



SPECIAL MEETING MINUTES

Date: 11/12/2020

Time: 7:00 p.m.

Special 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

Vice Chair Lee called the meeting to order at 7:04 p.m.

B. Roll Call

Present: Behroozi, Espinosa, Kirsch, Lee, Meyer, Wyatt

Absent: Cebrian, Cromie, Levin

Staff: Engineering Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen, City Clerk Judi Herren

C. Reports and Announcements

Staff Chen reported out on a summary of City Council actions on transportation related items since the October 14, 2020, Commission meeting.

D. Regular Business

- D1. Approve the Complete Streets Commission regular meeting minutes of October 14, 2020 (Attachment)

The Commission requested the inclusion of Cambridge Avenue to the public comment.

ACTION: Motion and second (Behroozi/Kirsch), to approve the Complete Streets Commission regular meeting minutes of October 14, 2020, including “Cambridge Avenue” to the public comment, passed (6-0-3, Cebrian, Cromie, Levin absent).

- D2. Review of commission/committee policies and procedures, roles and responsibilities (Attachment)

City Clerk Herren made the presentation (Attachment).

The Commission received clarification on the presentation.

- D3. Discuss and consider potential multimodal study metrics to incorporate into the next transportation impact analysis guidelines update (Staff Report #20-009-CSC)

Staff Chen made the presentation (Attachment).

ACTION: Motion and second (Meyer/Behroozi) to create a Multimodal Metrics Subcommittee and select

Commissioners Behroozi, Espinosa, Levin, and Wyatt to serve on the subcommittee, passed (6-0-3, Cebrian, Cromie, Levin absent).

D4. Evaluate commission subcommittees

The Commission received clarification on the purpose of this item.

ACTION: Motion and second (Lee/Kirsch) to select Commissioner Espinosa to serve on the Active Transportation Network Subcommittee, passed (6-0-3, Cebrian, Cromie, Levin absent).

E. Informational Items

E1. Update on major project status

Staff Chen provided updates on the transportation management association feasibility study, the transportation master plan, and the Ravenswood Avenue and Laurel Street intersection improvements project.

The Commission received clarification on the citywide speed survey results, the Middle Avenue pedestrian and bicycle rail crossing project, and the Middle Avenue traffic calming project.

F. Committee/Subcommittee Reports

F1. Update from Active Transportation Network Subcommittee

None.

F2. Update from Climate Action Plan Subcommittee

None.

F3. Update from Downtown Access and Parking Subcommittee

Commissioner Behroozi announced a potential upcoming subcommittee meeting.

F4. Update from Multimodal Subcommittee

None.

F5. Update from Safe Routes to School Program Subcommittee

None.

F6. Update from Transportation Master Plan Subcommittee

None.

F7. Update from Zero Emission Subcommittee

None.

G. Adjournment

Vice Chair Lee adjourned the meeting at 9:01 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. 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).

The background of the slide is a wide landscape photograph. It shows a river or stream winding through a lush green valley. The sky is filled with large, white and grey clouds, suggesting a bright but slightly overcast day. The foreground shows some reeds and grasses along the water's edge.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-19-0004



AGENDA

- What is an advisory body
- Workplan
- Scope of authority
- Roles and responsibilities of the chair
- Questions





WHAT IS AN ADVISORY BODY

- What is “advisory in nature”?
- How can advisory bodies assist in achieving City Council priorities
 - hearing public testimony on the City Council’s behalf
 - e.g., through public comment at meetings
 - study referred matters and return recommendations and advice to the City Council
 - forwarding recommendations to the City Council for its consideration
 - e.g., through the advisory body workplan or workplan amendments that better align with city council priorities



WORKPLAN

- City Council workplan
 - Lays foundation for the work to be conducted through the year
- Advisory body workplan
 - Supports the priorities set by the City Council
- Workplan process
 - Develop workplan
 - Approve workplan
 - Formally present to City Council
 - Report out quarterly



SCOPE OF AUTHORITY

- Clarity on scope of authority
 - Not involved in the administration or operation of City departments
- The staff liaisons role
 - Provide a schedule of meetings
 - Advise the advisory body on directions and priorities of the City Council
 - Informing the advisory body of events, activities, policies, programs, etc. occurring within the scope of the City Council approved workplan
 - Ensure that agenda items approved by the advisory body are brought forth in a timely manner
 - Take action minutes



ROLES AND RESPONSIBILITIES OF THE CHAIR



- Presiding officer
- Allow for adequate public participation
- Refrain members from conversations with the public
 - Hold members comments/questions until the close of public comment/public hearing
 - Must halt conversations between members and public
 - Either verbal or written
- In the absence of the chair, the vice chair shall act as the presiding officer

A vertical photograph on the left side of the slide shows a close-up of plant leaves with green and yellow variegation. The leaves are long and narrow, with some showing distinct yellow stripes. The background is slightly blurred, showing more green foliage.

**THANK YOU FOR YOUR SERVICE
TO THE MENLO PARK
COMMUNITY**

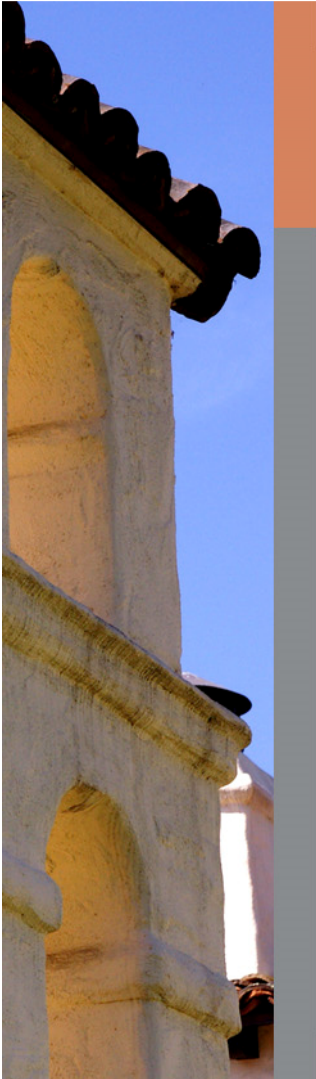


QUESTIONS

The background of the slide is a photograph of a brick building at dusk. The sky is a deep blue, and the building's interior lights are on, casting a warm glow. The architecture features a prominent gabled roof with dark wood or metal brackets under the eaves. A large window on the left shows an interior staircase. In the foreground, a green semi-transparent banner contains the main text.

Consider potential multimodal study metrics to incorporate into the next transportation impact analysis guidelines update

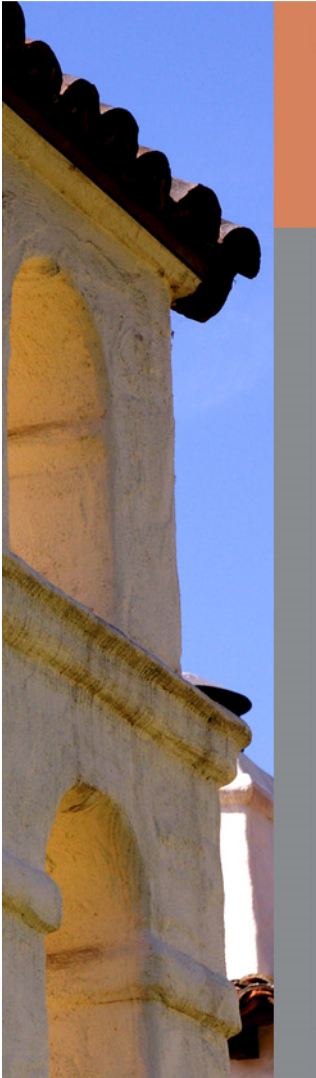
Nov. 12, 2020



TIA GUIDELINES

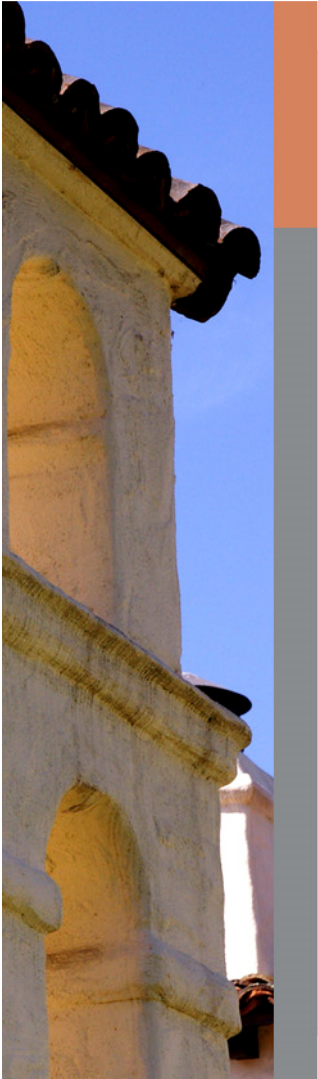
- Non-exempted development / capital projects
 - Vehicle miles travel (state requirement)
 - Measure of total travel
 - Level of service (local requirement)
 - Measure of roadway congestion





CONSIDERATION

- 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.)



ACTION

- Designate a subcommittee to work with staff
- Return to commission with a final recommendation





THANK YOU

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