



## REGULAR MEETING MINUTES

**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 Transit Principles 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.

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)).



# 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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