



REGULAR MEETING AGENDA

Date: 7/14/2021

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 meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 959 6579 2741
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 959 6579 2741
Press *9 to raise hand to speak

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).

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- Call To Order**
- Roll Call**
- 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 regular meeting minutes of June 9, 2021 ([Attachment](#))
- E2. Adopt Resolution No. 2021-1 to install red curb on Market Place and Terminal Avenue ([Staff Report #21-004-CSC](#))
- E3. Receive a presentation from Multimodal Subcommittee
- E4. Evaluate commission subcommittees to support City Council priorities

F. Informational Items

- F1. Update on major project status

G. Committee/Subcommittee Reports

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

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. 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 and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 7/8/2021)

Complete Streets Commission



REGULAR MEETING MINUTES - DRAFT

Date: 6/9/2021

Time: 7:00 p.m.

Special Meeting Location: [Zoom.us/join](https://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 7:03 p.m.

B. Roll Call

Present: Altman, Behroozi, Cebrian, Cole, Jensen, King, Lee, Levin

Absent: Cromie

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

C. Reports and Announcements

Staff Chen reported on City Council actions related to transportation since the May 12, 2021 Commission meeting.

Commissioner Behroozi requested clarification on existing transportation division staff resources and the Neighborhood Traffic Management Program.

D. Public Comment

None.

E. Regular Business

E1. Approve the Complete Streets Commission regular meeting minutes of May 12, 2021 ([Attachment](#))

ACTION: Motion and second (Cebrian/ Lee), to approve the Complete Streets Commission regular meeting minutes of May 12, 2021, with the following edits, passed 3-0-1-1-4 (Behroozi abstained, Cromie absent, Altman, Cole, Jensen, and King recused):

- E4: revise ACTION verbiage from "...1) innovative bicycle marking..." to "...1) bicycle marking including sharrows and other treatments...".
- F1: revise verbiage from "...Manzanita Works." to "...transportation management associations."

E2. Receive a presentation on commission charges and responsibilities

Staff Chen made the presentation ([Attachment](#)).

Chair Levin led a discussion about commission charges and responsibilities.

E3. Selection of chair and vice chair

Staff Chen introduced the item.

ACTION: Motion and second (Behroozi/ Cebrian), to select Adina Levin as Chair, passed 6-0-1 (Cromie absent).

ACTION: Motion and second (Cole/ Behroozi), to select Sally Cole as Vice Chair, passed 6-0-1 (Cromie).

F. Informational Items

F1. Update on major project status

Staff Chen provided an update on the Bayfront Expressway pedestrian and bicycle overcrossing and the Transportation Management Association feasibility study.

G. Committee/Subcommittee Reports

G1. Update from Climate Action Plan Subcommittee

Commissioner Levin reported on the subcommittee's roles and responsibilities. Commissioner Jensen expressed interest in joining.

G2. Update from Downtown Access and Parking Subcommittee

Commissioner Behroozi reported on the subcommittee's roles and responsibilities. Commissioner Altman expressed interest in joining.

G3. Update from Multimodal Metrics Subcommittee

Commissioners Levin and Behroozi reported on the subcommittee's roles and responsibilities. Commissioner Altman expressed interest in joining.

G4. Update from Multimodal Subcommittee

Commissioner Levin reported on the subcommittee's roles and responsibilities. Commissioner Altman expressed interest in joining.

Commissioner Levin reported updates on Dumbarton forward and Caltrain electrification.

G5. Update from Safe Routes to School Program Subcommittee

Commissioner Behroozi reported on the subcommittee's roles and responsibilities. Commissioner King expressed interest in joining.

Commissioners Behroozi and Lee reported on the subcommittee's desire to seek City Council members' supports to continue the safe routes to school program.

G6. Update from Transportation Master Plan Implementation Subcommittee

Commissioner Levin reported on the subcommittee's roles and responsibilities.

Commissioner Levin reported updates on the Transportation Management Association feasibility study. Commissioner Levin introduced a regional effort titled Seamless Bay Area and received Commission consent to present this effort at a future commission meeting.

G7. Update from Zero Emission Subcommittee

None.

H. Adjournment

Chair Levin adjourned the meeting at 9:56 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.

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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.

COMPLETE STREETS COMMISSION CHARGES AND RESPONSIBILITIES

Complete Streets Commission: June 9, 2021



AGENDA

- Role
- Charges and responsibilities (annual work plan)
- Projects
- Conflict of interest
- Meeting procedures



ROLE

- Advisory
 - Hear public testimony on projects
 - Provide project recommendations to City Council

- Decision making
 - Deliberate on parking requests
 - (up to 3 spaces in downtown or up to 5 spaces else where)

“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.”



CHARGES AND RESPONSIBILITIES (ANNUAL WORK PLAN – MARCH 23)



- Advance climate action plan goals
- Advise on transportation master plan implementation
- Advise on Middle Avenue rail crossing and complete street projects
- Support downtown access initiatives
- Support safe routes to school program
- Support regional multi-modal and transportation demand management programs



WORK PLAN PROCESS

- Development
- Commission approval
- City Council adoption (prior to Sept.)
- Quarterly report



PROJECTS

- Citywide projects (e.g., Transportation Master Plan, Transportation Management Association feasibility study, etc.)
- Transportation projects (e.g., sidewalk, bike lane, ped & bike crossings, complete streets/streetscape, etc.)
- Parking related requests (e.g., re-designation, removal, etc.)
- Grants applications
- Neighborhood traffic Management program (NTMP)



CONFLICT OF INTEREST

- Real property
- Source of income

* Practice tip: spouse's financial interests subject to Act.



MEETING PROCEDURES

- Public comment on non-agendized items
- Regular business items
 - Presentation
 - Clarifying Q&A
 - Public comments
 - Deliberation/recommendation



THANK YOU

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STAFF REPORT

Complete Streets Commission

Meeting Date: 7/14/2021
Staff Report Number: 21-004-CSC

Regular Business: Adopt Resolution No. 2021-1 to install red curb on Market Place and Terminal Avenue

Recommendation

Staff recommends that the Complete Streets Commission adopt a resolution (Attachment A) to install red curb and approve the temporary removal of a total of five on-street parking spaces, three on Market Place and two on Terminal Avenue.

Policy Issues

The recommendation is consistent with Section 11.24.026 of the Menlo Park Municipal Code, which authorizes the Complete Streets Commission to designate a “No Parking Zone” (i.e. red curb) adjacent to driveways, intersections and crosswalks under specific criteria for safety concerns.

Background

The Onetta Harris Community Center and Menlo Park Senior Center are accessible by public transit on SamTrans Routes 81 and 281, along with the City of Menlo Park’s Crosstown Shuttle. Route 81 serves East Palo Alto and Menlo Park, acting as a ‘school tripper’ to Menlo-Atherton High School, while the 281 offers service to Stanford Shopping Center via Belle Haven, East Palo Alto, and Palo Alto. The Crosstown Shuttle is a community shuttle serving destinations such as Belle Haven, Burgess Park, downtown Menlo Park, Little House, downtown Palo Alto, Stanford Shopping Center, and Sharon Heights.

SamTrans has a stop just outside of the parking lot by the Belle Haven Pool, on Terminal Avenue just past Del Norte Avenue. Route 81 enters the parking lot and loops around to the stop, then continues on its route. For Route 281, it enters the parking lot and loops around to the stop, which acts as its layover location before starting its route back to the Stanford Shopping Center. The Crosstown Shuttle enters the parking lot and continues to the Menlo Park Senior Center parking lot where it has its stop and layover location before starting its route back to Sharon Heights.

The new Menlo Park Community Center (MPCC) will consolidate the Community Center and Senior Center with a new Belle Haven Library on the existing site. Construction of the MPCC started in June 2021 and will last approximately two years. However, limited access to the parking lot will hinder SamTrans operations as there are limited options for turning around a 40-foot vehicle. After discussions with SamTrans, the City deemed it prudent to have a two-year reroute for both SamTrans and the City shuttle to avoid construction. This will best preserve continuity and familiarity for passengers to find stops and adjust to the temporary detours. These temporary stops will be located within walking distance of their original location, but necessitate red curb installation to assist with preserving curb space for the vehicles to layover.

Analysis

In coordination with the start of construction on MPCC, SamTrans moved the terminal of Route 281 from Terminal Avenue/Del Norte Avenue to Market Place/Del Norte on June 28, 2021. This stop was chosen as it was formerly the second to last stop, and there is 70 feet of continuous curb that can accommodate a layover area for its 40-foot vehicle. This stop is also approximately 500 feet from its former terminal, minimizing service impacts to passengers. The return trip to Stanford Shopping Center now involves a one-way loop on Del Norte Avenue and Pierce Road back to its normal route on Newbridge Street. The one-way loop means that the westbound stop at Karl E. Clark Park will be suspended for two years, meaning passengers will need to walk to the layover area to catch a bus towards the Stanford Shopping Center. Route 81, which did not terminate at Onetta Harris Community Center, will have temporary stops on Del Norte Avenue at Terminal Avenue, just steps from its normal stop.

The Crosstown Shuttle normally terminates in front of the Menlo Park Senior Center, but similar to SamTrans, construction on the MPCC will affect its operations and layover locations. On June 28, 2021, the City moved the Crosstown Shuttle's stop to Terminal Avenue at Del Norte Avenue. This stop was chosen as it is along the Crosstown's normal route, and is still within walking distance of both Belle Haven residents and those choosing to walk to Kelly Park during MPCC construction. Approximately 40 feet of red curb is requested to accommodate the up to 30-foot shuttle vehicle for its layover location.

Temporary 'A-frames' with no parking restrictions have been in place for the June 28 reroutes for both the SamTrans Route 281 and Crosstown Shuttle on Market Place and Terminal Avenue, respectively. As seen in Attachment B, red curb installation is requested for 70 feet of Market Place, extending from the intersection to the first driveway near 205 Market Place, to accommodate a layover location for a 40-foot bus. For Terminal Avenue, 40 feet of red curb is requested to be added to the existing 20 feet of red curb for a total 60 feet fronting 150 Terminal Avenue to accommodate a layover location for a 30-foot shuttle bus. The additional space is being requested so that the shuttle bus can pull up as far as possible, to minimize its rear blocking sight distance for drivers on Del Norte Avenue approaching Terminal Avenue.

The request for red curb installation will result in the loss of a total of five on-street parallel parking spaces. However, the red curb installation is temporary for approximately two years during the construction of MPCC after which these transit options can return to their former and/or new location by MPCC. These changes are meant to minimize impacts to residents and disruptions to transit operations in order to best serve passengers. After two years, the red curb will be removed.

Impact on City Resources

Installation of the red curbs and new shuttle signs will be funded by the operating budget for the City's signing and striping program. SamTrans will install and provide new bus stop signs for their routes.

Environmental Review

This project is categorically except from the California Environmental Quality Act (CEQA) per guideline 15301(c) as it is a minor modification to an existing facility and will not result in any significant impact to the existing street, sidewalk or gutters.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additional public outreach was achieved by sending postcards to the residents/property owners within 500 feet of the proposed "No Parking Zone" notifying them of the proposed

parking restrictions and the July 14th Complete Streets Commission meeting. In addition, posters with the meeting information was placed on A-frames at the “No Parking Zone” locations.

Attachments

- A. Resolution No. 2021-1 authorizing red curb installation
- B. Images of sites for proposed red curb installation

Report prepared by:
Nicholas Yee, Transportation Demand Management Coordinator

Report reviewed by:
Kristiann Choy, Acting Transportation Manager

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RESOLUTION NO. 2021-01**RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF NO PARKING ZONES ON MARKET PLACE FRONTING 205 MARKET PLACE AND ON TERMINAL AVENUE FRONTING 150 TERMINAL AVENUE**

WHEREAS, the start of construction in June 2021 on the new Menlo Park Community Campus will disrupt the layover operations of SamTrans Route 281 and the City of Menlo Park Crosstown Shuttle for approximately two years; and

WHEREAS, both SamTrans buses and the City of Menlo Park shuttle vehicles require an adequate layover area as to not block vehicular traffic on the roadway and to safely board and alight passengers; and

WHEREAS, the installation of 70 feet of red curb fronting 205 Market Place is needed to provide a layover for SamTrans Route 281 bus; and,

WHEREAS, the installation of an additional 40 feet of red curb to the existing 20 feet of red curb fronting 150 Terminal Avenue is needed to provide a layover for the City of Menlo Park Crosstown Shuttle; and,

WHEREAS, Section 11.24.026 of the Menlo Park Municipal Code authorizes the Complete Streets Commission to designate no parking zones as described in the Municipal Code; and

WHEREAS, the City of Menlo Park, acting by and through its Complete Streets Commission, having considered and been fully advised in the matter and good cause appearing therefore; and

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park does hereby authorize the installation of no parking zones on Market Place fronting 205 Market Place and on Terminal Avenue fronting 150 Terminal Avenue.

I, Kevin Chen, City staff liaison to the Complete Streets Commission of Menlo Park, do hereby certify that the above and foregoing Commission Resolution was duly and regularly passed and adopted at a meeting by said Commission on the fourteenth day of July, 2021, by the following votes:

AYES:

NOES:

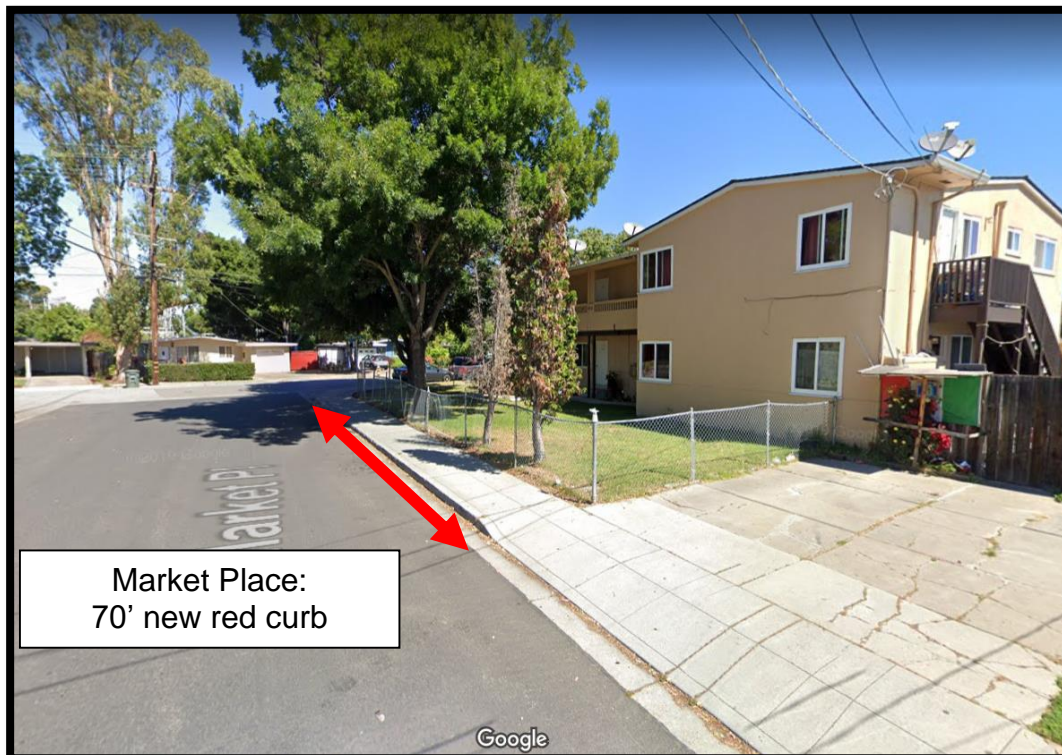
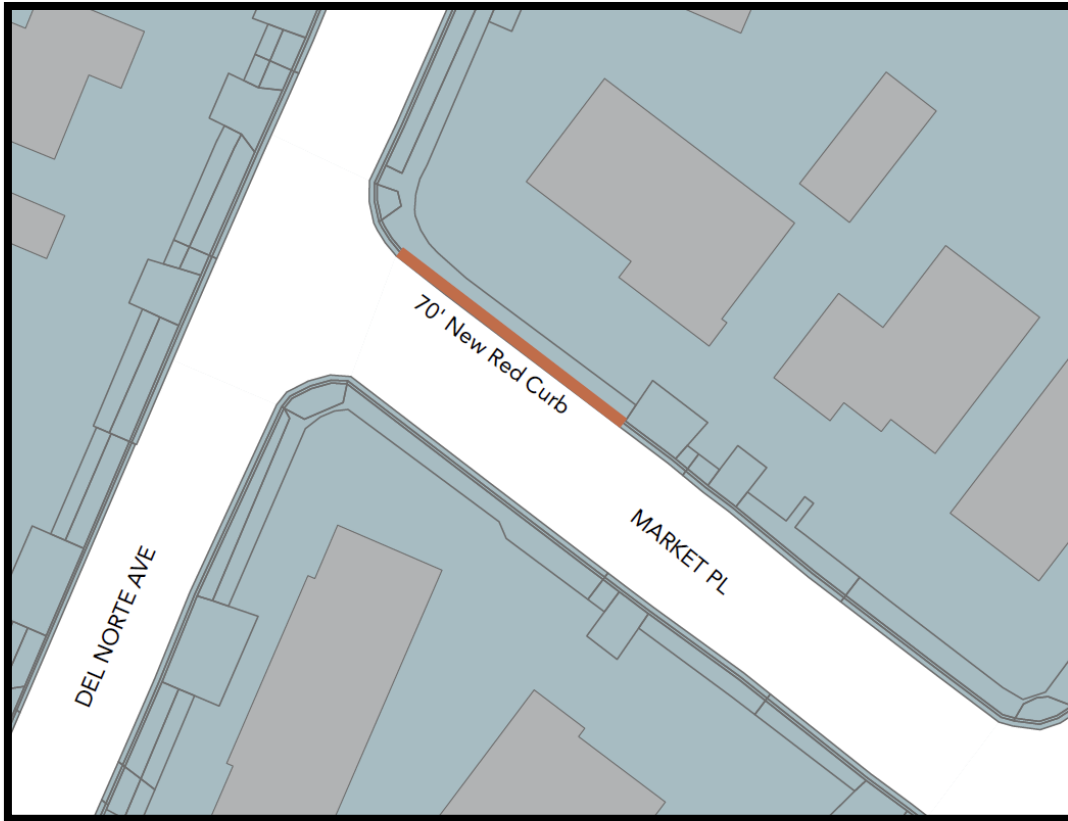
ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this fourteenth day of July, 2021.

Kevin Chen
Complete Streets Commission Liaison

Red Curb Installation at Market Place & Del Norte Avenue



Red Curb Installation at Terminal Avenue & Del Norte Avenue

