

# Complete Streets Commission



## REGULAR MEETING AGENDA

**Date:** 12/9/2020

**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
  - 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](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)).

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

#### A. Call To Order

#### B. Roll Call

#### C. Reports and Announcements

Under "Reports and Announcements," staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

## **D. Public Comment**

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

## **E. Regular Business**

- E1. Approve the Complete Streets Commission special meeting minutes of November 12, 2020 ([Attachment](#))
- E2. Receive an update on ongoing/upcoming transportation projects and evaluate commission subcommittees to support City Council priorities
- E3. Re-evaluate and recommend to City Council to approve the Complete Streets Commission workplan for 2020-2021 ([Attachment](#))

## **F. Informational Items**

- F1. Update on major project status

## **G. Committee/Subcommittee Reports**

- G1. Update from Active Transportation Network Subcommittee (Espinosa/Kirsch)
- G2. Update from Climate Action Plan Subcommittee (Levin/Meyer/Wyatt)
- G3. Update from Downtown Access and Parking Subcommittee (Behroozi/Espinosa/Levin/Wyatt)
- G4. Update from Multimodal Metrics Subcommittee (Behroozi/Espinosa/Levin/Wyatt)
- G5. Update from Multimodal Subcommittee (Cebrian/Levin)
- G6. Update from Safe Routes to School Program Subcommittee (Behroozi/Cebrian/Lee)
- G7. Update from Transportation Master Plan Subcommittee (Behroozi/Levin)
- G8. Update from Zero Emission Subcommittee (Cromie/Meyer)

## **H. Adjournment**

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission’s consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 12/3/2020)



**REGULAR MEETING MINUTES - DRAFT**

**Date:** 12/9/2020

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

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

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

**A. Call to Order**

Vice Chair Lee called the meeting to order at 7:03 p.m.

**B. Roll Call**

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

Absent: Kirsch

Staff: Engineering Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen

**C. Reports and Announcements**

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

Chair Levin reported on Caltrain Measure RR.

**D. Public Comment**

None.

**E. Regular Business**

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

**ACTION:** Motion and second (Behroozi/ Lee), to approve the Complete Streets Commission special meeting minutes of November 12, 2020, passed (5-3-1, Cebrian, Cromie, Levin abstained, Kirsch absent).

- E2. Receive an update on ongoing/upcoming transportation projects and evaluate commission subcommittees to support City Council priorities

Staff Chen made the presentation (Attachment).

Chair Levin led a discussion on subcommittee charges and the Commission requested the following:

- Dissolve the Transportation Master Plan Subcommittee.
- Establish a new subcommittee to advise the City Council on strategies to implement the approved transportation master plan.

- Follow up with Commissioners Behroozi and Lee offline to review the current City procedure on project related public meetings.

E3. Re-evaluate and recommend to City Council to approve the Complete Streets Commission workplan for 2020-2021 (Attachment)

The Commission continued item to a future meeting.

#### **F. Informational Items**

F1. Update on major project status

Staff Chen provided updates on 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

None.

G3. Update from Downtown Access and Parking Subcommittee

None.

G4. Update from Multimodal Metrics Subcommittee

None.

G5. Update from Multimodal Subcommittee

Commissioner Levin reported on Metropolitan Transportation Commission legislative actions and a regional transit fare coordination and integration study.

G6. Update from Safe Routes to School Program Subcommittee

Commissioner Lee reported on a previous task force meeting, Ruby Bridge Walk to School Day, and citywide bicycle and vehicle citation statistics (Attachment).

G7. Update from Transportation Master Plan Subcommittee

None.

G8. Update from Zero Emission Subcommittee

None.

**H. Adjournment**

Chair Levin adjourned the meeting at 9:32 p.m.

Kevin Chen, Senior Transportation Engineer

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## MEMORANDUM - DRAFT

**Date:** 10/14/2020  
**To:** City Council  
**From:** Complete Streets Commission  
**Re:** Complete Streets Commission 2020-2021 Work Plan

### **Mission Statement:**

"The Complete Streets Commission shall advise the City Council on realizing the City's adopted goals for Complete Streets, Vision Zero, Climate Action Plan, and provide input on major land use and development projects as it relates to transportation."

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

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



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