

Complete Streets Commission



SPECIAL MEETING AGENDA

Date: 11/12/2020

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.

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. Regular Business

- D1. Approve the Complete Streets Commission regular meeting minutes of October 14, 2020 ([Attachment](#))
- D2. Review of commission/committee policies and procedures, roles and responsibilities ([Attachment](#))
- D3. Discuss and consider potential multimodal study metrics to incorporate into the next transportation impact analysis guidelines update ([Staff Report #20-009-CSC](#))
- D4. Evaluate commission subcommittees

E. Informational Items

- E1. Update on major project status

F. Committee/Subcommittee Reports

- F1. Update from Active Transportation Network Subcommittee (Kirsch)
- F2. Update from Climate Action Plan Subcommittee (Levin/Meyer/Wyatt)
- F3. Update from Downtown Access and Parking Subcommittee (Behroozi/Espinosa/Levin/Wyatt)
- F4. Update from Multimodal Subcommittee (Cebrian/Levin)
- F5. Update from Safe Routes to School Program Subcommittee (Behroozi/Cebrian/Lee)
- F6. Update from Transportation Master Plan Subcommittee (Behroozi/Levin)
- F7. Update from Zero Emission Subcommittee (Cromie/Meyer)

G. 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.

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Complete Streets Commission



REGULAR MEETING MINUTES - DRAFT

Date: 10/14/2020

Time: 7:00 p.m.

Regular Meeting Location: Zoom.us/join – ID# 959 6579 2741

Regular Meeting (Zoom.us/join – ID# 959 6579 2741)

A. Call to Order

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

B. Roll Call

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

Absent: None

Staff: Acting Transportation Manager Kristiann Choy, Engineering Technician Patrick Palmer, Public Works Director Nicole Nagaya, Senior Transportation Engineer Kevin Chen

C. Reports and Announcements

Staff Chen reported a summary of City Council actions on transportation related items since the September 9, 2020, Commission meeting.

Commissioner Kirsch inquired about City Council action on citywide speed survey results.

D. Public Comment

- Andy Russell spoke about the difficulty of initiating a traffic calming project and bike lane project.

E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of September 9, 2020 (Attachment)

ACTION: Motion and second (Lee/Behroozi), to approve the Complete Streets Commission regular meeting minutes of September 9, 2020, passed (8-0-1, Kirsch abstained).

- E2. Provide feedback and recommend to City Council approval of the draft Transportation Master Plan (TMP) (Staff Report #20-007-CSC)

Staff Choy made the presentation (Attachment).

- Brigid Roberts spoke about adding three amendments to the TMP: 1) perform walk audit at schools, 2) adopt citywide safety standards for pedestrian and bicyclist, and 3) hire a full time safe routes to school coordinator with a robust program.

- Ken Kershner spoke about incorporating vehicle miles traveled as a metric in the TMP.

ACTION: Motion and second (Levin/Kirsch) to recommend to City Council to approve the draft TMP with the following:

- Report incremental progress made on project implementation using key metrics,
- Include description of other city programs and policies for ease of reference by the public,
- Use vehicle miles traveled as reporting unit on progress made, if applicable,
- Approve the Oversight and Outreach Committee recommendation,

passed unanimously.

- E3. Recommend to City Council to approve the Complete Streets Commission work plan for 2020-2021 (Staff Report #20-008-CSC)

Staff Chen made the presentation (Attachment).

ACTION: Motion and second (Kirsch/Behroozi) to recommend to City Council to approve the Complete Streets Commission work plan for 2020-2021, passed unanimously.

F. Informational Items

- F1. Update on major project status

Staff Chen provided updates on the transportation management association feasibility study and the Middle Avenue pedestrian and bicycle rail crossing project.

Commissioner Kirsch inquired about intersection improvements on Ravenswood Avenue at Laurel Street and at Alma Street.

G. Committee/Subcommittee Reports

- G1. Update from Active Transportation Network Subcommittee

Commissioner Kirsch reported on adding one new member to the Subcommittee at the next meeting. Commissioner Behroozi reported on the City/County of Government of San Mateo County's Countywide Bicycle and Pedestrian Plan. Commissioner Lee reported on the Unincorporated San Mateo County's draft active transportation plan.

- 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 the Measure RR ballot.

G5. Update from Safe Routes to School Program Subcommittee

Commissioner Lee reported on upcoming Ruby Bridges Walk to School Day.

G6. Update from Transportation Master Plan Subcommittee

None.

G7. Update from Zero Emission Subcommittee

None.

H. Adjournment

Chair Levin adjourned the meeting at 9:05 p.m.

Kevin Chen, Senior Transportation Engineer

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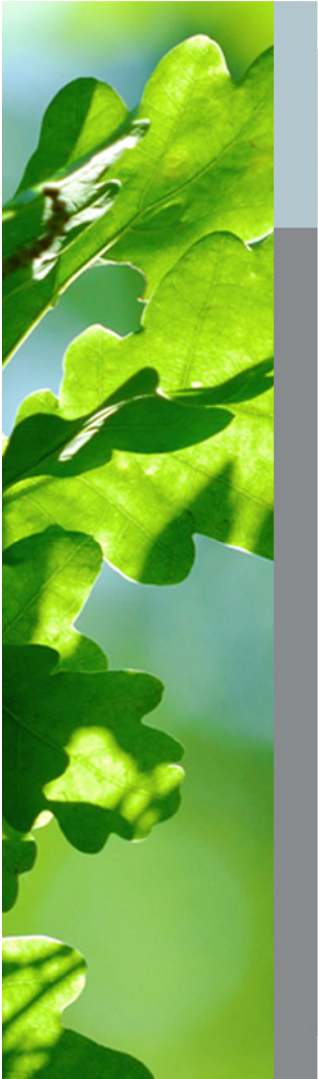
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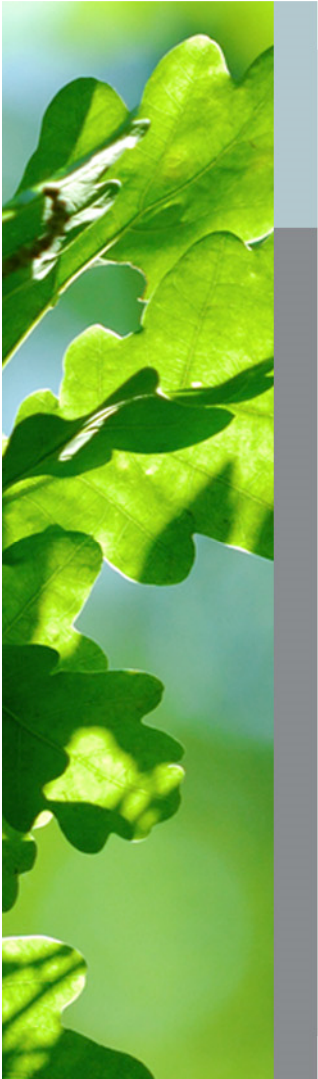
TRANSPORTATION MASTER PLAN

Complete Streets Commission
October 14, 2020

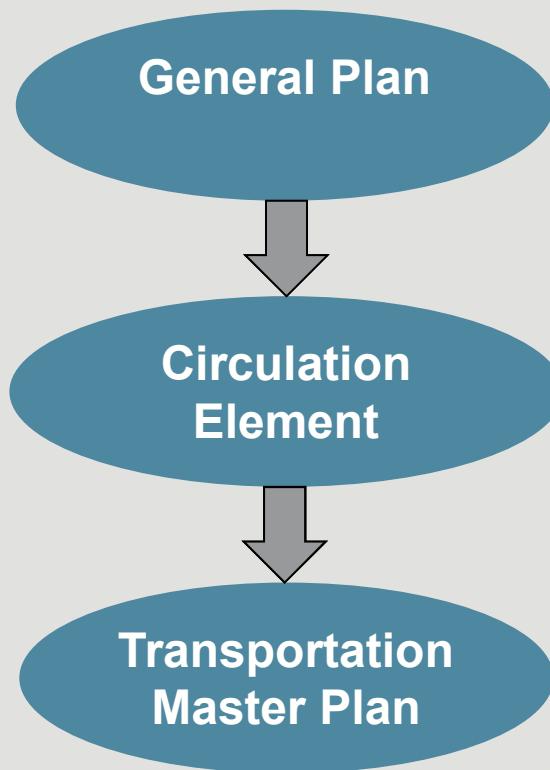


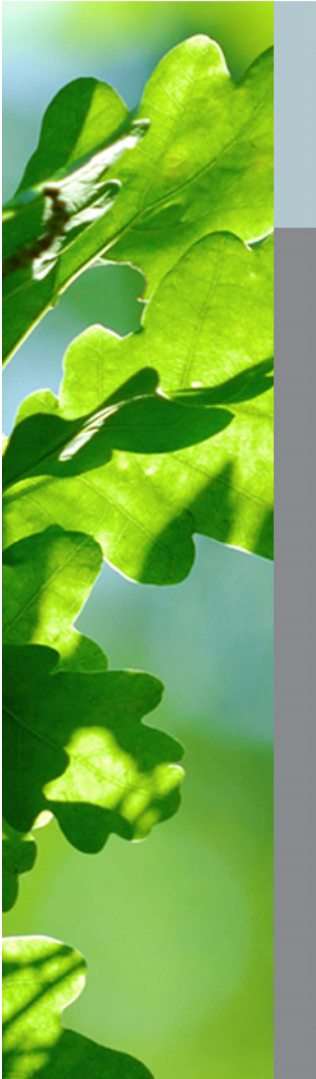
AGENDA

- Project Background and Purpose
- Draft TMP
- Next Steps - Schedule



BACKGROUND

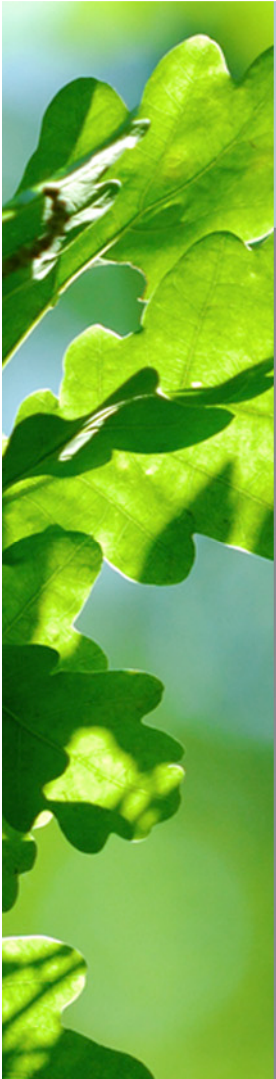




TRANSPORTATION MASTER PLAN GOALS

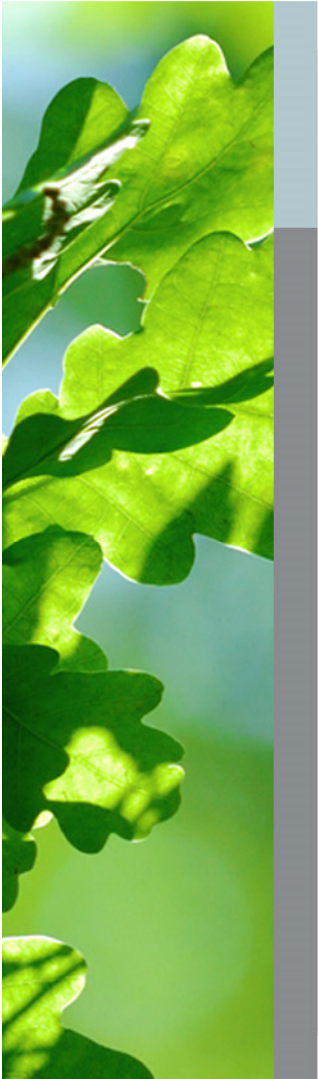
- Safety
- Sustainability
- Mobility Choice
- Congestion Management





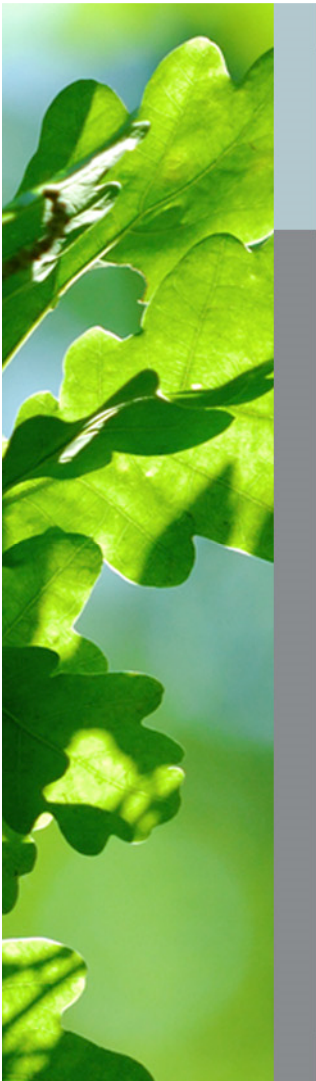
PROJECT HISTORY

| Date | Task |
|---------------------------|--|
| January-August 2017 | <ul style="list-style-type: none">• Project Initiation• Select W-Trans consultant team• City Council appoints 11-member Outreach & Oversight Committee (OOC) |
| August 2017-February 2018 | <ul style="list-style-type: none">• Transportation Data Summary• Community Engagement: Vision & Goals (~1,000 participants)• 1st OOC meeting• Draft Strategies & Recommendations Working Paper |
| February 2018-June 2019 | <ul style="list-style-type: none">• Solicit feedback from OOC (7 meetings) and Complete Streets Commission (2 meetings)• City Council approves prioritization strategy |
| May-December 2019 | <ul style="list-style-type: none">• City Council reviews TIF and adopts new TIF ordinance |
| September-October 2019 | <ul style="list-style-type: none">• Community Engagement: Feedback on TMP projects and prioritization (~1,200 participants) |
| November 2019-August 2020 | <ul style="list-style-type: none">• Staff and consultant team prepare draft TMP |
| September 17, 2020 | <ul style="list-style-type: none">• OOC reviews draft TMP |



TMP OUTLINE

- Statement of goals
- Identify key issues
- Community Engagement
- Discussion of strategies
- Prioritized list of projects
- Implementation plan
- Appendices



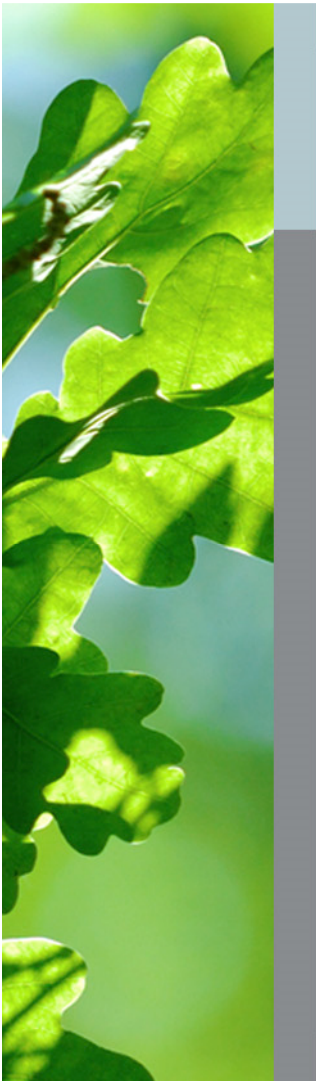
TMP DOCUMENT



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CITY OF MENLO PARK TRANSPORTATION MASTER PLAN 3



TMP DOCUMENT

Community Engagement

PHASE 2 (2019): RECOMMENDED STRATEGIES FOR THE TMP

In 2019, after the development of the draft TMP recommended strategies and infrastructure improvements, Phase 2 of the outreach effort was conducted to solicit feedback. To help attract a diverse group of participants in the TMP process, Phase 2 included both in-person and online outreach activities.

Phase 2 Outreach Activities

-  Online Open House
-  Public meeting
-  Table at the Menlo Park farmer's market
-  Table at OH the Grid food truck fair



Community meetings, such as this one the City hosted during Phase 2 outreach, provided an opportunity for one-on-one discussions between community members and project staff.



As part of the Online Open House conducted during Phase 2 outreach, visitors to the site could provide their input on projects recommended for the TMP through this interactive online map.

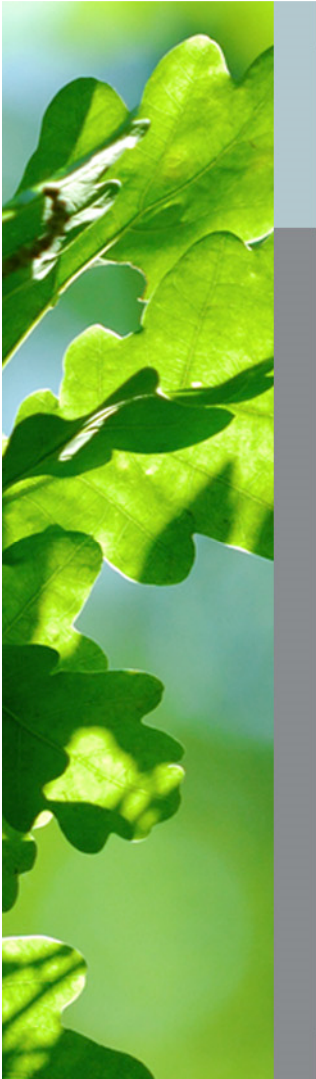
Identifying and Prioritizing TMP Projects

CATEGORIZING PROJECTS

Transportation projects vary considerably in terms of size, scale and complexity. To help prioritize the TMP projects and formulate an implementation strategy, projects were classified into one of the following four categories:

CATEGORIES OF PROPOSED PROJECTS

| PROJECT TYPE | DESCRIPTION | NUMBER OF CANDIDATE PROJECTS |
|-----------------|--|------------------------------|
| Local | Projects that would be led by the City and vary in size, cost, design, and outreach needs. | 96 |
| Straightforward | Projects that are relatively easy to implement and lower in cost. The City plans to implement these through their annual Capital Improvement Program and by integrating into other projects. | 32 |
| 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. | 5 |
| Citywide | Projects that are policy-oriented or would be implemented programmatically on a citywide scale, such as updating traffic signal infrastructure. | 24 |
| TOTAL | | 157 |



TMP APPENDICES – TRANSPORTATION TOOLKIT



PEDESTRIAN INTERSECTION TREATMENTS

BEACONS

Beacons enhance uncontrolled crosswalks through flashing lights and other devices that call attention to pedestrians crossing the roadway. Beacons may be actuated by pedestrians wishing to cross at a crosswalk, or may flash on a continuous basis to warn motorists of potential pedestrian activity at the location.

Standard beacons use a round yellow light that flashes at regular intervals. Over time, motorists have become complacent with this type of beacon, resulting in lower yielding rates. New beacon designs incorporate high-visibility elements that increase compliance.

PEDESTRIAN HYBRID BEACON

Sometimes called a "HAWK" signal, pedestrian hybrid beacons use yellow warning and red stop lights similar to a traffic signal. After pedestrian actuation, the yellow light will flash and then turn solid to warn motorists to slow for a queued pedestrian phase. A solid red light follows, requiring motorists to come to a full stop, and a pedestrian WALK phase is triggered. When the crossing phase has expired, the beacon flashes red and then goes dark.



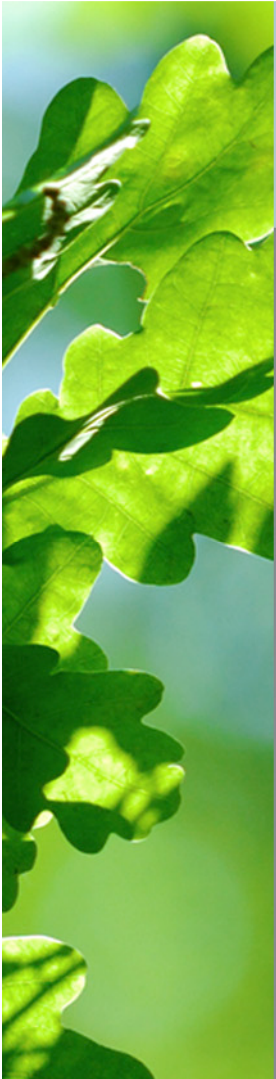
PEDESTRIAN SIGNS WITH LEDS

Pedestrian crosswalk signs can be enhanced with perimeter LED lights, such as Rectangular Rapid Flashing Beacons (RRFB), that are actuated by a pedestrian push-button. When actuated, the LED lights flash to alert motorists to a pedestrian crossing.

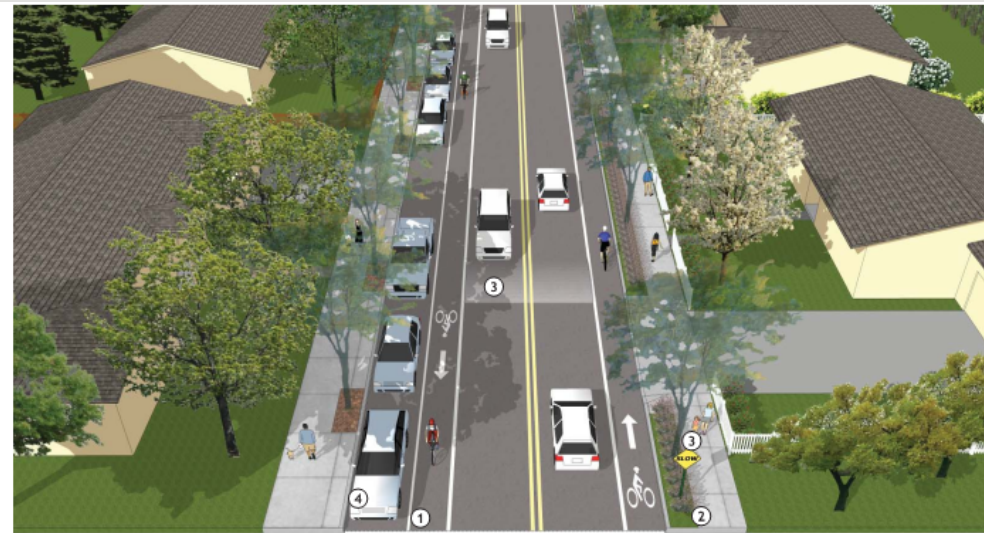


Design Considerations

- Beacons must be placed at least 100 ft from the nearest controlled intersection.
- Beacons are not required to meet warrants for a traffic signal, but implementation should consider vehicle volumes, street and lane widths, and traffic gaps in conjunction with pedestrian volumes, walking speeds, and delay.
- Pedestrian actuation is preferred to continuous flashing, as it reduces motorist complacency with the beacon and increases yielding compliance.



TMP APPENDICES – COMPLETE STREETS EXAMPLES



Neighborhood Collector

Bicycle

1. Conventional bike lane with colored conflict area and intersection crossing markings (buffered bike lane if space allows)

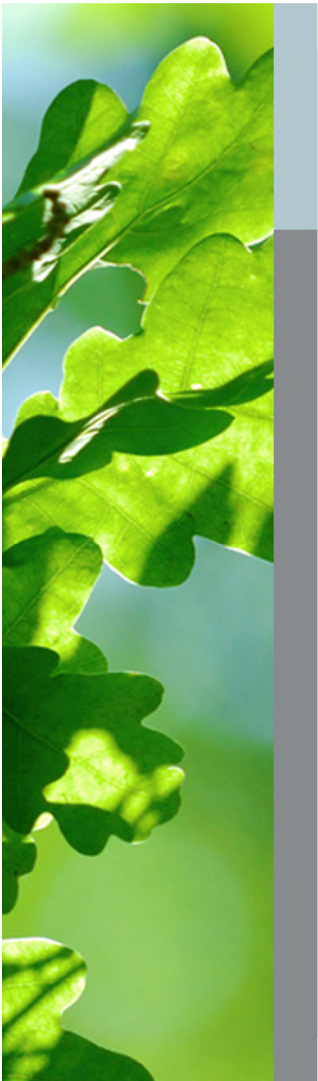
Pedestrian

2. Sidewalks with planting strip and street trees (pathways if conventional sidewalks are not feasible)
3. High-visibility crosswalks with bulb-outs and enhanced crossing treatments if needed (not pictured)

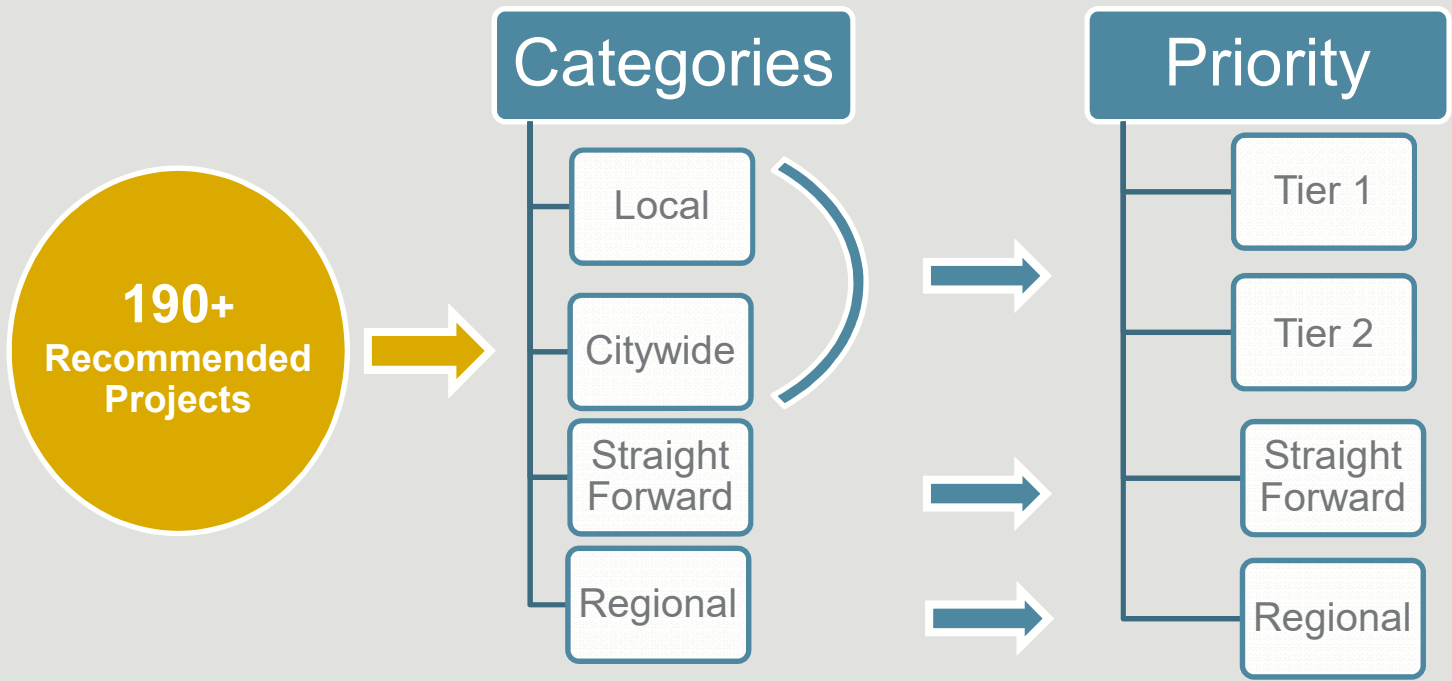
Transit

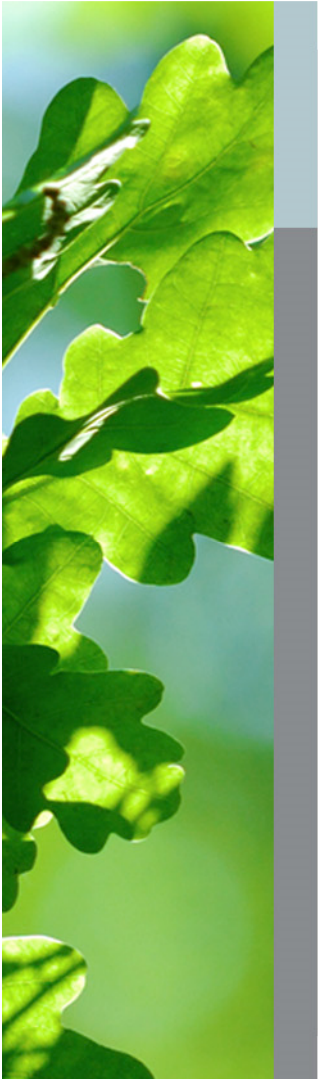
Vehicle

4. Optional traffic calming elements where necessary and supported by residents to achieve traffic calming goals
5. Parking on one side of street (if space allows)



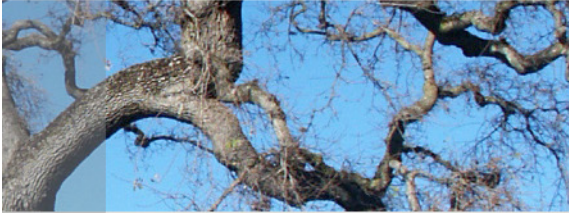
PRIORITIZATION STRATEGY





REGIONAL PROJECTS

- Bayfront Expressway Multimodal Corridor Project
- Dumbarton Corridor Project
- Dumbarton Rail
- Dumbarton Rail Corridor Trail
- Caltrain Crossing Improvements



PRIORITIZATION CRITERIA



Safety

- Could improve safety conditions
- Close bicycle or pedestrian gap

Congestion management

- Minimize cut-through traffic
- Reduce delay

GHG reduction / person throughput

- Moves people out of SOV and into transit, carpools, shuttles, etc.
- Meets City's GHG goal

Transportation sustainability

- Promotes use of bicycles, pedestrian and public transit modes
- Promote use of multiple modes

School nearby

- Improve access to and accommodate all travel modes to and from a school

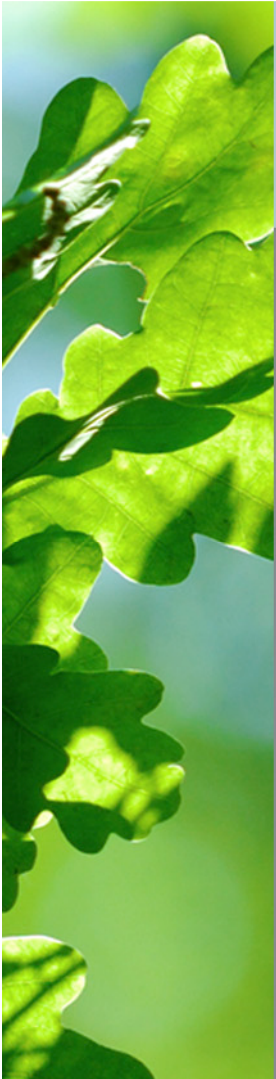
Sensitive populations

- Proximity to daycares, senior centers, and communities of concern

Green infrastructure

- Provides ways to incorporate green stormwater infrastructure

El Camino Real

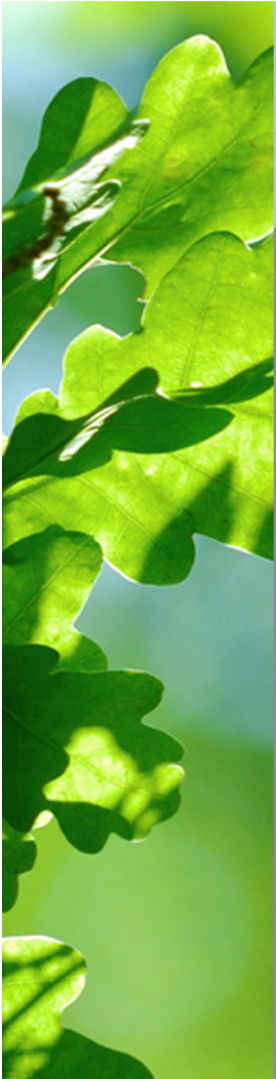


SCORING SYSTEM

Project Scoring System Example

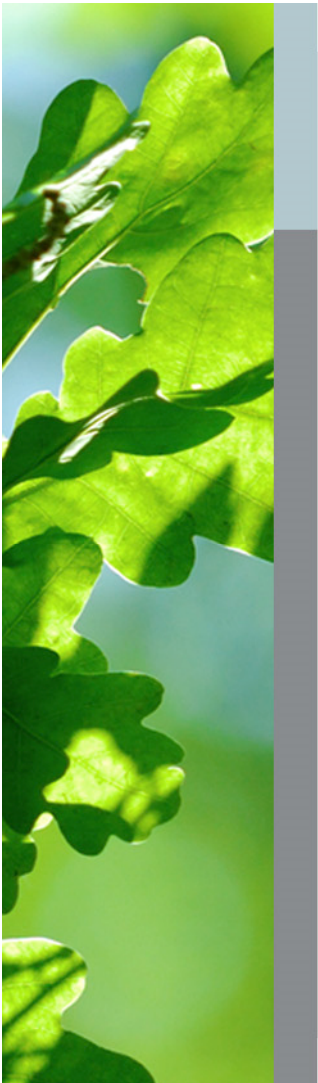
| Tier | Project | Safety* | Congestion Management* | GHG Reduction/Person Throughput* | Transportation Sustainability* | School Nearby* | Sensitive Population | Green Infrastructure |
|------|-----------|---------|------------------------|----------------------------------|--------------------------------|----------------|----------------------|----------------------|
| 1 | Project A | ● | ◐ | | | ● | | ◐ |
| 1 | Project B | ◐ | ● | | ◐ | | ◐ | |
| 2 | Project C | ◐ | | ◐ | ◐ | | | ◐ |
| 2 | Project D | | ◐ | | | ◐ | | |
| 2 | Project E | ◐ | | ◐ | | | ◐ | |

● = Fully Met Criteria ◐ = Partially Met Criteria EMPTY = Did Not Meet Criteria *Key Criteria

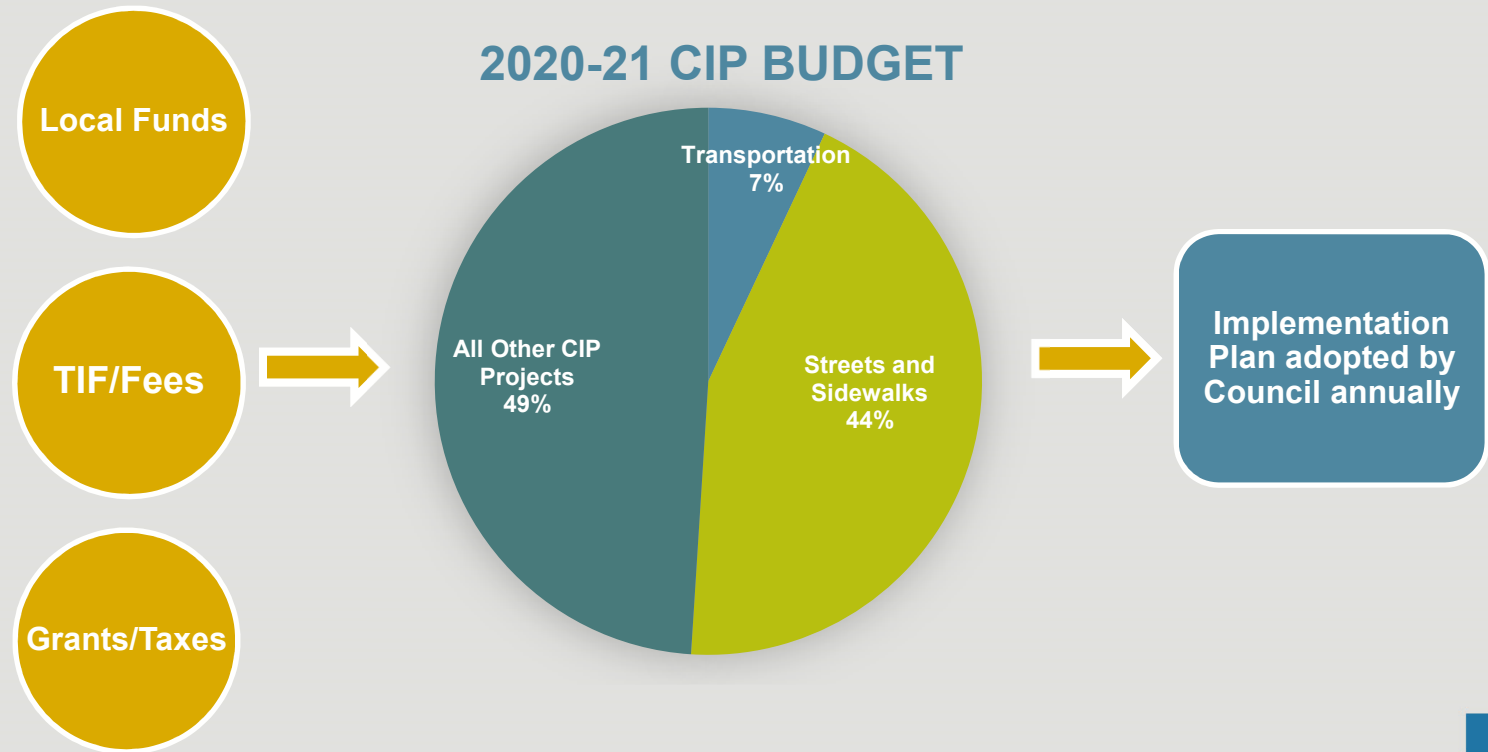


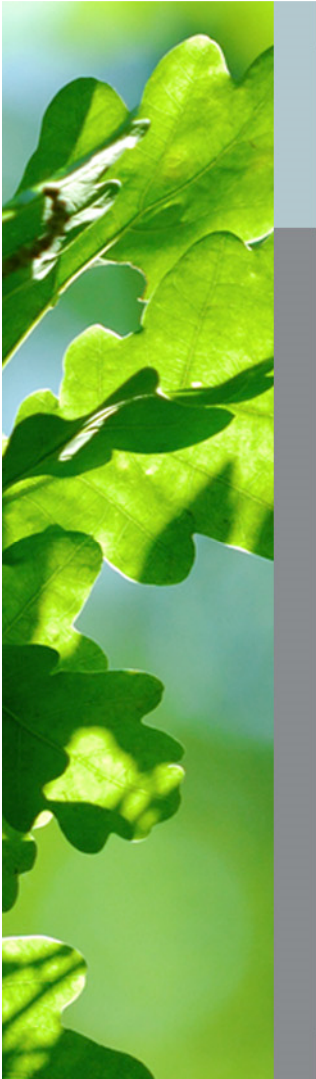
PRIORITIZATION AND IMPLEMENTATION

| Implementation Group | Number of Projects | Cost |
|------------------------|--------------------|-----------------|
| Tier 1 - High Priority | 39 | \$77.3 million |
| Tier 2 - Opportunity | 57 | \$47.9 million |
| Citywide | 24 | \$16.5 million |
| Regional | 5 | \$10.8 million |
| Straightforward | 32 | \$3.0 million |
| Total | 157 | \$157.6 million |



HOW WILL WE FUND IT?

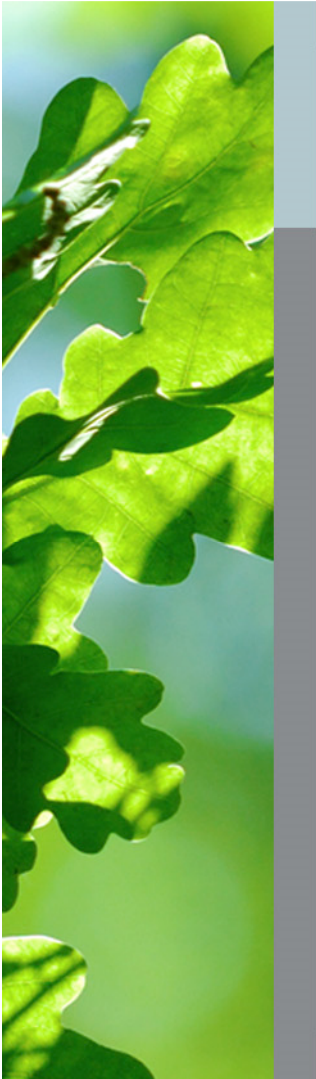




COMMITTEE FEEDBACK

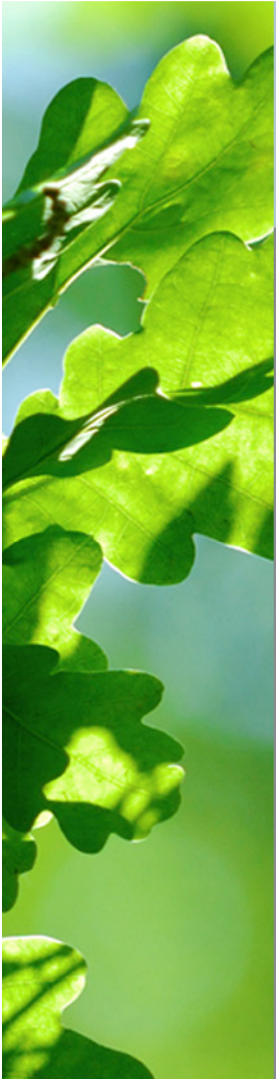


| Topic | Staff Recommended Action |
|--|--|
| Street classification map and priority scoring details | Add into appendix as part of Final TMP |
| Transparent process for new projects | Implement a web-based map or table to indicate progress on TMP projects and identify new projects |
| Congestion reduction vs. congestion management | Staff to review TMP document and present recommendations to City Council in November |
| Regional project coordination | Staff continue to participate in regional groups/committees advocating for regional projects at City stakeholder |
| Transportation toolkit/city standards | Staff to include recommendation to City Council in November |



COMMITTEE RECOMMENDATIONS

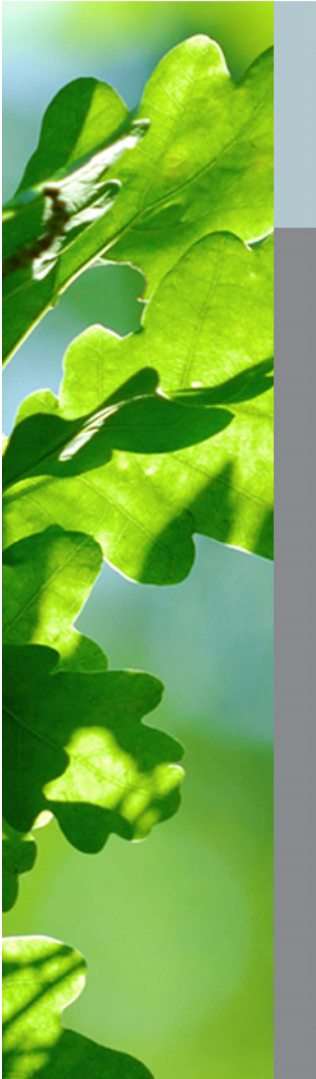
- Approve the Transportation Master Plan
- Request prioritization of implementation to be aligned with the City's Climate Action Plan (CAP) goals
- Recommend the Complete Streets Commission (CSC) to advise City Council on recommended projects as part of the CAP implementation
- Express reservations about 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 Getting the word out about the plan to the community



NEXT STEPS - SCHEDULE



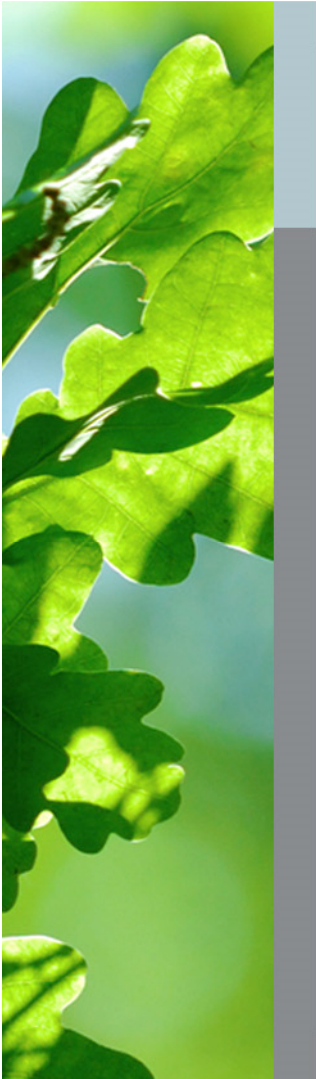
| Schedule | Task |
|-------------|--|
| October 14 | Complete Streets Commission review of Draft TMP |
| November 10 | City Council review and adoption of Transportation Master Plan |



AFTER ADOPTION – WHAT’S NEXT?



- Begin implementing the straightforward projects
- Identify Tier 1 projects to include in the 2021-22 CIP and the 5-year CIP
- Look for grant opportunities and identify which projects would align with those opportunities
- Process to add new projects



COMMISSION FEEDBACK & REQUESTED ACTION

- Readability of final plan
- Getting the word out about the plan to the community
- Funding and implementation strategy
- Recommendation to City Council



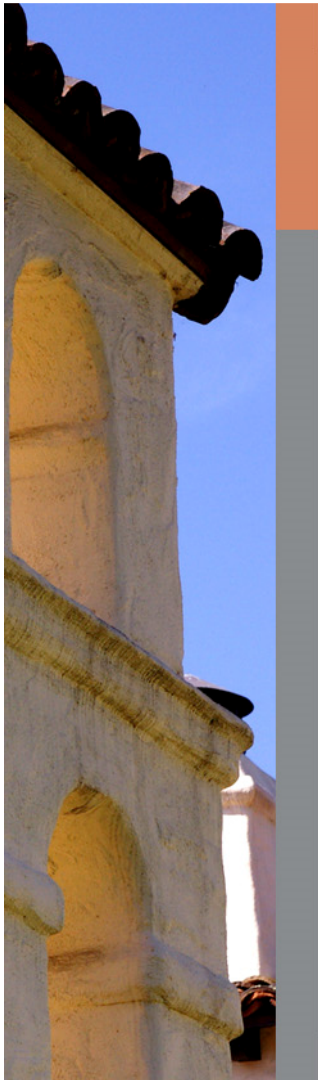


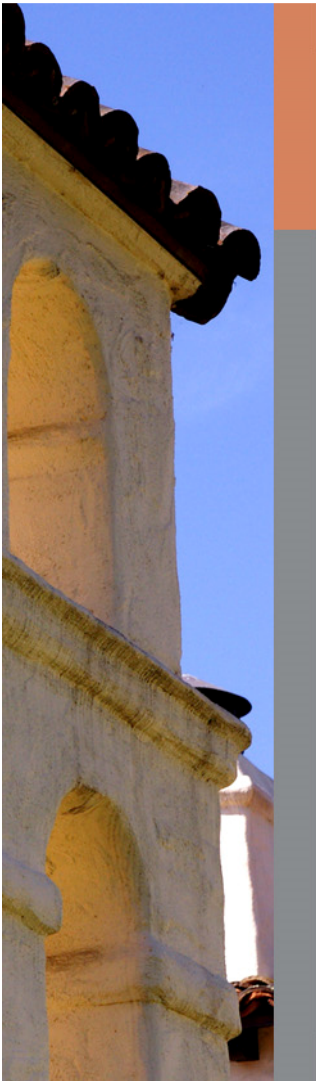
THANK YOU



2020-2021 City Council priorities and work plan

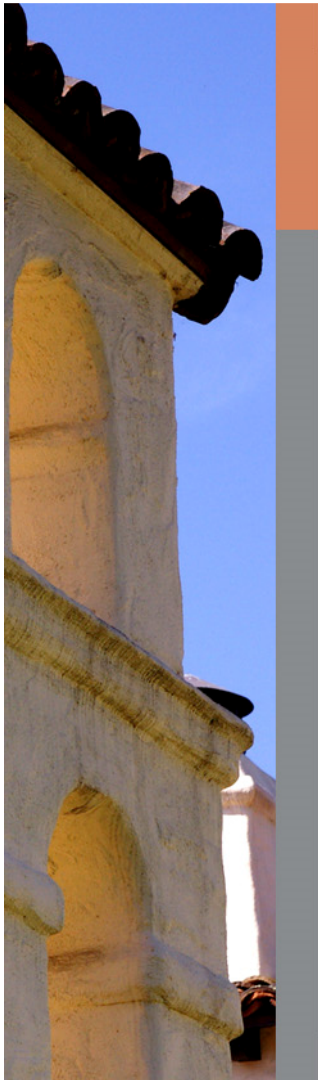
| Goals/priorities | | Goals/priorities | |
|------------------|---|------------------|--|
| 1 | Transportation master plan | 10 | ConnectMenlo community amenities list update |
| 2 | 2022 Housing Element, zoning code update and related work | 11 | ECR/Downtown Specific Plan area housing development incentives |
| 3 | Belle Haven community center and library | 12 | Development and environmental review process education series |
| 4 | COVID-19 pandemic local emergency response | 13 | Santa Cruz Ave closure and economic development initiatives |
| 5 | Information Technology Master Plan implementation | 14 | Citywide communication program development |
| 6 | Transportation management association (TMA) formation | 15 | Climate Action Plan implementation |
| 7 | Middle Avenue pedestrian & bicycle rail crossing planning | 16 | Institutional bias reform |
| 8 | Short-term rental ordinance | 17 | (New) Menlo Park SAFER Bay Project |
| 9 | Accessory dwelling unit ordinance update | | |





2020-2021 Recommended commission work plan

| Ref # | Goals/priorities | Tasks |
|-------|---|--|
| 1 | Climate Action Plan – vehicle miles traveled | <ul style="list-style-type: none">• Review Transportation Master Plan• Provide input on major development projects |
| 2 | Transportation Master Plan | <ul style="list-style-type: none">• Advise City Council on final adoption |
| 3 | Middle Ave ped & bike rail crossing | <ul style="list-style-type: none">• Advise City Council on the planning and installation• Advocate for improvements on Middle Ave and Olive St |
| 4 | Downtown access programs | <ul style="list-style-type: none">• Support CC on ongoing initiatives |
| 5 | Safe routes to school (SRTS) program | <ul style="list-style-type: none">• Support CC on ongoing initiatives• Advocate for community engagement, program continuity and engineering implementation |
| 6 | Regional multi-modal and transportation demand management program | <ul style="list-style-type: none">• Support CC on ongoing initiatives |



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 |

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COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Procedure #CC-19-0004

Effective 3/5/2019

Resolution No. 6477



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| <p>Purpose</p> |
| <p>To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.</p> |
| <p>Authority</p> |
| <p>Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”</p> |
| <p>Background</p> |
| <p>The City of Menlo Park currently has eight active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, Planning Commission, and the Sister City Committee. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Seven of the eight commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.</p> |
| <p>Policies and Procedures</p> |
| <p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq., 65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of |

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department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.

- Additional or other staff support may be provided upon a formal request to the City Council.
- The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that his or her statements do not represent the position of the City Council.
- Commission/Committee members will have mandatory training every two years regarding the Brown Act and parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.
- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the City Clerk's Office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.

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- Ensuring the City Clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Commission/Committee Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The City Clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that he or she is speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.

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- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, City Manager, City Attorney, City Clerk and other appropriate staff, as requested.
 - Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
 - The official record of the commissions/committees will be preserved by preparation of action minutes.
2. *Conduct and parliamentary procedures*
- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
 - A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
 - The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
 - The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.
3. *Lack of a quorum*
- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
 - The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
 - Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
 - All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.
4. *Meeting locations and dates*
- Meetings shall be held in designated City facilities, as noticed.
 - All commissions/committees with the exception of the Planning Commission, Finance and Audit Committee and Sister City Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month. The Finance and Audit Committee and Sister City Committee shall hold quarterly meetings.
 - Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill

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a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 7 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month at 7 p.m.
- Sister City Committee – Quarterly; Date and time to be determined

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that his or her participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

G. Memberships

Appointments/Oaths

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the City Clerk or his/her designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

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Application and selection process

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the City Clerk's office and on the City's website.
- The City Clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted; however, the form submitted must be signed.
- After the deadline of receipt of applications, the City Clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the City Clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the City Clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed.
- Following a City Council appointment, the City Clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the City Clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that he/she will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses

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incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed with the City Clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Planning Commission are required to file a Statement of Economic Interest with the City Clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the City Attorney.

Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee with the exception of:
 - Finance and Audit Committee – five (5) members
 - Housing Commission – seven (7) members
 - Complete Streets Commission – nine (9) members
 - Library Commission – eleven (11) members

Reappointments, resignations, removals

- Incumbents seeking a reappointment are required to complete and file an application with the City Clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the City Clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

Term of office

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.

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Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are listed on the City Council agenda and posted by the City Clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the City Clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on multi-modal 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. The Complete Streets Commission's responsibilities would include:

- Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities
- Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
- Coordination on providing a citywide safe routes to school plan
- Coordination with regional transportation systems
- Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.028

Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

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Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan
- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991).

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

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Sister City Committee

The Sister City Committee is primary charged with promoting goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges

- Develop a mission statement and program plan consisting of projects, exhibits, contacts and exchanges of all types to foster and promote the objectives of the mission statement
- Implement the approved program plan upon request of the City Council
- Keep the community informed concerning the Sister City program
- Advise the City Council on matters pertaining to any sister city affairs
- Perform other duties as may be assigned to the committee by the City Council

Special Advisory Bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the City Clerk for City Council consideration and approval.

Procedure history

| Action | Date | Notes |
|--------------------|------|---------------------|
| Procedure adoption | 1991 | Resolution No. 3261 |
| Procedure adoption | 2001 | |
| Procedure adoption | 2011 | |
| Procedure adoption | 2013 | Resolution No. 6169 |
| Procedure adoption | 2017 | Resolution No. 6377 |



STAFF REPORT

Complete Streets Commission

Meeting Date: 11/12/2020
Staff Report Number: 20-009-CSC

Regular Business: **Discuss and consider potential multimodal study metrics to incorporate into the next transportation impact analysis guidelines update**

Recommendation

Staff recommends that the Complete Streets Commission discuss and consider potential multimodal study metrics to incorporate into the next transportation impact analysis (TIA) update.

Policy Issues

The City Council approved the City's revised TIA guidelines on June 16 to be consistent with Senate Bill (SB) 743 and general plan circulation element policies CIRC-2.5, 2.14, 3.1, 3.4, and 5.7.

SB 743 required the Governor's Office of Planning and Research (OPR) to establish a new metric for identifying and mitigating transportation impacts pursuant to the California Environmental Quality Act (CEQA) in an effort to meet the State's goals to reduce greenhouse gas emissions, encourage infill development, and improve public health through more active transportation. Effective July 1, 2020, OPR identified vehicle miles travel (VMT) as the required transportation metric to supersede level of service (LOS) as the legally required threshold for transportation impacts pursuant to CEQA.

Background

Development and capital projects wishing to obtain approval need to satisfy a wide array of state and local requirements, including but not limited to assessing potential environmental impacts such as transportation impacts expected to be generated by the project.

For purposes of disclosing potential transportation impacts, projects in the City of Menlo Park use the City's TIA guidelines to ensure compliance with both state (i.e., VMT as the study metric) and local (i.e., LOS as the study metric) requirements. The TIA guidelines also require an analysis of pedestrian, bicycle and transit circulation. A hyperlink to the current TIA guidelines is provided as Attachment A.

VMT definition and potential mitigation

VMT is a measurement of the amount of travel for all vehicles in a defined area, such as within the City boundaries, within San Mateo County or within the Bay Area region. It represents the total number of vehicle trips multiplied by the total distance each vehicle travels.

Mitigation measures for VMT impacts typically would include implementing transportation demand management (TDM) measures and strategies to encourage low-emission, multimodal transportation.

LOS definition and potential mitigation

LOS assigns a letter grade (A to F) related to the delay per vehicle for an intersection or roadway segment. LOS A represents free flowing conditions and little to no delay to vehicles while LOS F represents congested conditions with higher delays and long queues for vehicles.

Mitigation measures for LOS impacts, different from VMT, would typically support strategies that encourage faster automobile travel times, reduce peak commute time congestion, implement roadway widening and other infrastructure or strategies that could encourage travel by single-occupant vehicles.

Analysis

Multimodal transportation typically refers to all other travel modes outside of automobile, such as walking, biking, and taking public transit.

During the TIA guidelines update in early 2020, the City Council directed staff to explore the possibility of incorporating multimodal study metrics into the update. Staff's initial research found that no local agencies had adopted multimodal metrics into their policies/guidelines and incorporating it would require additional effort and resources. Due to the subject's complexity and the desire to incorporate the VMT thresholds by July 1st, staff recommended to continue this effort and report back to the City Council at a future date.

On June 16, the City Council approved the revised TIA guidelines and directed staff to work with the Complete Streets Commission to examine potential multimodal study metrics for the next TIA guidelines update. A hyperlink to the meeting minutes is provided as Attachment B.

Action

Staff recommends the Commission discuss and consider potential multimodal study metrics to incorporate into the next transportation impact analysis guidelines update. Key considerations may include, but are not limited to:

- Study area (e.g. immediate project boundaries versus specific corridors)
- Study type (e.g. intersection analysis versus roadway segment analysis)
- Study metric (e.g. level of service, level of stress, etc.)
- Level of effort (e.g. data collection, analytical tool, etc.)

Staff also recommends designating an existing subcommittee to work with staff and present the final recommendations to the Complete Streets Commission at a future meeting.

Impact on City Resources

City resources required to complete this update were included in the City's annual operation budget. While no additional resources are being requested at this time, staff will reassess after this Commission meeting.

Environmental Review

This action is not a project within the meaning of the 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. Hyperlink - Transportation impact analysis guidelines:
menlopark.org/DocumentCenter/View/302/Transportation-Impact-Analysis-Guidelines?bidId=
- B. Hyperlink – June 16 City Council special meeting minutes:
menlopark.org/AgendaCenter/ViewFile/Minutes/_06162020-3456

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