



## REGULAR MEETING MINUTES

**Date:** 10/14/2020

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

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

### 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 7:02 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 on Cambridge Avenue.

#### 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

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.

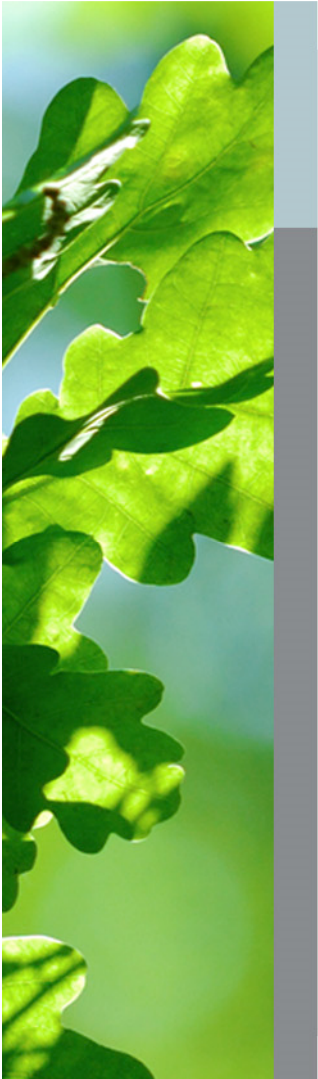
- How to participate in the meeting
  - Access the special meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID# 959 6579 2741

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](http://www.menlopark.org). The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](http://menlopark.org/agenda)).



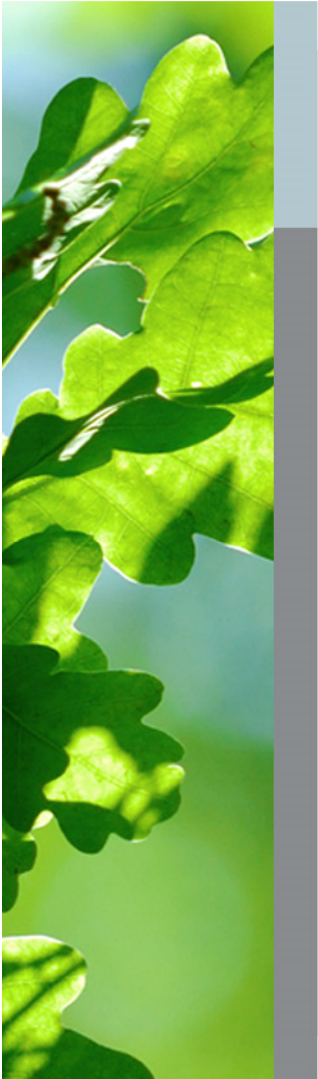
# TRANSPORTATION MASTER PLAN

Complete Streets Commission  
October 14, 2020

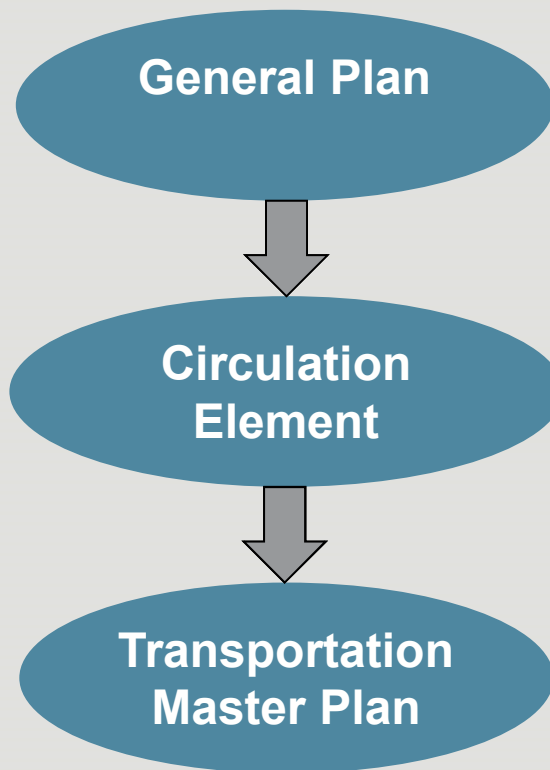


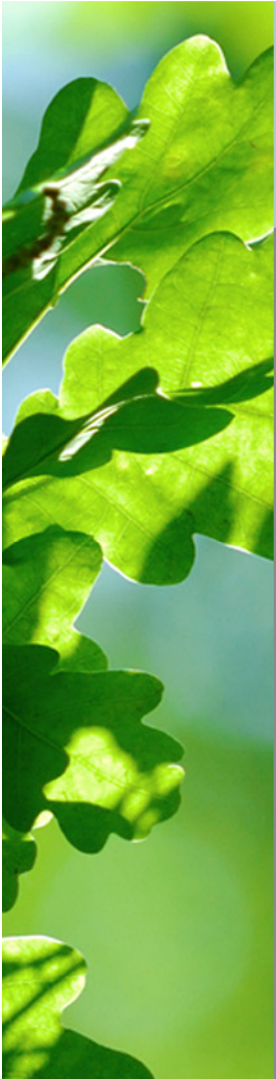
## AGENDA

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



## BACKGROUND



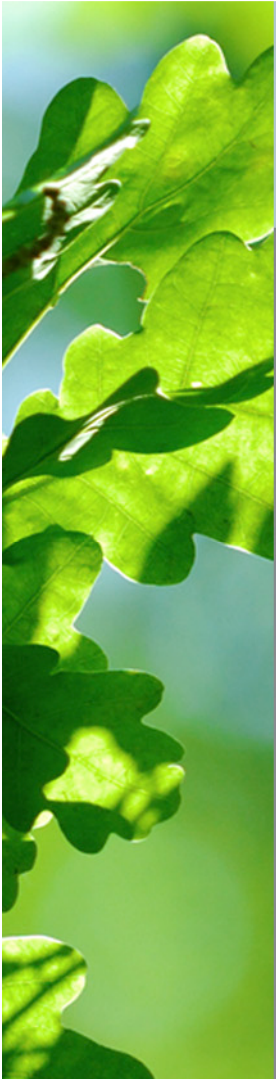


## TRANSPORTATION MASTER PLAN GOALS

- Safety
- Sustainability
- Mobility Choice
- Congestion Management

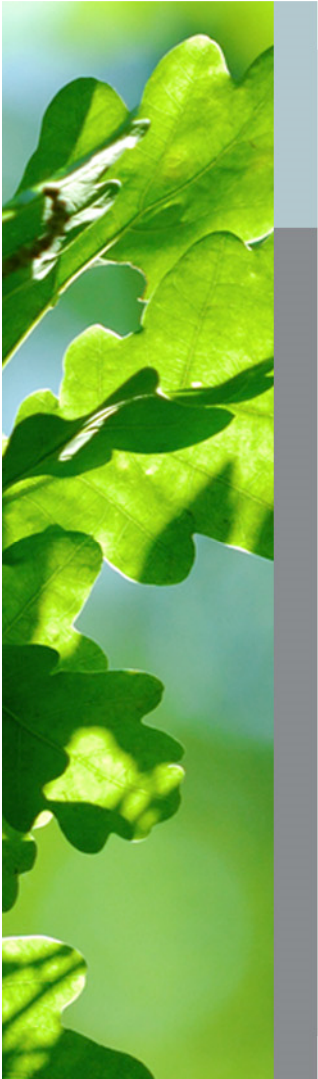






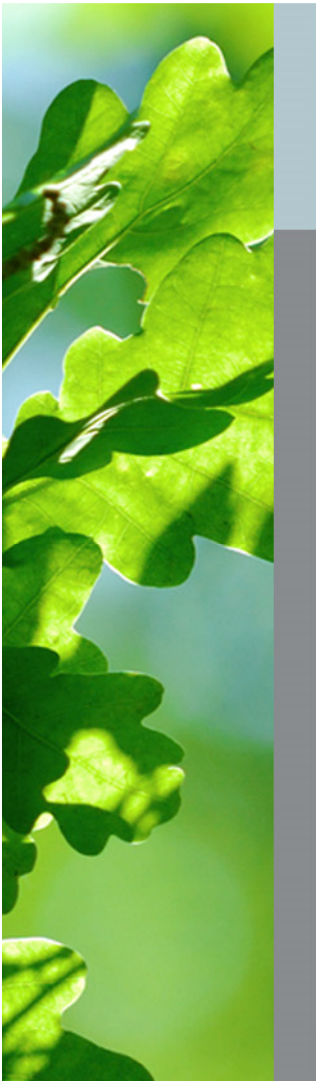
## PROJECT HISTORY

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



## TMP OUTLINE

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



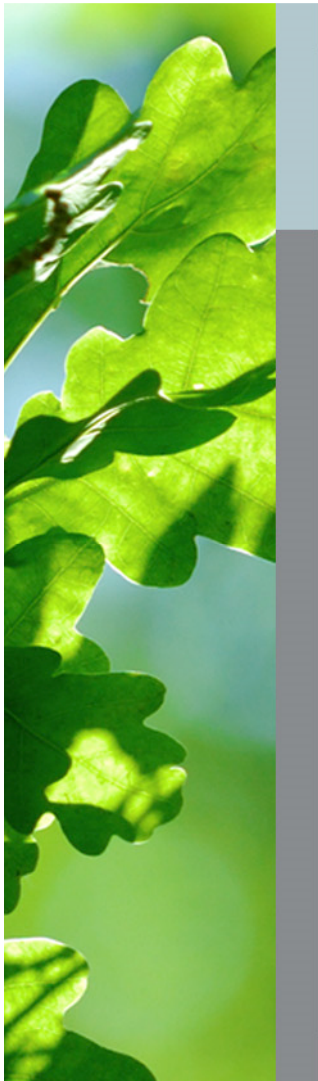
# TMP DOCUMENT



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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.

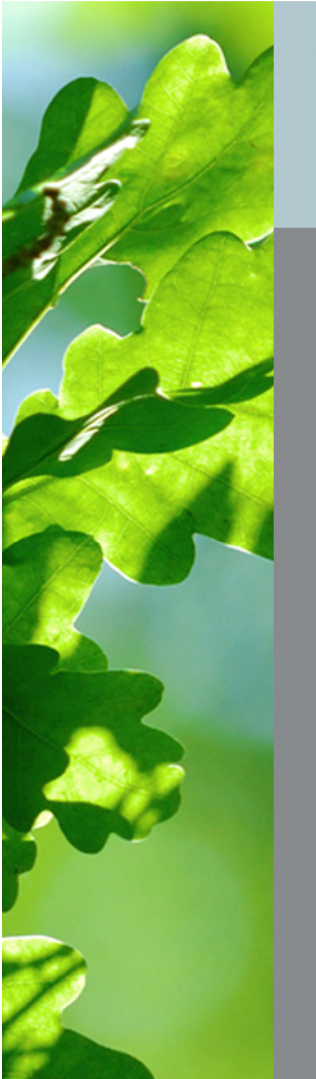
## Identifying and Prioritizing TMP Projects

### 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
<b>TOTAL</b>		<b>157</b>



# 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.



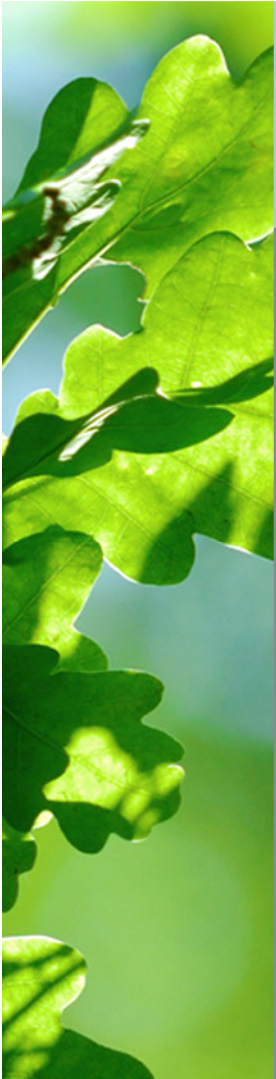
### PEDESTRIAN SIGNS WITH LEDS

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.

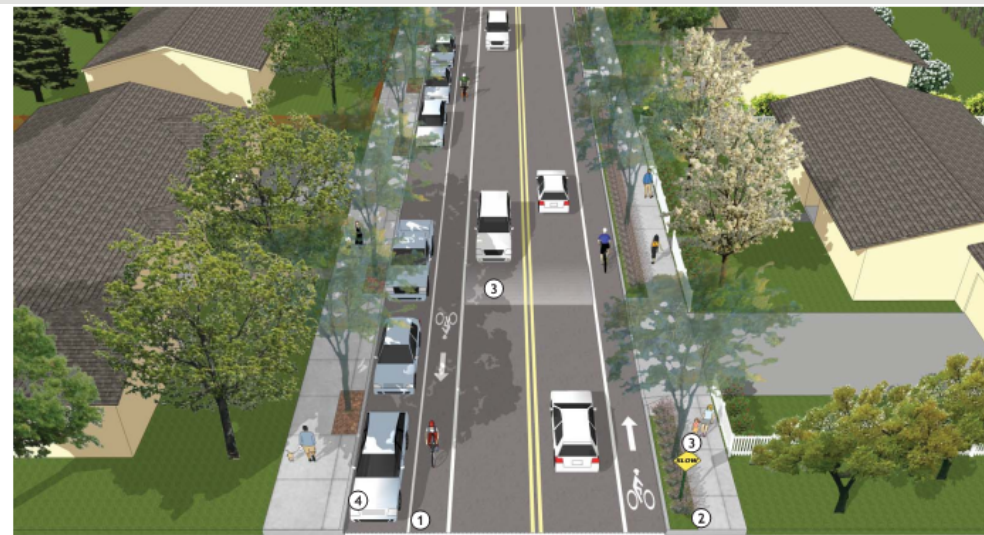


### Design Considerations

- 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)

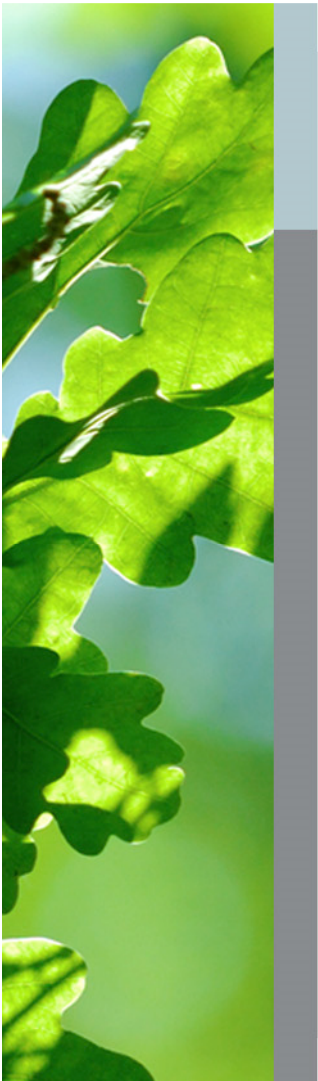
### ● Pedestrian

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)

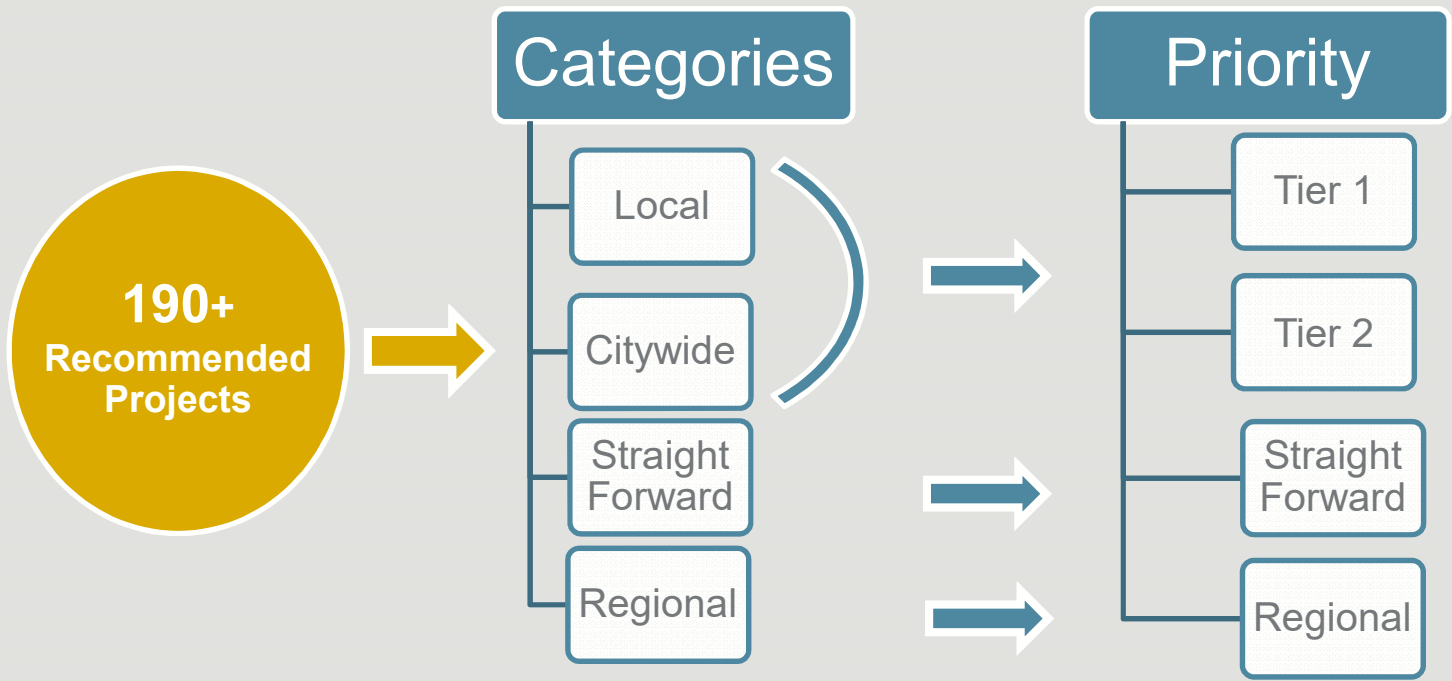
### ● Transit

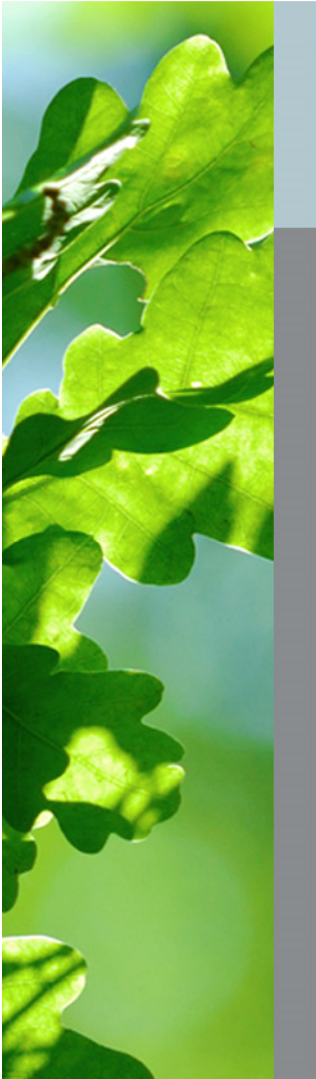
### ● Vehicle

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

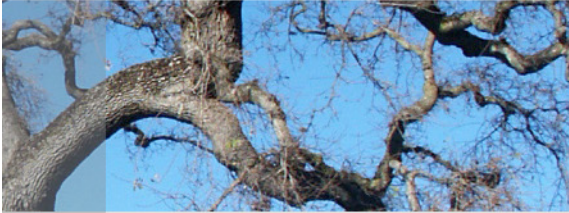




## REGIONAL PROJECTS

- 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

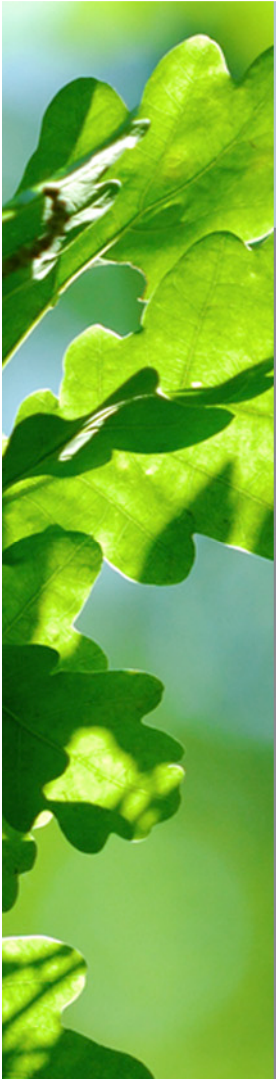
## Sensitive populations

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

## Green infrastructure

- Provides ways to incorporate green stormwater infrastructure

El Camino Real

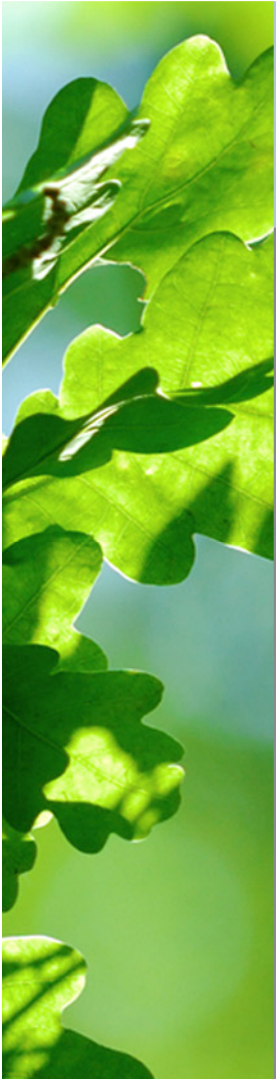


# SCORING SYSTEM

Project Scoring System Example

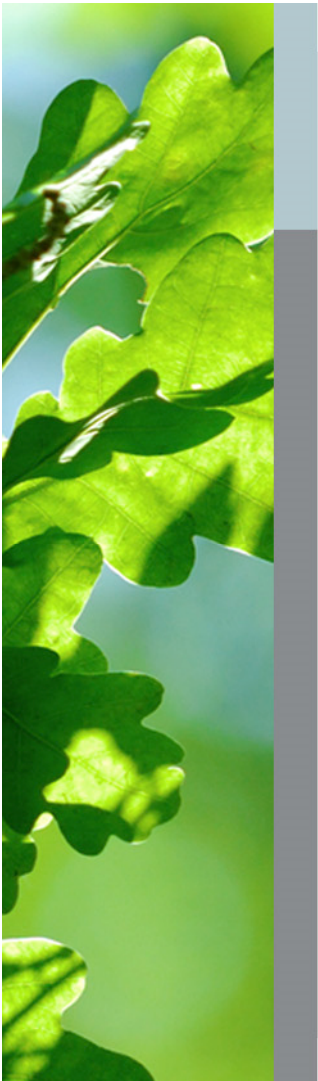
Tier	Project	Safety*	Congestion Management*	GHG Reduction/Person Throughput*	Transportation Sustainability*	School Nearby*	Sensitive Population	Green Infrastructure
1	Project A	●	◐			●		◐
1	Project B	◐	●		◐		◐	
2	Project C	◐		◐	◐			◐
2	Project D		◐			◐		
2	Project E	◐		◐			◐	

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

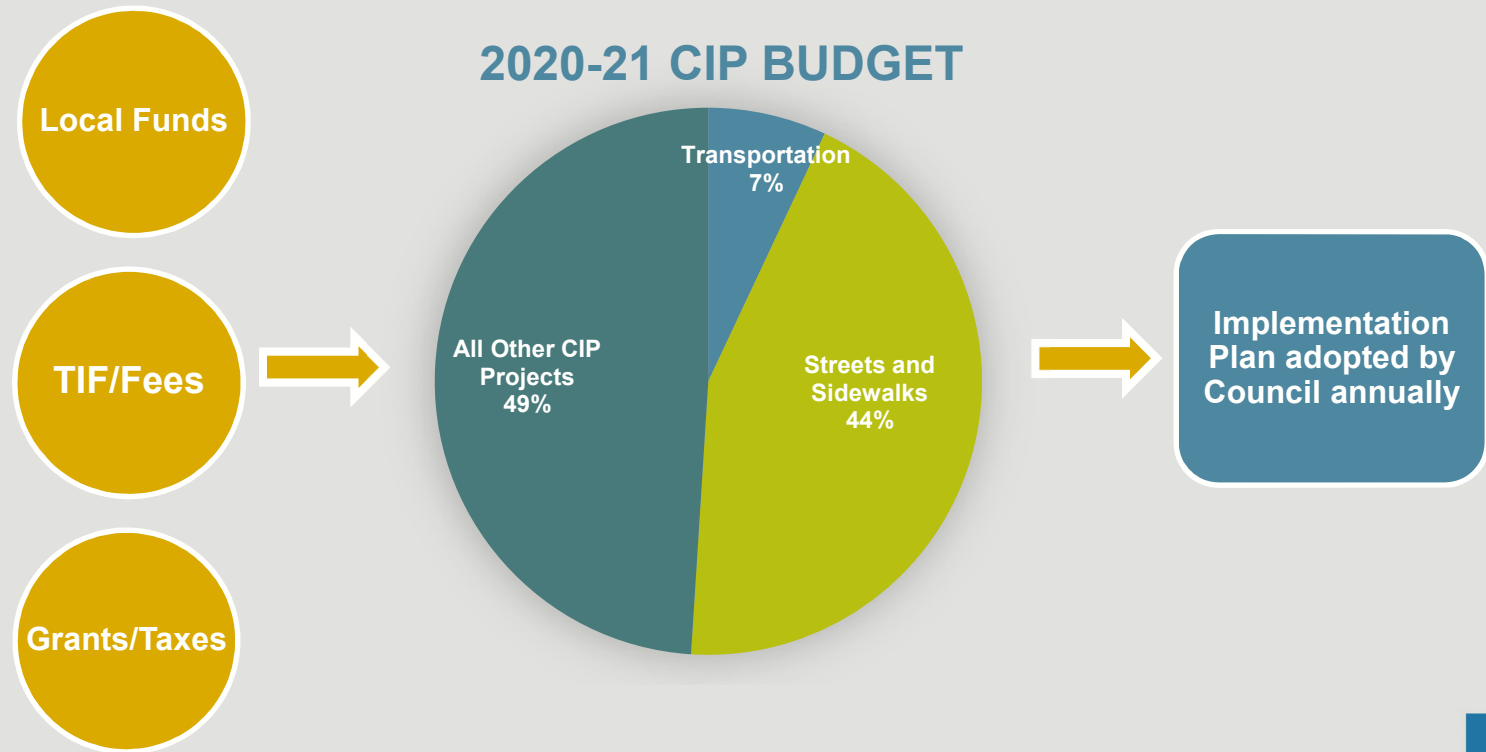


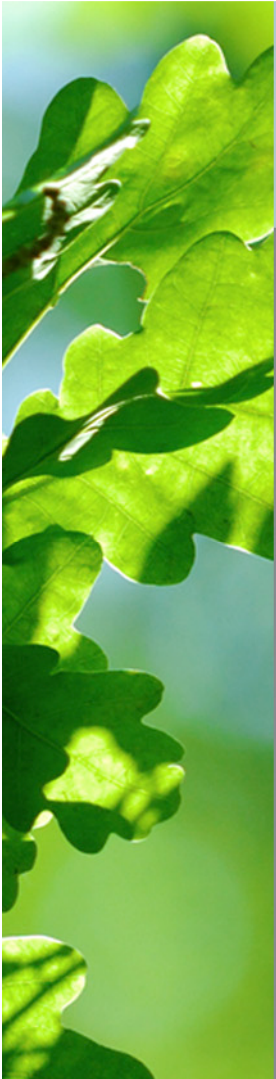
## PRIORITIZATION AND IMPLEMENTATION

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?

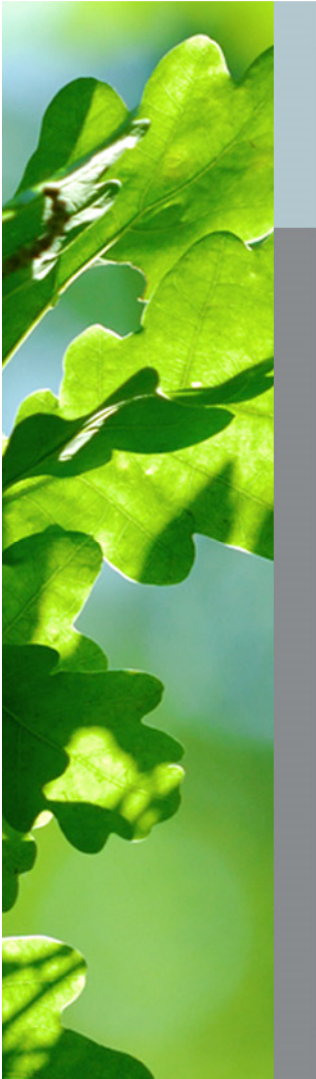




## COMMITTEE FEEDBACK

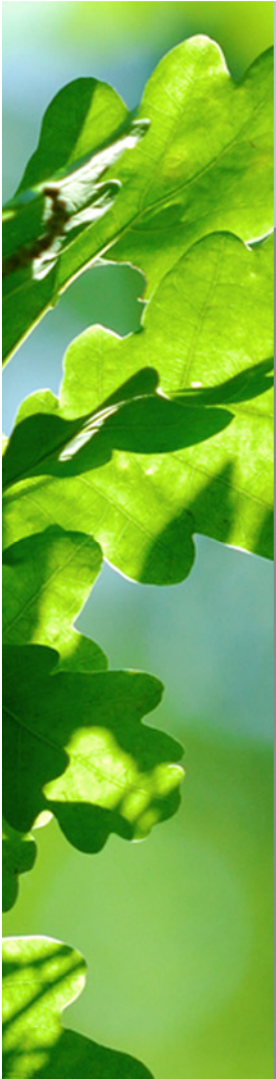


Topic	Staff Recommended Action
Street classification map and priority scoring details	Add into appendix as part of Final TMP
Transparent process for new projects	Implement a web-based map or table to indicate progress on TMP projects and identify new projects
Congestion reduction vs. congestion management	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

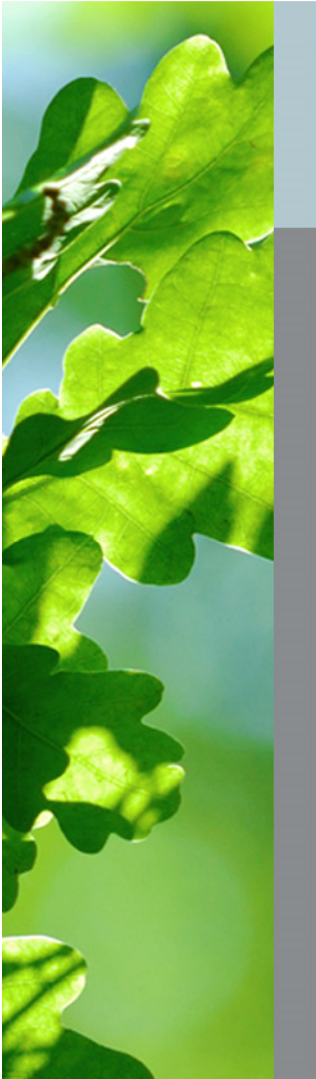
- Approve the Transportation Master Plan
- Request prioritization of implementation to be aligned with the City's Climate Action Plan (CAP) goals
- Recommend the Complete Streets Commission (CSC) to advise City Council on recommended projects as part of the CAP implementation
- Express reservations about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

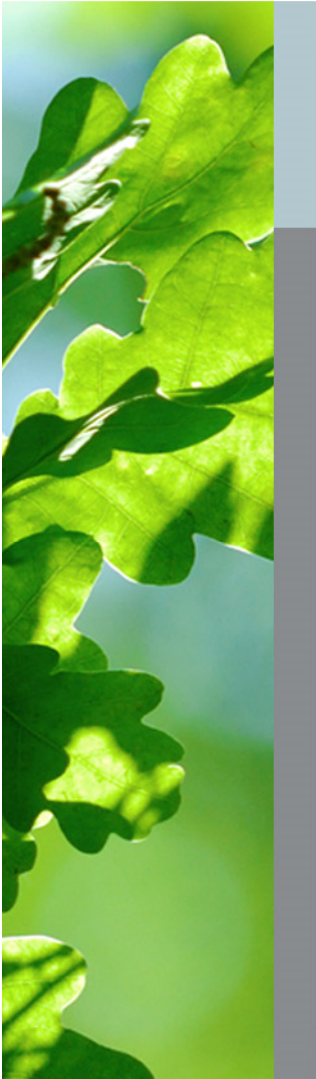


## AFTER ADOPTION – WHAT’S NEXT?



- 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



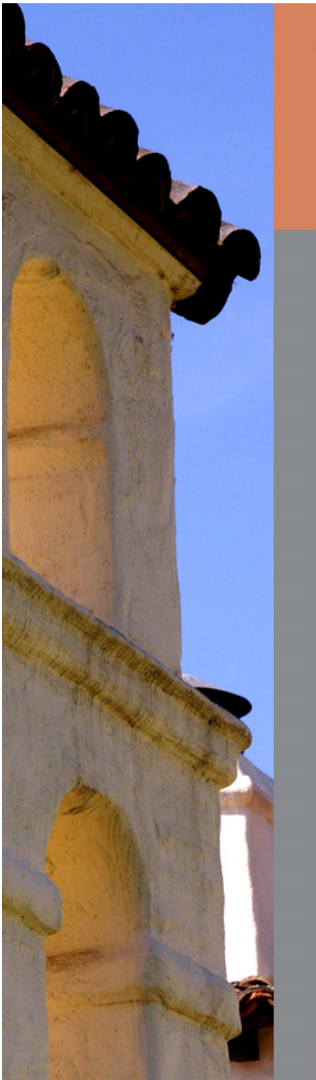


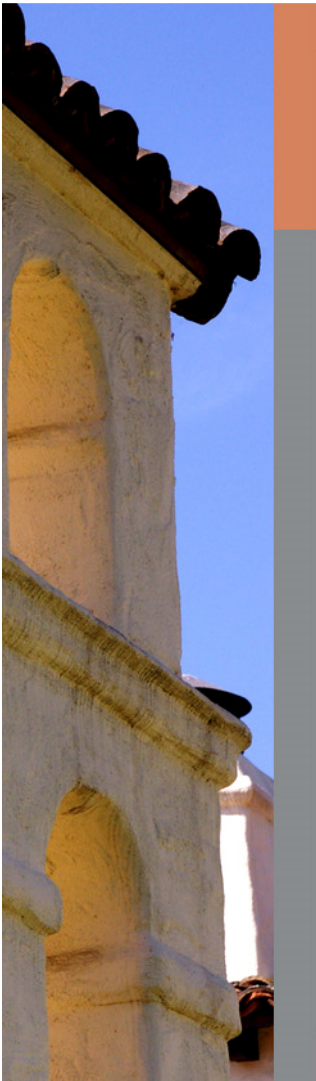
**THANK YOU**



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

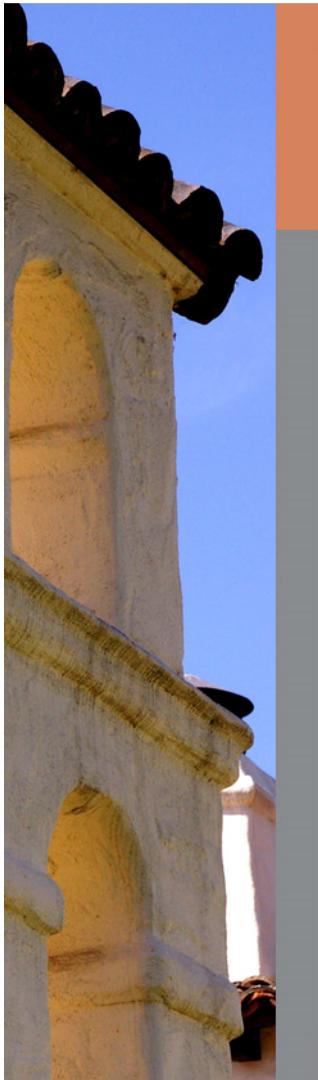
Goals/priorities		Goals/priorities	
1	Transportation master plan	10	ConnectMenlo community amenities list update
2	2022 Housing Element, zoning code update and related work	11	ECR/Downtown Specific Plan area housing development incentives
3	Belle Haven community center and library	12	Development and 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"><li>• Review Transportation Master Plan</li><li>• Provide input on major development projects</li></ul>
2	Transportation Master Plan	<ul style="list-style-type: none"><li>• Advise City Council on final adoption</li></ul>
3	Middle Ave ped & bike rail crossing	<ul style="list-style-type: none"><li>• Advise City Council on the planning and installation</li><li>• Advocate for improvements on Middle Ave and Olive St</li></ul>
4	Downtown access programs	<ul style="list-style-type: none"><li>• Support CC on ongoing initiatives</li></ul>
5	Safe routes to school (SRTS) program	<ul style="list-style-type: none"><li>• Support CC on ongoing initiatives</li><li>• Advocate for community engagement, program continuity and engineering implementation</li></ul>
6	Regional multi-modal and transportation demand management program	<ul style="list-style-type: none"><li>• Support CC on ongoing initiatives</li></ul>



### 2019-2020 Commission work plan

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

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