings  
 New Concrete Driveways  
 Sidewalk Behind Driveways (Required For Accessibility)  
 Areas Of Known Impacts (Red)

New Concrete Valley Gutter

**TYPICAL STREET VIEW - OPTION 1**  
**SHARON ROAD SIDEWALK IMPROVEMENTS**  
 December 2019





New Asphalt Walkway At Street Level  
 New Concrete Valley Gutter

Add Bicycle Sharrow Pavement Markings  
 Areas Of Known Impacts (Red)  
 Walkway Continuous At Driveways

New Concrete Valley Gutter

**TYPICAL STREET VIEW - OPTION 2**  
**SHARON ROAD SIDEWALK IMPROVEMENTS**  
 December 2019

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## STAFF REPORT

### Complete Streets Commission

**Meeting Date:** 9/9/2020  
**Staff Report Number:** 20-006-CSC

**Regular Business:** Review and discuss the Complete Streets Commission work plan for 2020-2021

### Recommendation

Staff recommends that the Complete Streets Commission (Commission) review and discuss the Commission work plan for 2020-2021.

### Policy Issues

The Commission is charged primarily with advising the City Council on multimodal transportation issues according to the goals and policies of the City's general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City.

City Council Policy CC-19-004 (Attachment A) was adopted in May 2019 and outlines the procedures, roles and responsibilities of the City Council-appointed advisory bodies, including the responsibility to provide periodic progress reports to City Council.

### Background

On February 28, 2017, the City Council adopted a resolution (No. 6377) to merge the former Transportation Commission and Bicycle Commission to form the Complete Streets Commission, as a pilot program. Additionally, the City Council elected to defer the development of a new Commission mission statement and work plan after a full evaluation of the program.

On March 5, 2019, the City Council adopted a resolution (No. 6477) to continue the Complete Streets Commission permanently as a 9-member body.

On March 13, 2019, the Commission held an extensive discussion on the Commission's mission statement and goals and priorities. Additionally, the Commission also identified and discussed near-term actionable tasks for each of the goals and priorities.

On April 10, 2019, the Commission recommended to the City Council to approve the Commission's 2019–2020 work plan, including a mission statement and goals and priorities.

On May 21, 2019, the City Council approved the Commission's 2019-2020 work plan (Attachment B).

## Analysis

### Commission 2019-2020 work plan accomplishment

Since its approval, the Commission has worked diligently and accomplished several tasks. Table 1 summarizes those accomplishments.

Table 1: Commission work plan			
Ref #	Goals/priorities	Tasks	Action
1	Middle Ave crossing and bike lane projects	<ul style="list-style-type: none"> <li>• Submit Middle Ave bike lane project on a page to CC<sup>1</sup></li> <li>• Recommend to CC Middle Ave crossing design alternative</li> <li>• Recommend to CC Middle Ave bike lane design alternative from San Mateo Dr to Olive St</li> </ul>	Completed
2	Safe routes to school (SRTS) program	<ul style="list-style-type: none"> <li>• Provide guidance to SRTS coordinator and advocate institutionalization of role</li> </ul>	Participates in SRTS Task Force meetings
3	Multi-modal and sustainable transportation projects	<ul style="list-style-type: none"> <li>• Advise CC on Dumbarton Corridor projects and Caltrain modernization</li> </ul>	Monitors regional multi-modal projects and reports progress
4	Active transportation projects	<ul style="list-style-type: none"> <li>• Advise CC on transportation master plan (TMP)</li> </ul>	Participates in TMP OOC <sup>2</sup> meetings
5	Alternative transportation projects	<ul style="list-style-type: none"> <li>• Advise CC to develop alternative transportation programs</li> </ul>	Monitors neighboring agency progress
6	Downtown access programs	<ul style="list-style-type: none"> <li>• Advise CC to develop near-term downtown parking strategies</li> </ul>	Monitors downtown related projects
1. CC = City Council 2. OOC = Oversight and Outreach Committee			

### City Council 2020-2021 priorities and work plan

On August 18, 2020, the City Council reviewed the five recommended “top priority” project and eleven “work plan” projects for their fiscal year 2020-2021 priorities and work plan. After their discussion, the City Council adopted the five “top priority” projects (Table 2) and directed staff to return at a future date with additional information for the remaining eleven “work plan” projects. Once adopted, the designation of “top priority” projects means staff may strategically realign limited resources from “work plan” projects, if necessary, to achieve the stated milestones for “top priority” projects.

Table 2: Adopted top priority projects			
Ref #	Projects	Lead department	Percent completed
1	Transportation master plan	Public Works	90%
2	2022 Housing Element, zoning code update and related work	Community Development	0%
3	Belle Haven community center and library	City Manager's Office	20%
4	COVID-19 pandemic local emergency response	City Manager's Office	60%
5	Information Technology Master Plan implementation	Administrative Services	60%

A hyperlink to the August 18 staff report, which contains detailed descriptions of the “top priority” and “work plan” projects, is provided as Attachment C.

Staff recommends that discussions on the Commission work plan be aligned with the 2020-2021 City Council priorities.

### **Impact on City Resources**

Resources expended for the completion of this item is considered part of the City’s baseline operations.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378. Any projects identified through the Commission’s pursuit of these goals and priorities would be subject to environmental review under CEQA in the future.

### **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. Hyperlink: City Council Policy CC-19-004 - [menlopark.org/DocumentCenter/View/21774/CC-19-0004-Commission-Committee-January-2019](http://menlopark.org/DocumentCenter/View/21774/CC-19-0004-Commission-Committee-January-2019)
- B. Complete Streets Commission 2019-2020 work plan
- C. Hyperlink: August 18 City Council staff report - [menlopark.org/DocumentCenter/View/25943/G1-20200811-CC-City-Council-priorities](http://menlopark.org/DocumentCenter/View/25943/G1-20200811-CC-City-Council-priorities)

Report prepared by:  
Kevin Chen, Senior Transportation Engineer

Report reviewed by:  
Kristiann Choy, Acting Transportation Manager



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## MEMORANDUM

**Date:** 5/21/2019  
**To:** City Council  
**From:** Complete Streets Commission  
**Re:** Complete Streets Commission 2019-2020 Work Plan

### **Mission Statement:**

"The Complete Streets Commission shall advise the City Council on realizing the City's adopted goals for Complete Streets, Vision Zero, clear air and carbon reduction, and provide input on major land use and development projects as it relates to transportation."

### **Goals/Priorities (and near-term actionable tasks):**

1. Continue to advocate for and advise the Council on the planning and installation of the Middle Avenue crossing, and safe cycling/pedestrian infrastructure connecting the Burgess complex to the Middle corridor to Olive, and north on Olive to Hillview School.
  - Submit to City Council a project on a page (PoP) outlining the Middle Avenue scope and next steps.
  - Recommend a preferred design alternative for the Middle Avenue crossing to the City Council.
  - Recommend preferred design alternative on Middle Ave from San Mateo Drive to Olive Street including community outreach in anticipation of the tentative 2020 repaving of the same street segment.
2. Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
  - Provide guidance to the city's temporary Safe Routes to School Coordinator and advocate to the Council to institutionalize the role.
3. Support City Council's role as a stakeholder with regard to regional multi-modal projects and to increase sustainable transportation for Menlo Park.
  - Advise City Council on the continuing development of the Dumbarton Corridor projects and Caltrain modernization through its Business Plan development and construction of the Peninsula Corridor electrification project.
4. Support City Council in developing a network of active transportation routes, and prioritize segments for future development.
  - Advise City Council on the development of the Transportation Master Plan (TMP), including:
    - Work with staff and consultants to frame the planning in a way that will foster robust and productive community input – e.g. grouping individual projects in terms of bike routes and/or multimodal corridors.
    - Support council/community outreach efforts around effective, safe, and

- sustainable multimodal transportation.
- Review design standards in TMP and provide input.
5. Support City Council in developing policy to encourage alternative transportation modes that encourage zero emission.
    - Advise City Council in developing alternative transportation mode sharing programs.
  6. Support City Council and provide community education in developing plans to improve access to downtown through improved parking management and increased use of equitable and sustainable transportation.
    - Advise City Council in developing and implementing near-term downtown parking strategies.