



REGULAR MEETING MINUTES

Date: 12/9/2020

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 7:03 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 (5-0-3-1, 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 Behrooz 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)

Chair Levin, with consensus from the Commission, tabled 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 previous task force meeting, Ruby Bridges 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

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).

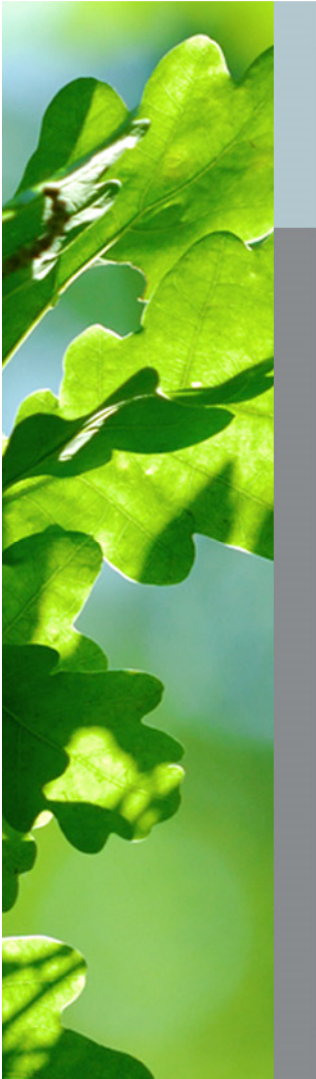
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TRANSPORTATION PROJECT UPDATES

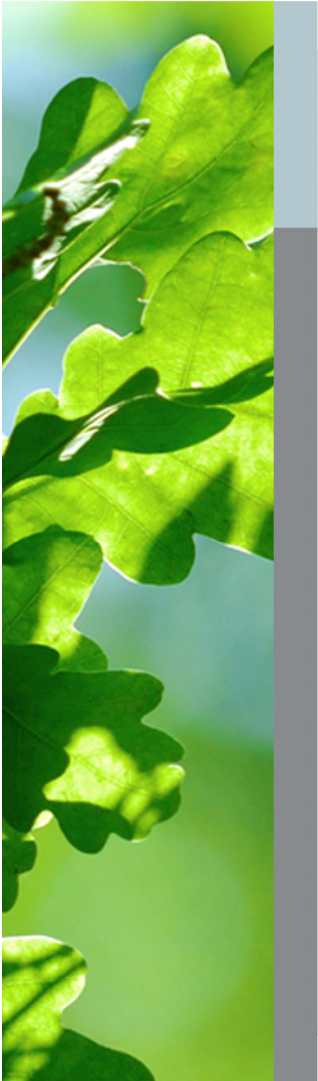
Complete Streets Commission

December 9, 2020



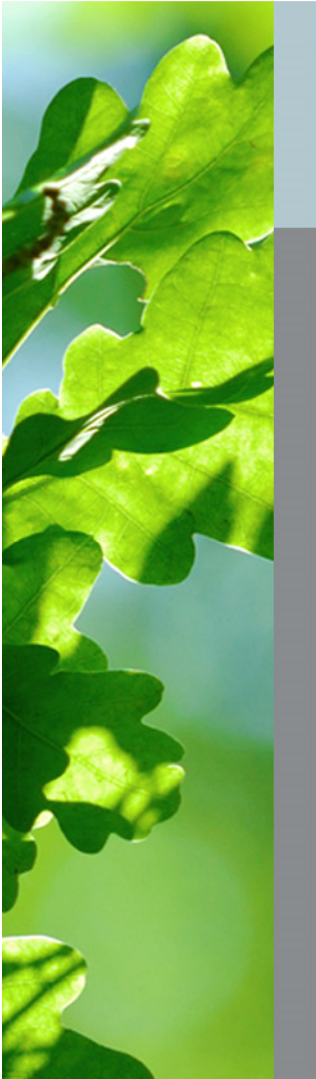
AGENDA

- Resource Prioritization
- Transportation related projects
 - Baseline
 - Ongoing
 - Upcoming
 - Suspended
- 5-Year Capital Improvement Program (CIP)
- Commission subcommittees
 - Transportation Master Plan subcommittee
 - Other subcommittees
- Next steps



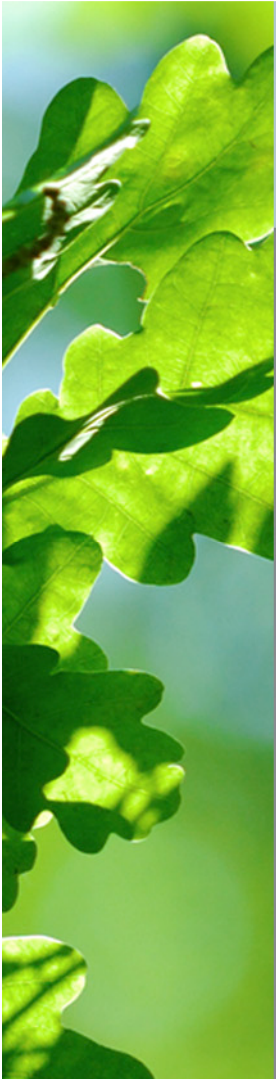
RESOURCE PRIORITIZATION





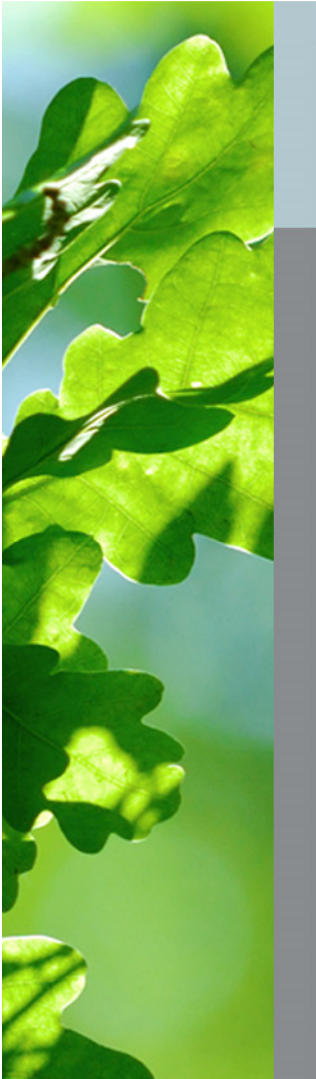
BASELINE / DAILY OPERATIONS

- Traffic control plans and field inspections
- Truck route permits
- Signing & striping maintenance program
- Signal & streetlight maintenance program
- Safe routes to school program
- City shuttle program
- Development reviews
 - Site plan (i.e., 1300 Willow, Facebook, downtown, etc.)
 - ~ 5-10 projects / month
 - Transportation impact study / Environmental impact study
 - ~ 10 EIRs (i.e., 111 Independence, Menlo Uptown, etc.)



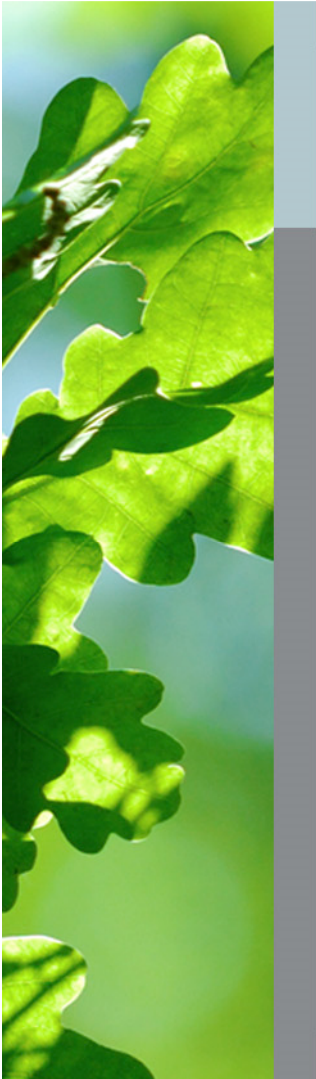
PROJECTS – ONGOING (LEAD DIVISION)

- Middle Ave. pedestrian / bicycle caltrains crossing
- Belle Haven traffic calming plan
- Ravenswood Ave. bike lane
- Ravenswood Ave. / Laurel St. intersection improvement
- Ringwood Ave. & San Mateo Dr. bike routes
- Transportation Management Association feasibility study
- Signal modification / crosswalk enhancement upgrades
- Citywide speed survey implementation
- Citywide school zone implementation
- Coordination with other agencies (i.e., task forces, grants, etc)



PROJECTS – ONGOING (PARTNER)

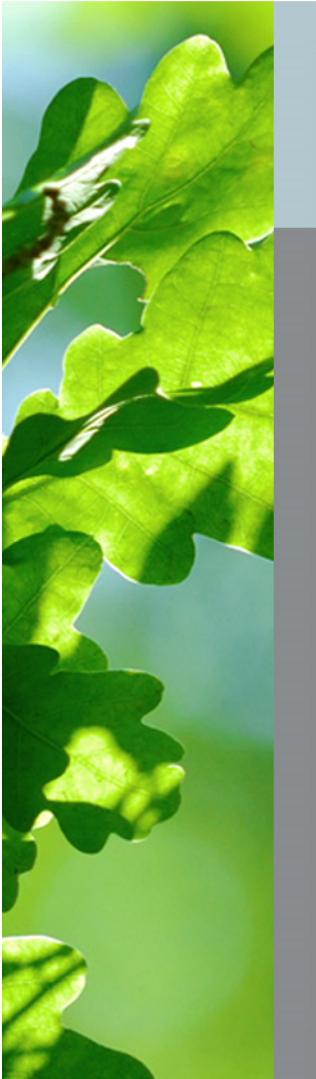
- Menlo Park community campus
- Sharon Rd. sidewalk
- Pierce Rd. / Coleman Ave. sidewalks
- Chilco St. streetscape
- Nealon Park frontage improvements
- Santa Cruz Ave. sidewalk / rehabilitation
- Middle Ave. rehabilitation
- Citywide street resurfacing



PROJECTS - UPCOMING

- Ravenswood Ave. Caltrain grade separation (lead)
- Middle Ave. traffic calming and bike lane project (lead)

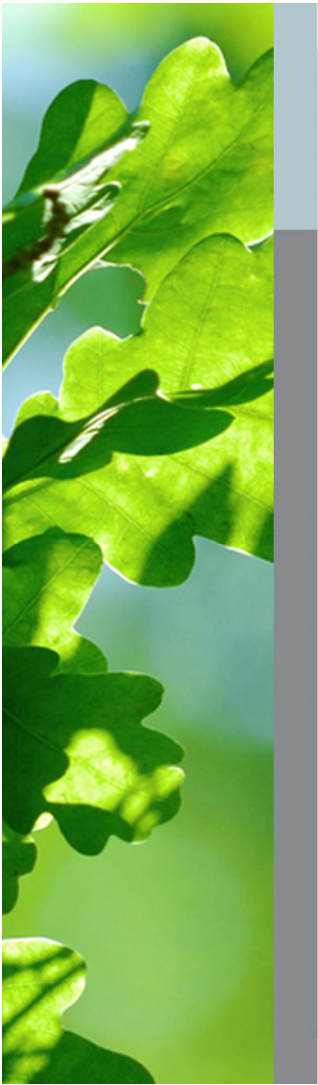
- *Haven Streetscape (partner)*
- *Willow Oaks Park pathway (partner)*



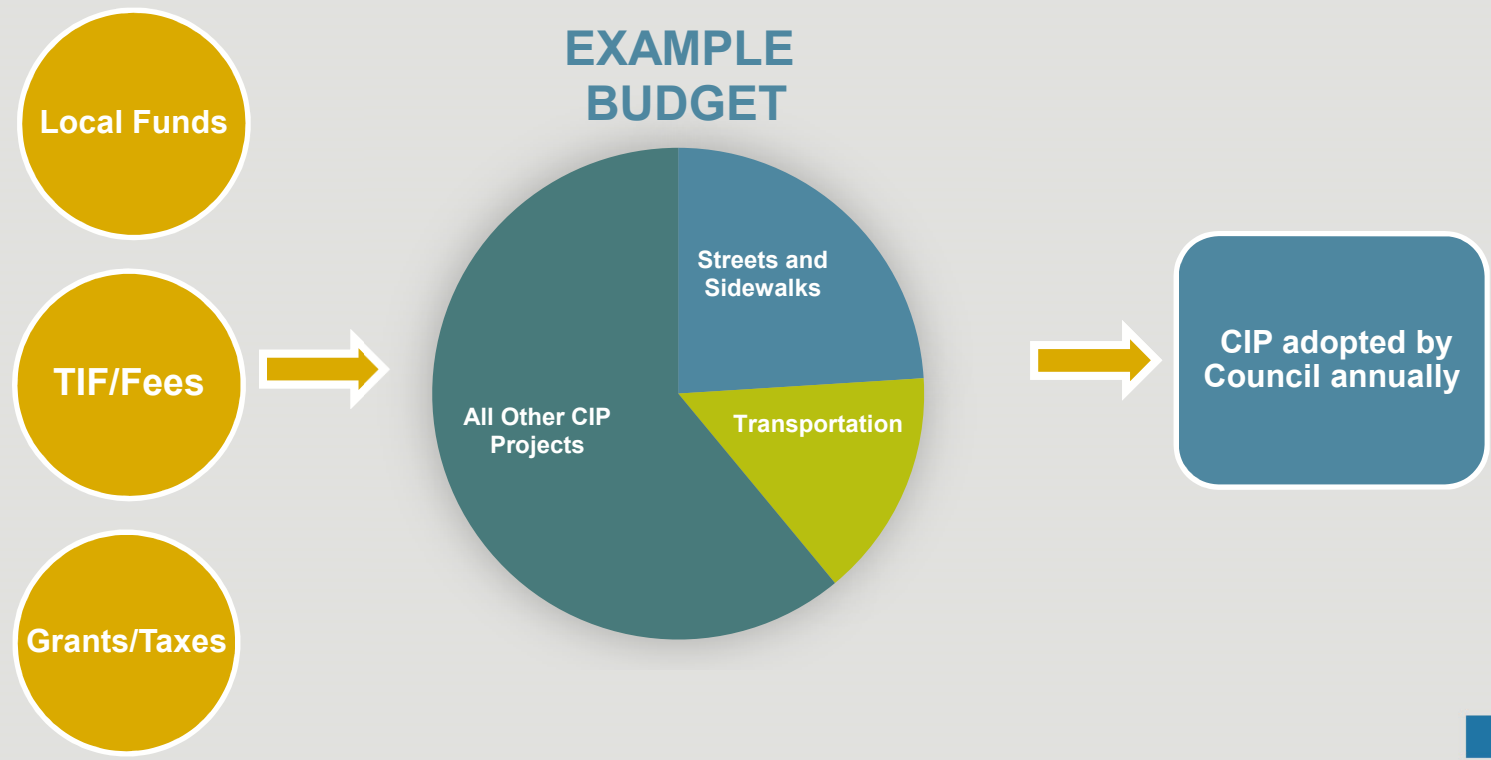
PROJECTS – SUSPENDED

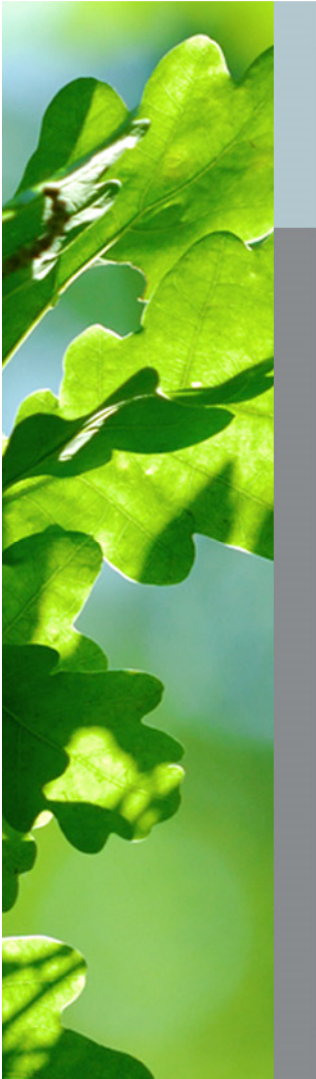
- Willows neighborhood complete streets project (lead)
- Near-term downtown parking and access strategies (lead)
- Middlefield Rd. / Santa Monica Ave. – Linfield Dr. crosswalk (lead)
- Oak Grove Ave. / University Dr. bike lanes (lead)
- O'Brien Dr. bike lanes (lead)
- El Camino Real corridor study (lead)

- *Ringwood Ave. / Van Buren Rd. intersection improvement (partner)*

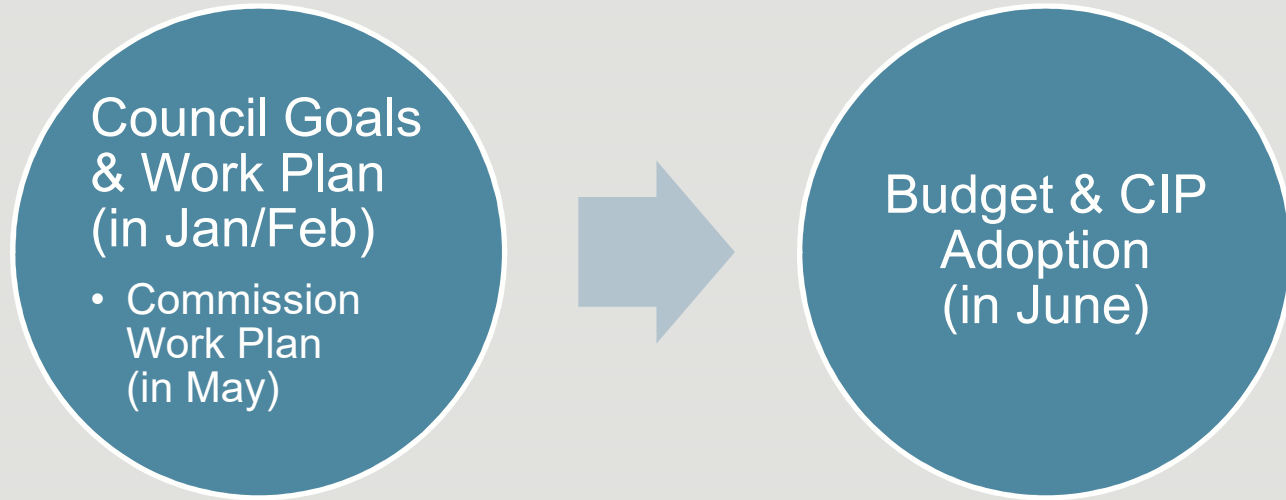


CAPITAL IMPROVEMENT PROGRAM





WORK PLANS & CIP PROCESS





5-YEAR CIP - OVERVIEW



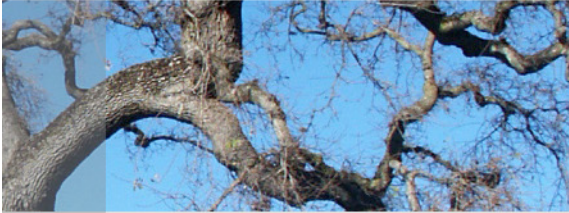
| Expand All | 2020-21 Budget | 2021-22 Budget | 2022-23 Budget | 2023-24 Budget | 2024-25 Budget |
|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| ▶ Streets & Sidewalks | \$ 8,835,000 | \$ 5,450,000 | \$ 12,225,000 | \$ 4,450,000 | \$ 2,330,000 |
| ▶ Parks & Recreation | 2,820,000 | 17,370,000 | 4,920,000 | 1,520,000 | 1,520,000 |
| ▶ Water System | 1,200,000 | 5,334,527 | 7,385,000 | 5,919,500 | 6,199,100 |
| ▶ Traffic & Transportation | 1,325,000 | 11,305,000 | 8,325,000 | 525,000 | 525,000 |
| ▶ City Buildings & Systems | 4,100,000 | 3,325,000 | 3,150,000 | 3,000,000 | 3,000,000 |
| ▶ Stormwater | 1,200,000 | 1,750,000 | 0 | 0 | 0 |
| ▶ Environment | 500,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Total | \$ 19,980,000 | \$ 44,634,527 | \$ 36,105,000 | \$ 15,514,500 | \$ 13,674,100 |



5-YEAR CIP – TRAFFIC / TRANSPORTATION



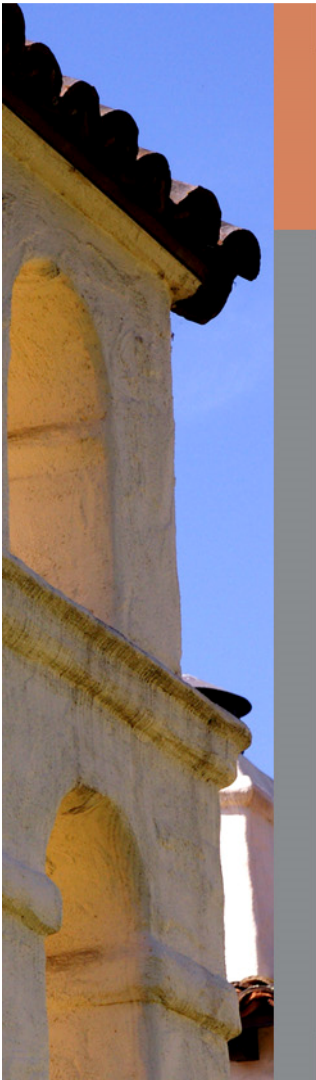
| | 2020-21 Budget | 2021-22 Budget | 2022-23 Budget | 2023-24 Budget | 2024-25 Budget |
|---|---------------------|----------------------|---------------------|-------------------|-------------------|
| Middle Avenue Caltrain Crossing Study | \$ 0 | \$ 9,900,000 | \$ 0 | \$ 0 | \$ 0 |
| Ravenswood Avenue/Caltrain Grade Separation | 0 | 0 | 5,000,000 | 0 | 0 |
| Willow Rd & Newbridge St Bicyc | 0 | 0 | 2,800,000 | 0 | 0 |
| Traffic Signals Modifications | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 |
| St Monica X walk (Middlefield/ | 0 | 880,000 | 0 | 0 | 0 |
| Transportation Projects (Minor) | 175,000 | 175,000 | 175,000 | 175,000 | 175,000 |
| Willow Oaks Bike Connect | 500,000 | 0 | 0 | 0 | 0 |
| Haven Ave Streetscape Improvement | 300,000 | 0 | 0 | 0 | 0 |
| Total | \$ 1,325,000 | \$ 11,305,000 | \$ 8,325,000 | \$ 525,000 | \$ 525,000 |



5-YEAR CIP – STREETS / SIDEWALKS



| | 2020-21 Budget | 2021-22 Budget | 2022-23 Budget | 2023-24 Budget | 2024-25 Budget |
|--|---------------------|---------------------|----------------------|---------------------|---------------------|
| Street Resurfacing Project | \$ 2,325,000 | \$ 1,550,000 | \$ 1,575,000 | \$ 2,600,000 | \$ 1,600,000 |
| Downtown Parking Utility Underground | 500,000 | 0 | 5,000,000 | 0 | 0 |
| Middlefield Rd (Woodland to Ravenswood) | 0 | 150,000 | 3,000,000 | 0 | 0 |
| Streetlight Conversion | 650,000 | 1,200,000 | 0 | 1,300,000 | 0 |
| Chilco Streetscape & Sidewalk Installation | 2,860,000 | 0 | 0 | 0 | 0 |
| Sidewalk Repair Program | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 |
| Parking Plaza 8 Renovations | 0 | 0 | 2,000,000 | 0 | 0 |
| Parking Plaza 7 Renovations | 0 | 2,000,000 | 0 | 0 | 0 |
| Willow Road Resurfacing | 1,000,000 | 0 | 0 | 0 | 0 |
| Ravenswood Avenue (Alma to Macussen Dr) Street Resurfacing | 850,000 | 0 | 0 | 0 | 0 |
| Welcome to Menlo Park Monument Signs | 0 | 0 | 0 | 0 | 180,000 |
| Downtown Parking Structure Study | 0 | 0 | 100,000 | 0 | 0 |
| Downtown Streetscape Improvement | 100,000 | 0 | 0 | 0 | 0 |
| Total | \$ 8,835,000 | \$ 5,450,000 | \$ 12,225,000 | \$ 4,450,000 | \$ 2,330,000 |

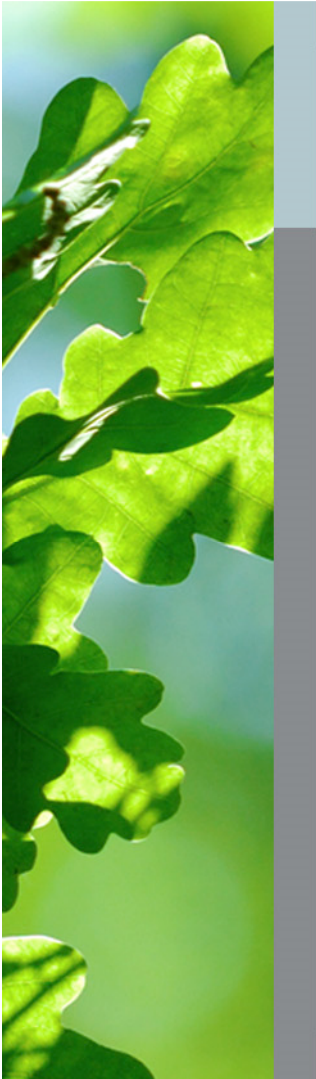


2020-2021 City Council priorities and work plan

| Goals/priorities | | Goals/priorities | |
|------------------|--|------------------|---|
| 1 | Transportation master plan (adopted) | 10 | <i>ConnectMenlo community amenities list update</i> |
| 2 | 2022 Housing Element, zoning code update and related work | 11 | <i>ECR/Downtown Specific Plan area housing development incentives</i> |
| 3 | Menlo Park community campus | 12 | <i>Development and environmental review process education series</i> |
| 4 | COVID-19 pandemic local emergency response | 13 | <i>Santa Cruz Ave closure and economic development initiatives</i> |
| 5 | Information Technology Master Plan implementation | 14 | <i>Citywide communication program development</i> |
| 6 | <i>Transportation management association (TMA) formation</i> | 15 | <i>Climate Action Plan implementation</i> |
| 7 | <i>Middle Avenue pedestrian & bicycle rail crossing planning</i> | 16 | <i>NLC Race, Equity, And Leadership (REAL) program</i> |
| 8 | <i>Short-term rental ordinance</i> | 17 | <i>Menlo Park SAFER Bay project, phase 2</i> |
| 9 | <i>Accessory dwelling unit ordinance update</i> | 22 | <i>Middle Avenue traffic calming project</i> |

Italic text: Priorities/work plan items pending City Council action and approval.





WHAT'S NEXT?

- Evaluate subcommittee to support City Council priorities:
 - Transportation Master Plan Subcommittee
 - Other subcommittees

- Finalize Commission work plan

- City Council to approve Commission work plan



THANK YOU

SRTF Meeting

Citations

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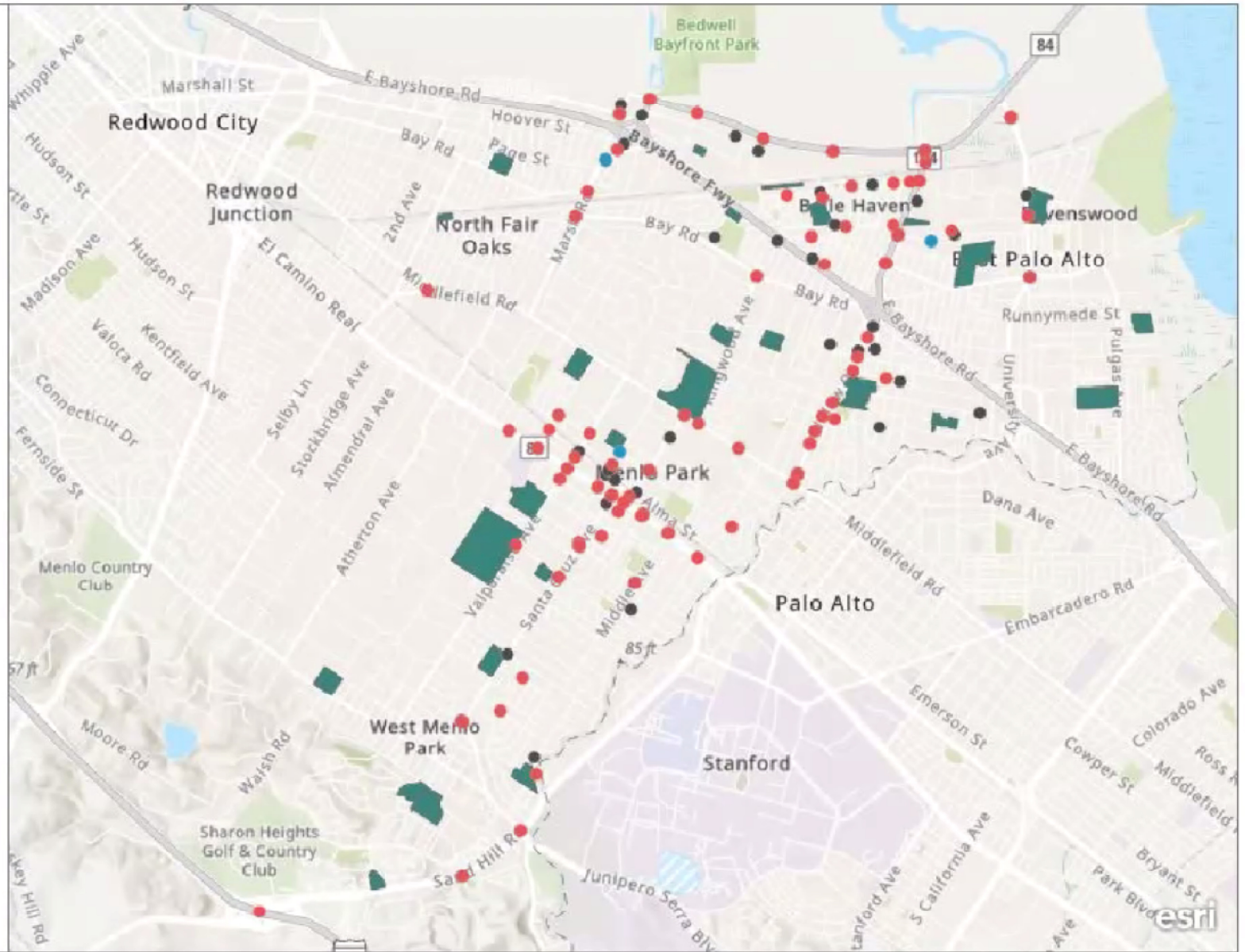
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