

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 10/14/2020

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. 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).

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 September 9, 2020 ([Attachment](#))
- E2. Provide feedback and recommend to City Council approval of the draft Transportation Master Plan ([Staff Report #20-007-CSC](#))
- E3. Recommend to City Council to approve the Complete Streets Commission work plan for 2020-2021 ([Staff Report #20-008-CSC](#))

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 (Levin/Meyer/Wyatt)
- G3. Update from Downtown Access and Parking Subcommittee (Behroozi/Espinosa/Levin/Wyatt)
- G4. Update from Multimodal Subcommittee (Cebrian/Levin)
- G5. Update from Safe Routes to School Program Subcommittee (Behroozi/Cebrian/Lee)
- 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. 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 and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 10/8/2020)

Complete Streets Commission



REGULAR MEETING MINUTES - DRAFT

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.

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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 7:10 p.m.

B. Roll Call

Present: Behroozi, Cebrian, Cromie, Espinosa, Lee, Levin, Meyer, Wyatt
 Absent: Kirsch
 Staff: Associate Civil Engineer James Esoimeme, Associate Transportation Engineer Rene Baile, Engineering Technician Patrick Palmer, Senior Civil Engineer Michael Fu, Senior Transportation Engineer Kevin Chen

C. Reports and Announcements

Staff Chen reported a summary of City Council actions on transportation related items since the August 12, 2020, Commission meeting.

D. Public Comment

- Jen Wolosin spoke in support of looking at projects that reduce vehicle miles traveled given the looming climate crisis and current poor air quality.

E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of August 12, 2020 (Attachment)

ACTION: Motion and second (Meyer/Cromie) to approve the Complete Streets Commission regular meeting minutes of August 12, 2020, passed (7-1-1, Espinosa abstained, Kirsch absent).

- 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)

Staff Fu and Esoimeme made the presentation (Attachment).

- Neil Barman spoke in support of the concrete sidewalk design as the safer option for children.
- Pamela Davis spoke in support of either design option and the importance of ADA compliance and drainage mitigation.
- Marci Coggins spoke in support of the asphalt pathway design as a suitable compromise for all stakeholders in order to retain on-street parking.
- Linda spoke in support of either design options and inquired about safety and operation.
- Jen Wolosin spoke in support of the safest design option for all stakeholders.
- Randy Avalos spoke in support of reallocating project funding to the underserved part of community.
- Tina Messerlian spoke in support of the concrete sidewalk design as the safer option for children.
- Pat Connolly spoke in support of the asphalt pathway design as it is supported by residents.
- Brigid Roberts spoke in support of the concrete sidewalk design as the safer option for children.
- Dorothy spoke in support of the asphalt sidewalk design as it is supported by residents.
- Annlatta spoke in support of the option that provides safety, resolves drainage concern, and preserves heritage trees.
- Don Zulaica spoke in support of the asphalt pathway design as a suitable compromise for all stakeholders.

ACTION: Motion and second (Meyer/Cromie) to recommend to City Council to approve the concrete sidewalk design, passed (7-1-1, Wyatt abstained, Kirsch absent).

- E3. Review and discuss the Complete Streets Commission work plan for 2020-2021 (Staff Report #20-006-CSC)

Staff Chen made the presentation (Attachment).

ACTION: Motion and second (Levin/Meyer) to nominate Commissioners Lee, Levin, and Meyer to work with staff to draft the 2020-2021 work plan and return to the Commission for approval, passed (8-0-1, Kirsch absent).

Motion and second (Levin/Behroozi) to designate Chair Levin to recommend to City Council a desire for design standards for future consideration as a priority project, pass (8-0-1, Kirsch absent).

Motion and second (Meyer/Levin) to designate Chair Levin to recommend to City Council to move City Council priority project #15 Climate Action Plan implementation to the top of the priority, pass (7-1-1, Cromie dissented, Kirsch absent).

E4. Evaluate commission subcommittees (Staff Report #20-006-CSC)

Chair Levin led a discussion.

ACTION: Motion and second (Meyer/Behroozi) to:

- Replace Commissioner Cromie with Commissioner Wyatt on the Climate Action Plan Subcommittee,
- Select Commissioners Espinosa and Wyatt to Downtown Access and Parking Subcommittee, and
- Replace Commissioner Meyer with Commissioner Behroozi on the Safe Routes to School Program Subcommittee, passed (8-0-1, Kirsch absent).

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on the transportation master plan and the transportation management association feasibility study.

G. Committee/Subcommittee Reports

G1. Update from Active Transportation Network Subcommittee

None.

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

Commissioner Levin reported on the current status of the downtown Santa Cruz Avenue closure.

G4. Update from Multimodal Subcommittee

Commissioner Levin reported on the current status of the Dumbarton Rail Corridor Project.

G5. Update from Safe Routes to School Program Subcommittee

Commissioner Lee reported on City initiatives taken due to bus service shortage for the upcoming school year.

G6. Update from Transportation Master Plan Subcommittee

None.

G7. Update from Zero Emission Subcommittee

None.

H. Adjournment

Chair Levin adjourned the meeting at 10:18 p.m.

Kevin Chen, Senior Transportation Engineer

A photograph of a train crossing a street at dusk. The train is white with red accents and has the number "119" on its front. The street is lined with trees and has traffic lights and signs. A person is visible on the sidewalk in the foreground.

SHARON ROAD PROJECT PRESENTATION

Complete Streets Commission – September 9, 2020



AGENDA

- Introduction
- Project Description
- Design Criteria
- Public Outreach
- Conclusion / Action





INTRODUCTION



- Staff recommends the following for the Sharon Road Project:
 - Approve design recommendation for the Sharon Road Project
 - Adopt a resolution to implement a “no stopping” on-street parking zone
 - Establish a 15 mph limit at the frontage of La Entrada Middle School during school hours
- Project is identified in the CIP and is consistent with Safe Routes to School.
- Presentation will provide an update on outreach and design efforts to date.



PROJECT DESCRIPTION



■ Goals:

- Build a pedestrian path at Sharon Road from Alameda de las Pulgas to Altschul Ave. for public safety and access to La Entrada Middle School.
- Provide drainage and transportation improvements based on field research and public input.





PROJECT DESCRIPTION



■ Existing Site Conditions:

- Asphalt strips, driveways, and frontages beyond edge of roadway pavement
- Undefined / shared pedestrian walkway with parked vehicles
- Intersections lack certain ADA features (curb ramps, etc.)
- Ponding is reported during rain events due to lowpoints





PROJECT DESCRIPTION



▪ Key Improvements

- Install pedestrian path from Alameda de las Pulgas to Altschul Ave. at northern Sharon Road
- Install intersection improvements for accessibility to La Entrada Middle School
- Mitigate ponding issues by installing gutters along both sides of Sharon Road
- Install Class III bike route “sharrow” striping

▪ Funding

- Project in the 2019-2020 Capital Improvement Program
- Total \$935,000 allocated for the project



DESIGN CRITERIA



- Staff assessed two design concepts (AC path and Concrete sidewalk):

Table 1: Summary of project design criteria

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



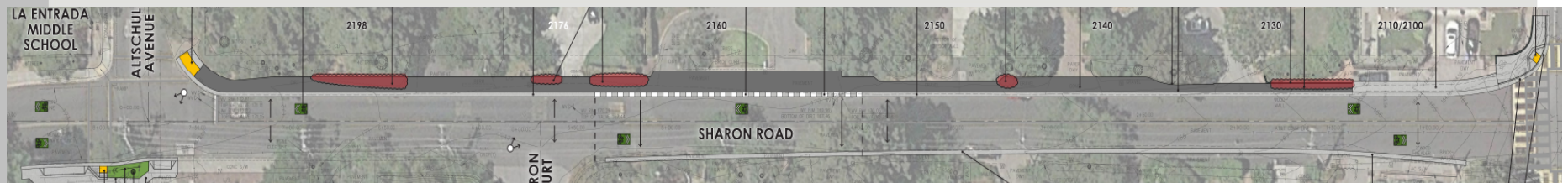
DESIGN CRITERIA



Conceptual Site Plan: Concrete Sidewalk



Conceptual Site Plan: Asphalt Pathway





DESIGN CRITERIA



Conceptual Rendering: AC Path



- 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

Conceptual Rendering: Concrete Sidewalk



- 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



DESIGN CRITERIA



▪ Additional considerations:

- Project proposes a pathway along northern Sharon Road only. Southern Sharon Road includes obstructions such as trees and poles which presents design and construction challenges.
- Improvements will be ADA accessible while minimizing impacts to existing vehicular lanes and property frontages.
- Alameda de las Pulgas is owned by the County and there is an on-going joint effort to collaborate improvements at this intersection. The scope of work may change at this location.



PUBLIC OUTREACH



- Staff hosted public outreach on January 15, 2020. Attendees include SRTS advocates, parents, and community members.
- Staff introduced both design concepts and received input from participants. Of the 19 total comments, the majority supported an asphalt pathway design:

Design Option	Public Comment*
Asphalt Pathway	12 responses
Concrete Sidewalk	5 responses
No preference	2 responses

*From meeting responses, comment cards, and online feedback



PUBLIC OUTREACH



- Other comments include lowering the speed limit and retaining parking. Staff proposes the following design metrics in response:

Reducing speed limit to 15 mph at frontage of La Entrada Middle School

Frontage Road	From	To
Sharon Road	Altschul Avenue	Eastridge Avenue
Altschul Avenue	Avy Ave	Sharon Road

Approve asphalt pathway design with limited parking timeslots (raised sidewalk will eliminate parking)

	Total Duration	From	To
Morning	30 min	25 min before bell	5 min after bell
Afternoon	60 min	20 min before first bell	15 min between bells & 25 min after second bell



CONCLUSION / ACTION



- **Staff recommends the asphalt pathway option based on:**
 - Design is reflective of the results from the public outreach
 - Design will also correct existing drainage and accessibility concerns
 - Design will generally have less frontage impacts than the concrete sidewalk
 - Asphalt pathway will allow for restricted parking at select areas while providing an ADA compliant pedestrian pathway for students and the general public

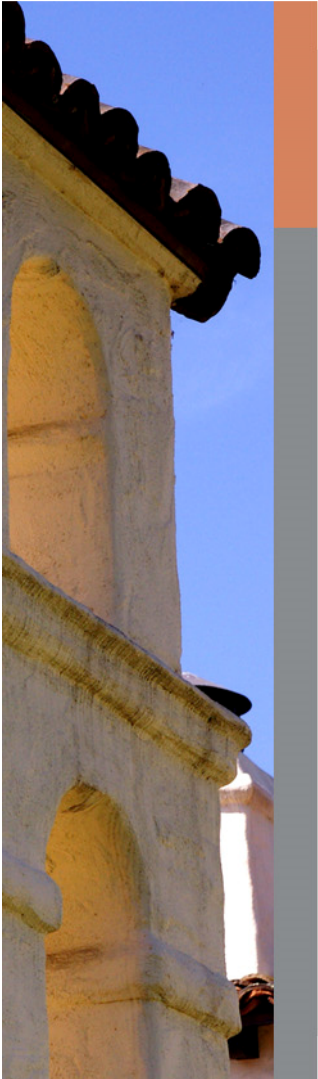
- **CSC Recommendation to the Council:**
 - Approve an asphalt pathway design for the Sharon Road Project
 - Adopt a resolution to implement a “no stopping” on-street parking zone
 - Establish a 15 mph limit at the frontage of La Entrada Middle School during school hours



NEXT STEPS



- Staff will forward CSC's recommendation to Council
- Pending Council approval Staff will advance design efforts
- **Tentative** project milestones:
 - Spring 2021: Advertise project for construction bidding
 - Summer 2021: Finish construction prior to school opening



QUESTIONS?

- We appreciate your consideration and input





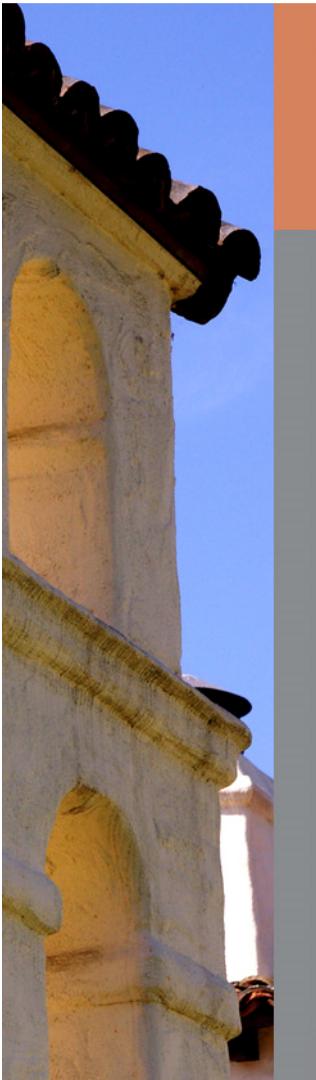
THANK YOU

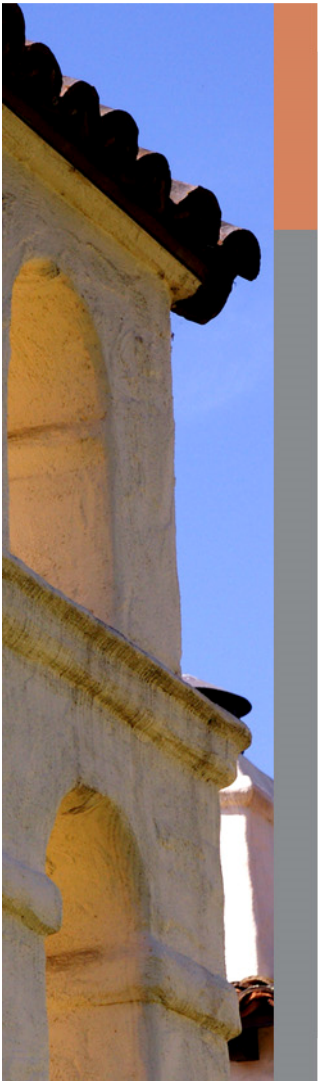




2019-2020 Commission work plan

Ref #	Goals/priorities	Tasks	Action
1	Middle Ave crossing and bike lane projects	<ul style="list-style-type: none"> • Submit Middle Ave bike lane project on a page to CC¹ • Recommend to CC Middle Ave crossing design alternative • Recommend to CC Middle Ave bike lane design alternative from San Mateo Dr to Olive St 	Completed
2	Safe routes to school (SRTS) program	<ul style="list-style-type: none"> • Provide guidance to SRTS coordinator and advocate institutionalization of role 	Participates in SRTS Task Force meetings
3	Multi-modal and sustainable transportation projects	<ul style="list-style-type: none"> • Advise CC on Dumbarton Corridor projects and Caltrain modernization 	Monitors regional multi-modal projects and reports progress
4	Active transportation projects	<ul style="list-style-type: none"> • Advise CC on transportation master plan (TMP) 	Participates in TMP OOC meetings
5	Alternative transportation projects	<ul style="list-style-type: none"> • Advise CC to develop alternative transportation programs 	Monitors neighboring agency progress
6	Downtown access programs	<ul style="list-style-type: none"> • Advise CC to develop near-term downtown parking strategies 	Monitors downtown related projects





2020-2021 City Council priorities and work plan

Goals/priorities		Goals/priorities	
1	Transportation master plan	9	Accessory dwelling unit ordinance update
2	2022 Housing Element, zoning code update and related work	10	ConnectMenlo community amenities list update
3	Belle Haven community center and library	11	ECR/Downtown Specific Plan area housing development incentives
4	COVID-19 pandemic local emergency response	12	Development and environmental review process education series
5	Information Technology Master Plan implementation	13	Santa Cruz Ave closure and economic development initiatives
6	Transportation management association (TMA) formation	14	Citywide communication program development
7	Middle Avenue pedestrian & bicycle rail crossing planning	15	Climate Action Plan implementation
8	Short-term rental ordinance	16	Institutional bias reform



STAFF REPORT

Complete Streets Commission

Meeting Date: 10/14/2020

Staff Report Number: 20-007-CSC

Regular Business: Provide feedback and recommend to City Council approval of the draft Transportation Master Plan

Recommendation

Staff requests feedback from the Complete Streets Commission and recommendation to City Council regarding the draft Transportation Master Plan (Attachment A). Staff is looking for specific feedback on:

- Presentation of the document for reader-friendliness?
- Suggestions for getting the word out about the final review?
- Funding strategy and implementation program?

Policy Issues

The development of a Transportation Master Plan was included as one of the top six priority projects in the City Council's adopted 2018 work plan, as one of the top five priorities in the 2019 work plan, and was recently (August 18) included as one of five top priorities for the fiscal year 2020-2021 priorities and work plan. It was also one of the highest priority implementation programs in the 2016 general plan circulation element.

While transportation and economic conditions have changed significantly in light of the COVID-19 pandemic, the TMP was developed to be flexible and dynamic to allow changing and future needs to be evaluated on a regular basis. Having an adopted plan is critical for the City to pursue regional, state and federal funding support for any transportation projects as programs become available. Obtaining grant funds for projects is important to be able to advance construction of projects, especially in light of reductions in the City's budget due to the pandemic.

Background

The Transportation Master Plan (TMP) and Transportation Impact Fee (TIF) Program is the highest priority program following the adoption of the general plan land use and circulation elements in November 2016. An abbreviated summary of the work to-date is provided below; more detail is available on the project website (Attachment B).

The TMP process was kicked off in June 2017 and started with outreach events during the summer and fall of 2017 to collect community feedback on transportation issues within the City. City Council also appointed the 11-member Oversight and Outreach Committee (Committee) in August 2017.

The four goals of the TMP approved by the City Council on March 26, 2019 are:

1. Safety: Vision Zero – Eliminate traffic fatalities and reduce the number of non-fatal collisions by 50 percent by 2040.
2. Sustainability: Enable the City to meet the goals of the climate action plan, including a 27 percent

- greenhouse gas emission reduction
3. **Mobility Choice:** Design transportation projects to accommodate all modes and people of all abilities. Encourage the use of lower emission modes such as walking, biking and transit.
 4. **Congestion Management:** Manage traffic congestion to reduce travel time on City streets and minimize cut-through traffic on neighborhood streets, including the encouragement of the use of lower emission modes such as walking, biking, and transit, and prioritizing the safety of children, seniors, and the public.

Since the approval of these goals, the City Council has adopted a 2030 Climate Action Plan on July 14, 2020 which includes a goal of reaching carbon neutrality by 2030 and implementing six action items. One of the action items identifies reducing vehicle miles traveled (VMT) by 25 percent or an amount recommended by the Complete Streets Commission in part by making the City easier to navigate without a car by accelerating implementation of the TMP with an emphasis on developing a clear network of protected pedestrian/bike paths throughout town.

Staff met with the Committee nine times from October 2017 to September 2020, reviewing the goals, prioritization criteria, the draft strategies and recommendations, the prioritization strategy, the community engagement, and ending with review of the draft TMP. In addition, the City Council approved an ordinance updating the TIF on December 10, 2019. New TIF rates took effect on February 9, 2020 and are adjusted annually on July 1 according to construction escalation costs in the San Francisco Bay Area as identified in the ordinance.

Staff hosted an online open house from September 6 to October 16, 2019 to collect feedback from the community on the draft TMP projects and prioritization strategy. In addition, staff held several pop-up events including an in-person open house. Over 1,200 participants attended either one of the in-person events or online open house. A summary of the community feedback gathered throughout the process is included in the draft TMP. Many of the comments from the community mentioned the need to address traffic congestion and the need for bicycle and pedestrian safety and connections. Generally, the community feedback showed agreement with the prioritization of Tier 1 projects and provided some mixed feedback for the Tier 2 projects. Based on the comments provided, some of the feedback for Tier 2 projects seemed to be a misunderstanding of the question asked rather than a disagreement of the priority level. As a result, the draft TMP did not change the prioritization of the projects presented to the community.

Analysis

After the community engagement efforts in September and October 2019, staff worked with the consultant team to develop the draft TMP. The document includes the goals and background of developing the TMP, prioritization criteria, list of projects, and an implementation plan. The document is designed to be reader-friendly, with images, graphics, and summary information, and more detailed technical information in attached appendices. The appendices include the transportation toolkit, complete streets examples, and other resources used in the development of the TMP. The toolkit defines and illustrates some of the typical treatments identified as part of the TMP and provides guidelines to use as the projects are implemented. This format follows other recent master plans developed by the City, including the Parks & Recreation Master Plan as an example.

The draft TMP is broken into eight chapters. The following list highlights the table of contents:

- Executive Summary
- Introduction
- Purpose and Goals
- Existing Conditions, Challenges and Opportunities
- Community Engagement

- Identifying and Prioritizing TMP projects
- Recommended TMP projects
- Implementation TMP projects and programs
- Projects Not Included in the TMP

The TMP considered more than 190 projects that varied in size, cost, and complexity. In order to prioritize the projects, they were categorized into the following four groups:

- **Local:** Projects that would be led by the City and vary in size, cost, design, and outreach needs.
- **Straightforward:** These projects are relatively easy to implement and lower in cost. The City plans to implement these through their annual Capital Improvement Program (CIP) and by integrating into other projects.
- **Regional:** Projects of regional significance and involving multiple jurisdictions and/or agencies. The City would not lead the project but could partner with other agencies.
- **Citywide:** Projects that are policy-oriented or would be implemented programmatically on a citywide scale, such as updating traffic signal infrastructure.

Five regional projects were identified for the TMP. These include:

- **Bayfront Expressway Multimodal Corridor Project:** Installation of peak-hour bus lane along shoulders on Bayfront Expressway and add Transit Signal Priority (TSP) at signalized intersections to improve travel times.
- **Dumbarton Corridor Project:** Set of improvements to enhance traffic flow, including pricing strategies and grade separations at University Avenue, Willow Road, Chilco Street, Chrysler Drive, or Marsh Road.
- **Dumbarton Rail:** Support reactivation of Dumbarton Rail Corridor to provide passenger service between the East Bay and Peninsula.
- **Dumbarton Rail Corridor Trail:** Construct Class I Multi-Use Path from Marsh Road to University Avenue.
- **Caltrain Crossing Improvements:** Construct grade-separated crossings across the Caltrain railroad tracks by raising the tracks and lowering the roadways at Ravenswood Avenue, Oak Grove Avenue, and Glenwood Avenue.

The above regional and straightforward projects were not prioritized. All of the regional projects would primarily be constructed within right of way outside of the City's control. Therefore, the City would not be the Lead Agency and would need to work collaboratively with other agencies to implement them. However, the City would have a role as a stakeholder and advocate for projects to advance. The TMP provides the framework to work with other agencies, like City/County Association of Governments of San Mateo County (C/CAG), San Mateo County Transportation Authority and Metropolitan Transportation Commission and adjacent cities, to advance these regional projects.

The Straightforward projects are planned to be implemented in an annual program over a five-year time period. As a reminder, the TMP is not designed to identify specific solutions to individual neighborhood cut-through traffic concerns, specific Safe Routes to School infrastructure plans, or provide detailed engineering designs of the improvements that will be identified in the plan. These efforts would be prioritized in the plan for future work efforts.

The local and citywide projects are separated into two tiers. The Tier 1 projects are projects that fully meet one or more of the key criteria, including safety, congestion management, greenhouse gas reduction, transportation sustainability, and proximity to schools and provide a transportation network connection. Fifty-three of the projects have been identified as Tier 1. Tier 1 projects are the high priority projects that

the City would plan to implement first and as funding and staffing resources are available. Sixty-seven projects are considered Tier 2 “Opportunity” projects. The Tier 2 projects are still important to the transportation network, but are considered lower priority and would be implemented over time and when there are opportunities to include the projects such as when a street is being repaved or an adjacent property is being developed.

The list of projects in each tier will be used in the development of the City’s five-year Capital Improvement Program (CIP). The priority level, the project’s readiness, available staff resources and funding sources will be considered as the CIP is reviewed each year. Although the transportation and economic conditions have changed due to the current COVID-19 pandemic and shelter-in-place order, the prioritization strategy and implementation plan was developed to be flexible and dynamic as the City responds to and recovers from the pandemic. More details on how new projects would be evaluated can be found on page 62 of the TMP.

Oversight & Outreach Committee Feedback

Staff presented the draft TMP to the Committee on September 17, 2020. The Committee generally provided positive feedback regarding the TMP format and layout. There were some straightforward suggestions on adding the street classification map from the Circulation Element and including the project scoring with the lists of projects. Staff agrees with these suggestions and will be incorporating them into the final TMP. Any recommended changes will be documented and shared with the City Council for their consideration. Once the City Council adopts the TMP, the recommended changes will be incorporated into the final document.

Most of the Committee’s discussion included feedback on how the TMP projects would be implemented, concerns about the consistency on how the congestion management goal is presented throughout the document, and questions about how regional projects would be coordinated. In addition, several Committee members expressed concerns over the Dumbarton Corridor project. While prior projects proposals by other agencies had incorporated possible “flyovers”, the Committee reiterated their concern with such modifications. The Committee also expressed reservations regarding how the Dumbarton Corridor project may affect access to the Belle Haven neighborhood if changes to the Independence Drive, Chrysler Drive, Chilco Street intersections with Bayfront Expressway are modified or eliminated. Staff will provide this feedback to the City Council as part of their consideration of the TMP in November.

A few Committee members commented about implementation of the TMP projects and how it might align with the Climate Action Plan that was recently approved by the City Council in July and how the process for adding new projects would be transparent to the community. Staff is considering how to implement a web-based map or table to indicate progress on TMP projects and highlight potential new projects.

Discussion around the congestion management goal centered around the inclusion of references to walking, biking, and transit within the goal language. One Committee member expressed a desire for this goal to be revised to eliminate the reference to walking, biking and transit. The Committee discussed changing the goal language, but ultimately decided not to recommend changes to the goal. The Committee provided further feedback to request staff review the document to ensure more consistent use of the terms congestion reduction versus congestion management, and application of this goal to performance metrics for walking, biking, and transit instead of vehicle delay and congestion. Staff will review the document and recommend any changes needed to the City Council as part of their consideration of the TMP in November.

City staff currently participates in several regional committees and groups that meet regularly. A sample of the type of groups include the C/CAG Technical Advisory Group, City/County Engineers Association, and the Caltrain City Staff/County Coordinating Group, along with regular meetings with staff in adjacent cities to coordinate on items of common interest. Staff uses these groups to share information and coordinate projects affecting multiple jurisdictions. These types of regional groups would be one of the resources staff

will use to assist with moving the TMP regional projects forward.

Another item that the Committee brought up and included in their motion below was the integration of the transportation toolkit into City standards. The Committee mentioned that it was likely an item that the Commission would discuss as part of their review of the TMP.

After their discussion, the Committee approved a motion (6-0-3-2 with DeCardy, Riggs, Strehl absent and Mueller and Nash abstained) to recommend to the City Council to adopt the TMP with the following recommendations:

- Request prioritization of implementation to be aligned with the City’s Climate Action Plan (CAP) goals
- Recommend the Complete Streets Commission (CSC) to advise City Council on recommended projects as part of the CAP implementation
- Express reservations about the Dumbarton Corridor Project regarding access impacts to the Belle Haven neighborhood
- Direct CSC to work with staff to integrate the transportation toolkit into the City standards

Next Steps and Schedule

Following this CSC meeting, staff will be presenting the draft TMP to the City Council for review and adoption of the TMP. Following adoption of the TMP, staff would begin implementing the straightforward projects, identify which Tier 1 projects are recommended to include in the 2021-22 CIP and the 5-year CIP, and look at potential grant opportunities and identify which projects would align with those opportunities.

Below is the proposed project schedule:

Table 1: Proposed project schedule	
Task	Schedule
Complete Streets Commission review of TMP	October 14, 2020
City Council review and adoption of TMP	November 10, 2020

Major project milestone accomplishments and deliverables will continue to be posted on the City project website (Attachment B).

Impact on City Resources

The completion of the Transportation Master Plan is included in the 2019-20 capital improvement program project budget. No additional resources are being requested at this time.

Environmental Review

The approval of the TMP is not a project under the California Environmental Quality Act Guidelines. Future project actions will comply with environmental review requirements under the California Environmental Quality Act.

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 - Draft Transportation Master Plan: menlopark.org/DocumentCenter/View/25974/Draft-Transportation-Master-Plan
- B. Hyperlink – Transportation Master Plan project website: menlopark.org/TMP

Report prepared by:
Kristiann Choy, Acting Transportation Manager

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



STAFF REPORT

Complete Streets Commission

Meeting Date: 10/14/2020
Staff Report Number: 20-008-CSC

Regular Business: **Recommend to City Council to approve the Complete Streets Commission work plan for 2020-2021**

Recommendation

Staff recommends that the Complete Streets Commission (Commission) review and recommend to City Council to approve the Commission work plan for 2020-2021 (Attachment A).

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 B) 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.

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

Commission 2019-2020 work plan accomplishment

Since its approval by the City Council on May 21, 2019, 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"> • Submit Middle Ave bike lane project on a page to CC¹ • Recommend to CC Middle Ave crossing design alternative • Recommend to CC Middle Ave bike lane design alternative from San Mateo Dr to Olive St 	Completed

2	Safe routes to school (SRTS) program	<ul style="list-style-type: none"> Provide guidance to SRTS coordinator and advocate institutionalization of role 	Participates in SRTS Task Force meetings
3	Multi-modal and sustainable transportation projects	<ul style="list-style-type: none"> Advise CC on Dumbarton Corridor projects and Caltrain modernization 	Monitors regional multi-modal projects and reports progress
4	Active transportation projects	<ul style="list-style-type: none"> Advise CC on transportation master plan (TMP) 	Participates in TMP OOC ² meetings
5	Alternative transportation projects	<ul style="list-style-type: none"> Advise CC to develop alternative transportation programs 	Monitors neighboring agency progress
6	Downtown access programs	<ul style="list-style-type: none"> Advise CC to develop near-term downtown parking strategies 	Monitors downtown related projects
<p>1. CC = City Council 2. OOC = Oversight and Outreach Committee</p>			

On September 9, 2020, the Commission held an extensive discussion on the 2020-2021 work plan. Additionally, the Commission designated Commissioners Lee, Levin, and Meyer to work with staff and draft the work plan, to be presented to the Commission at a future meeting for a recommendation to City Council.

Analysis

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.

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. City Council will receive an update on these projects at their October 13 meeting.

Complete Streets Commission 2020-2021 work plan

The draft work plan prepared by Commissioners Lee, Levin and Meyer consists of six main components, many of which are a continuation from the 2019-2020 work plan:

1. Climate Action Plan (new)

2. Transportation Master Plan (continuation)
3. Middle Avenue crossing and bike lane projects (continuation)
4. Downtown Access projects (continuation)
5. Safe routes to school projects (continuation)
6. Multi-modal and transportation demand management programs (continuation)

Additionally, with the recent adoption of the 2030 Climate Action Plan by the City Council in July 2020 (Resolution No. 6575), the Mission Statement has been modified to include “Climate Action Plan” as one of the City Council’s adopted goals.

Staff recommends that the Commission review and recommend to City Council to approve the Commission work plan for 2020-2021.

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. Complete Streets Commission 2020-2021 work plan
- B. Hyperlink - City Council Policy CC-19-004: menlopark.org/DocumentCenter/View/21774/CC-19-0004-Commission-Committee-January-2019
- C. Hyperlink - August 18 City Council staff report: 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 - DRAFT**

Date: 10/14/2020
To: City Council
From: Complete Streets Commission
Re: Complete Streets Commission 2020-2021 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, Climate Action Plan, and provide input on major land use and development projects as it relates to transportation."

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

1. To advance the goals of the city's newly adopted Climate Action plan by making alternatives to driving safer and more attractive, namely by:
 - Reviewing the city's Transportation Master Plan (TMP) and recommending the projects most likely to reduce Vehicle Miles Traveled (VMT)
 - Providing input on major development projects such as the Menlo Park Community Campus, by looking at them through the lens of transportation accessibility, especially bicycle/pedestrian/public transportation accessibility
2. Until complete, advise City Council on the development of the TMP.
3. Continue to advocate for and advise the Council on the planning and installation of the Middle Avenue pedestrian and bicycle rail crossing, and safe cycling/pedestrian infrastructure connecting the Burgess complex to the Middle Avenue corridor to Olive Street, and north on Olive Street to Hillview Middle School.
4. Continue to support Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
5. Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
6. Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase sustainable transportation for Menlo Park.

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