

Complete Streets Commission



REGULAR MEETING MINUTES

Date: 9/9/2020

Time: 7:00 p.m.

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

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

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

- How to participate in the meeting
 - Access the special meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID# 959 6579 2741

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

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



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

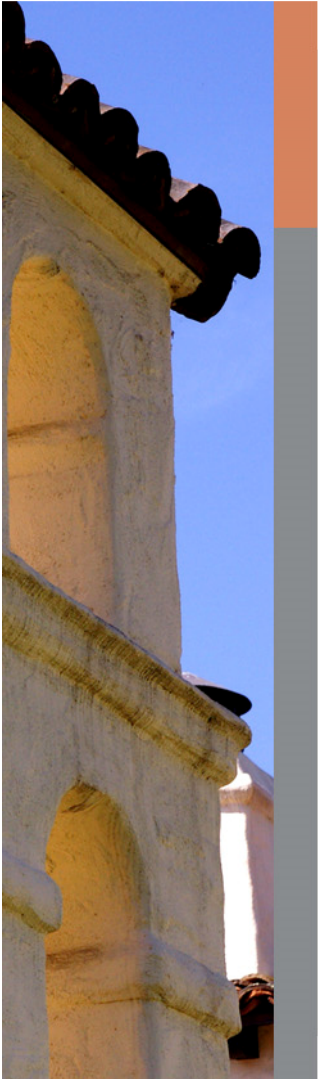
- **CSC Recommendation to the Council:**
 - Approve an asphalt pathway design for the Sharon Road Project
 - Adopt a resolution to implement a “no stopping” on-street parking zone
 - Establish a 15 mph limit at the frontage of La Entrada Middle School during school hours



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





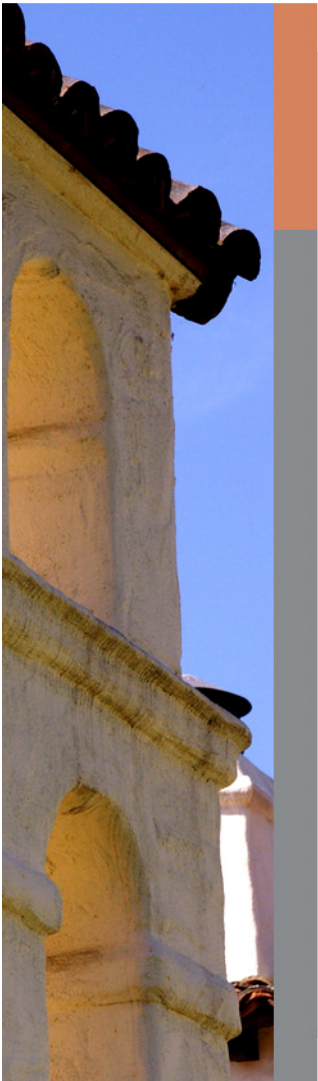
THANK YOU





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