



REGULAR MEETING MINUTES

Date: 10/13/2021

Time: 7:00 p.m.

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

A. Call to Order

Chair Levin called the meeting to order at 7:02 p.m.

B. Roll Call

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

Absent: Cebrian, Cromie

Staff: Assistant Engineer Esther Jung, Assistant Public Works Director Hugh Louch, Engineering Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen

Others: Greystar Development Senior Director Matt Udouj, BKF Engineers Project Manager Reuel Chan

C. Reports and Announcements

Staff Chen reported on City Council actions related to transportation since the September 8, 2021 Commission meeting.

D. Public Comment

None.

E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of September 8, 2021 ([Attachment](#))

ACTION: Motion and second (Behroozi/ Cole), to approve minutes from the September 8, 2021 Complete Streets Commission meeting, revising item E3. Commission discussion summary verbiage from "..., Bayfront area pedestrian and bicycle plan, and street design." to "..., the need for a comprehensive Bayfront area pedestrian and bicycle plan, and complete streets oriented street design.", passed 7-0 (Cebrian and Cromie absent).

The Commission combined items E2. and E3.

- E2. Recommend the Complete Streets Commission adopt Resolution No. 2021-3 to establish loading zone on Constitution Drive fronting 180 Constitution Drive ([Staff Report #21-009-CSC](#))
- E3. Recommend the Complete Streets Commission adopt Resolution No. 2021-4 to establish loading zones on Constitution Drive and Independence Drive ([Staff Report #21-010-CSC](#))

Staff Chen and Greystar team Udouj/ Chan made the presentation ([Attachment](#)).

The Commission discussed reasons for selecting the recommended loading zone locations, such as anticipated usage and interaction with bicycles and other vehicles.

Additionally, the Commission discussed the need for staff to comprehensively evaluate the Bayfront area for: pedestrian and bicycle facilities based on existing and future land uses, additional signs and/or striping to emphasize no parking zones, and transit facilities.

ACTION: Motion and second (Cole/ Jensen), to adopt Resolution No. 2021-3 to establish loading zone on Constitution Drive fronting 180 Constitution Drive, passed 7-0 (Cebrian and Cromie absent).

ACTION: Motion and second (Lee/ King), to adopt Resolution No. 2021-4 to establish loading zones on Constitution Drive and Independence Drive, to install a mid-block crosswalk on Constitution Drive, and to explore design options to enhance safety around the new loading zones, passed 7-0 (Cebrian and Cromie absent).

E4. Recommend the City Council adopt a resolution to approve through and left-turn restrictions from southbound Garwood Way at Oak Grove Avenue ([Staff Report #21-011-CSC](#))

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

The Commission discussed safety benefits from the project, opportunities to evaluate nearby locations with similar roadway features, and the outreach effort.

ACTION: Motion and second (Cole/ Lee), to recommend that the City Council adopt a resolution to approve through and left-turn restrictions from southbound Garwood Way at Oak Grove Avenue and explore the potential effects of restricting northbound left turns out of Merrill Street and Alma Street onto Oak Grove Avenue, passed 7-0 (Cebrian and Cromie absent).

E5. Evaluate commission subcommittees to support City Council priorities

Staff Chen introduced the item.

The Commission discussed the following topics:

- Ad hoc subcommittee to evaluate climate action goals
- Transportation master plan implementation goals
- The Housing Element and future development projects
- Commission training opportunities

ACTION: By acclamation, Commissioner Lee was assigned to the Climate Action Plan Subcommittee.

F. Informational Items

F1. Update on major project status

Staff Chen provided an update on the El Camino Real crossings study, the quiet zone study, and the County's upcoming transportation planning study on Coleman Avenue and Ringwood Avenue.

G. Committee/Subcommittee Reports

G1. Update from Climate Action Plan Subcommittee

None.

G2. Update from Downtown Access and Parking Subcommittee

Staff Hugh provided updates on ongoing efforts related to downtown closures and student access and safety around those closures.

G3. Update from Multimodal Metrics Subcommittee

None.

G4. Update from Multimodal Subcommittee

Chair Levin provided an update that San Mateo County Transportation Authority and Samtrans will initiate a strategic plan on regional transportation decisions next year.

G5. Update from Safe Routes to School Program Subcommittee

None.

G6. Update from Transportation Master Plan Implementation Subcommittee

None.

G7. Update from Zero Emission Subcommittee

None.

H. Adjournment

Chair Levin adjourned the meeting at 10:01 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
 - 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. 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).



ADOPT RESOLUTIONS TO ESTABLISH PASSENGER LOADING ZONES

Complete Streets Commission: October 13, 2021

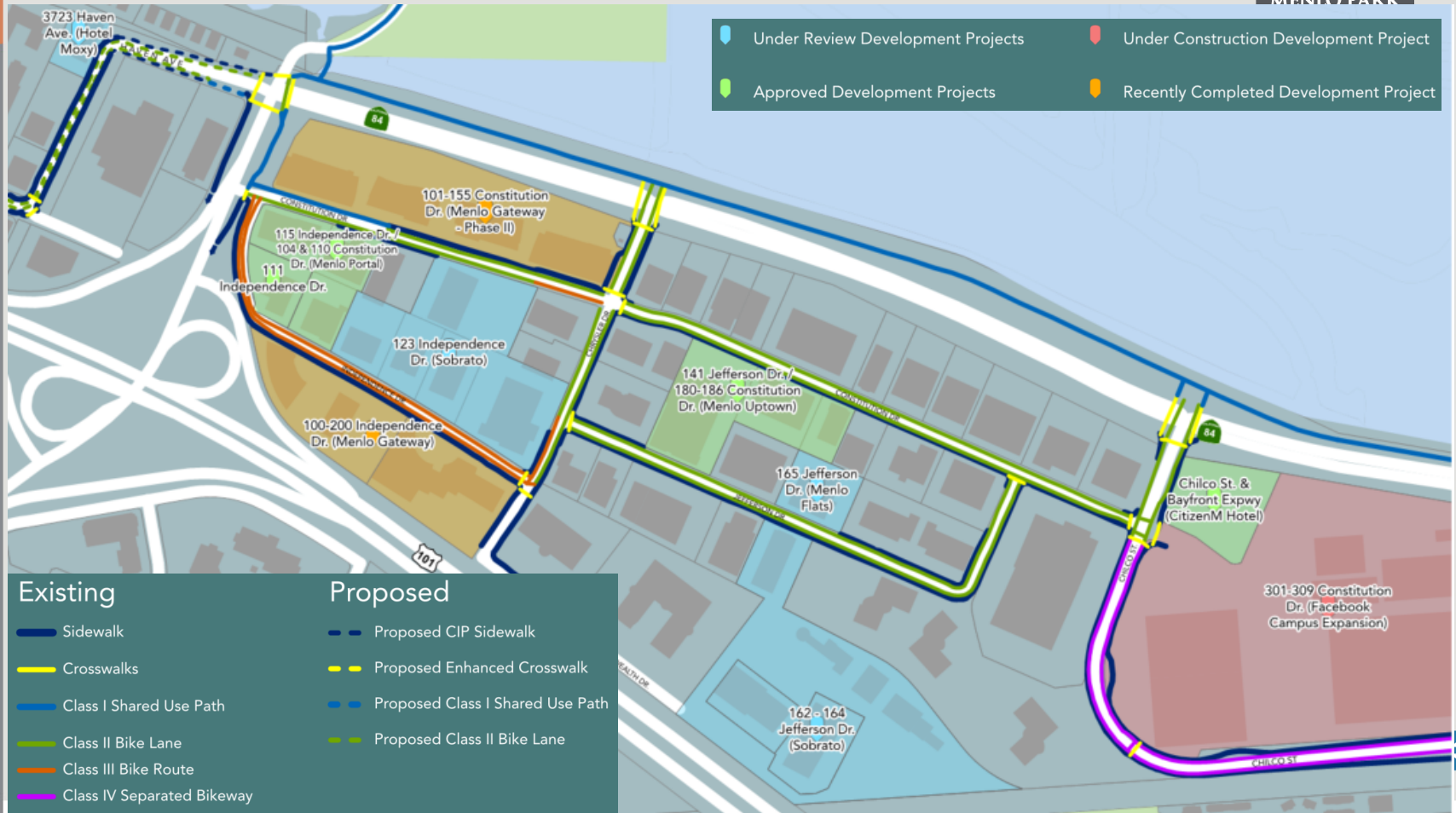


AGENDA

- Background
- Applicant presentation
- Recommendation
- Next steps



BACKGROUND



BACKGROUND (CON'T)



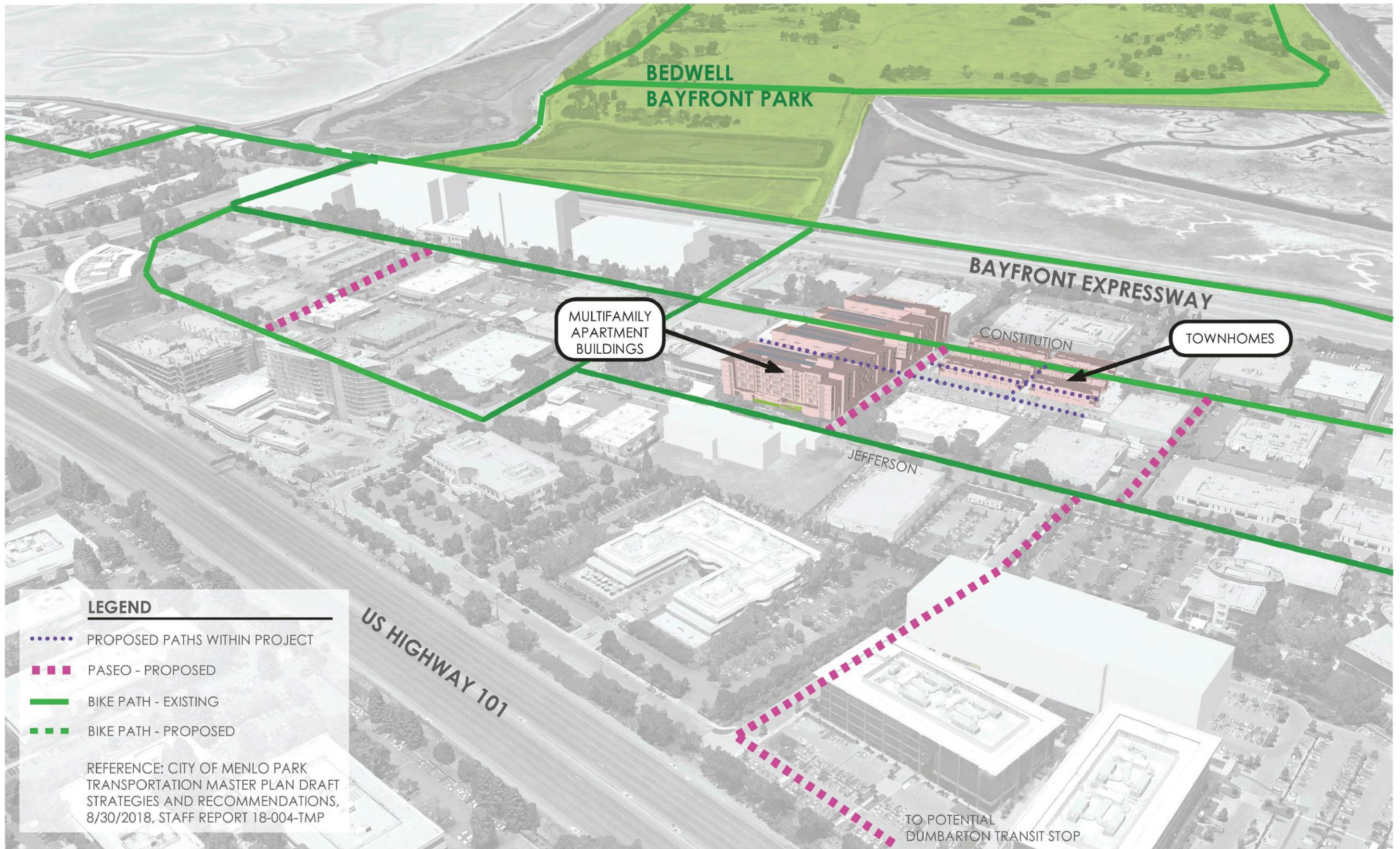


APPLICANT PRESENTATION



MENLO UPTOWN
COMPLETE STREETS COMMISSION
OCTOBER 13, 2021





Overview of Key Project Features

General Project Info	<ul style="list-style-type: none">▪ 483 units: 441 rental apartments, 42 for-sale townhomes (4.83-acre site)▪ Project is 100% housing, will replace ~110K sf existing office / industrial buildings
Affordability	<ul style="list-style-type: none">▪ 15% units or 73 units to be below market rate, located onsite
Community Amenity	<ul style="list-style-type: none">▪ Ravenswood Family Health Network (RFHN) Urgent Care
Open Space	<ul style="list-style-type: none">▪ Approximately 24K sq. ft. of publicly accessible open space (80% more than required)
Connectivity	<ul style="list-style-type: none">▪ Paseo open space designed to connect site to walking and biking routes▪ Walkable or bikeable to some of the largest employers in Menlo Park
Environmental	<ul style="list-style-type: none">▪ LEED Gold design standard (apartments), EV charging, all-electric

PROJECT IS 100% COMPLIANT WITH ALL OBJECTIVE STANDARDS

VIEW OF MULTIFAMILY + TOWNHOME BUILDINGS FROM CONSTITUTION DR.



PROPOSED TURN-OUT POCKET (180 CONSTITUTION DRIVE)

SSMH

8.10 RIM

2.35 INV 6" DUCT (IN-N)

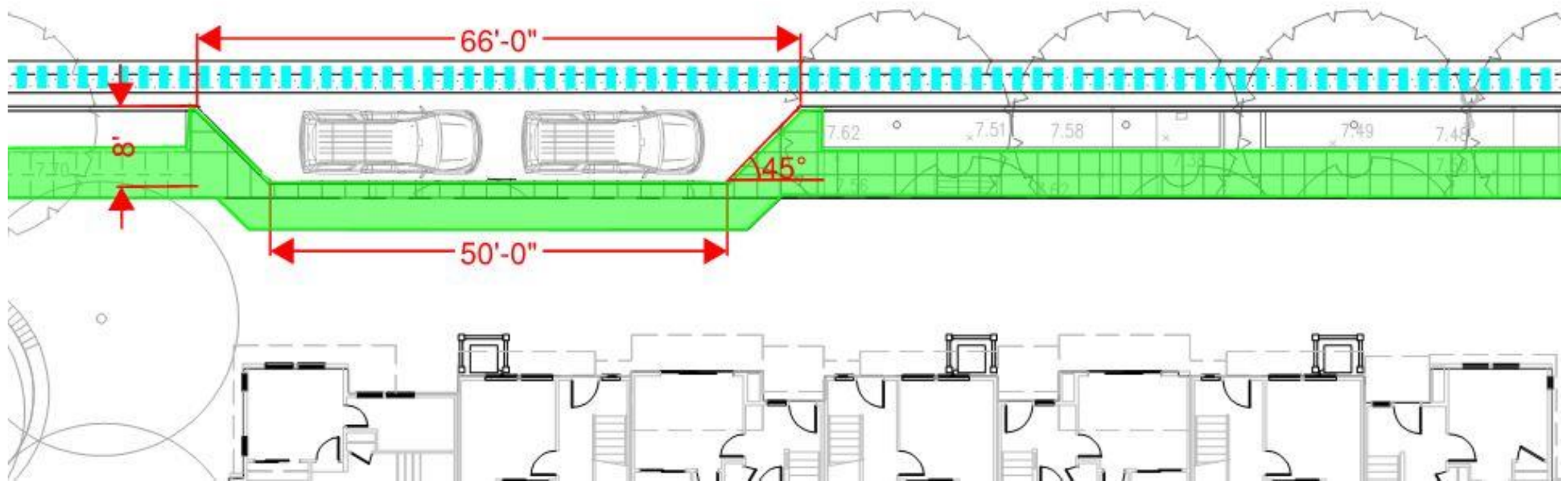
2.24 INV 12" DUCT (IN-E)

2.20 INV 12" DUCT (OUT-W)

 Public Sidewalk

 Bike Lane

CONSTITUTION DRIVE



QUESTIONS



OVERALL SITE PLAN



CONSTITUTION DRIVE

19

100/100 CONSTITUTION DRIVE

MENUS

JEFFERSON DRIVE

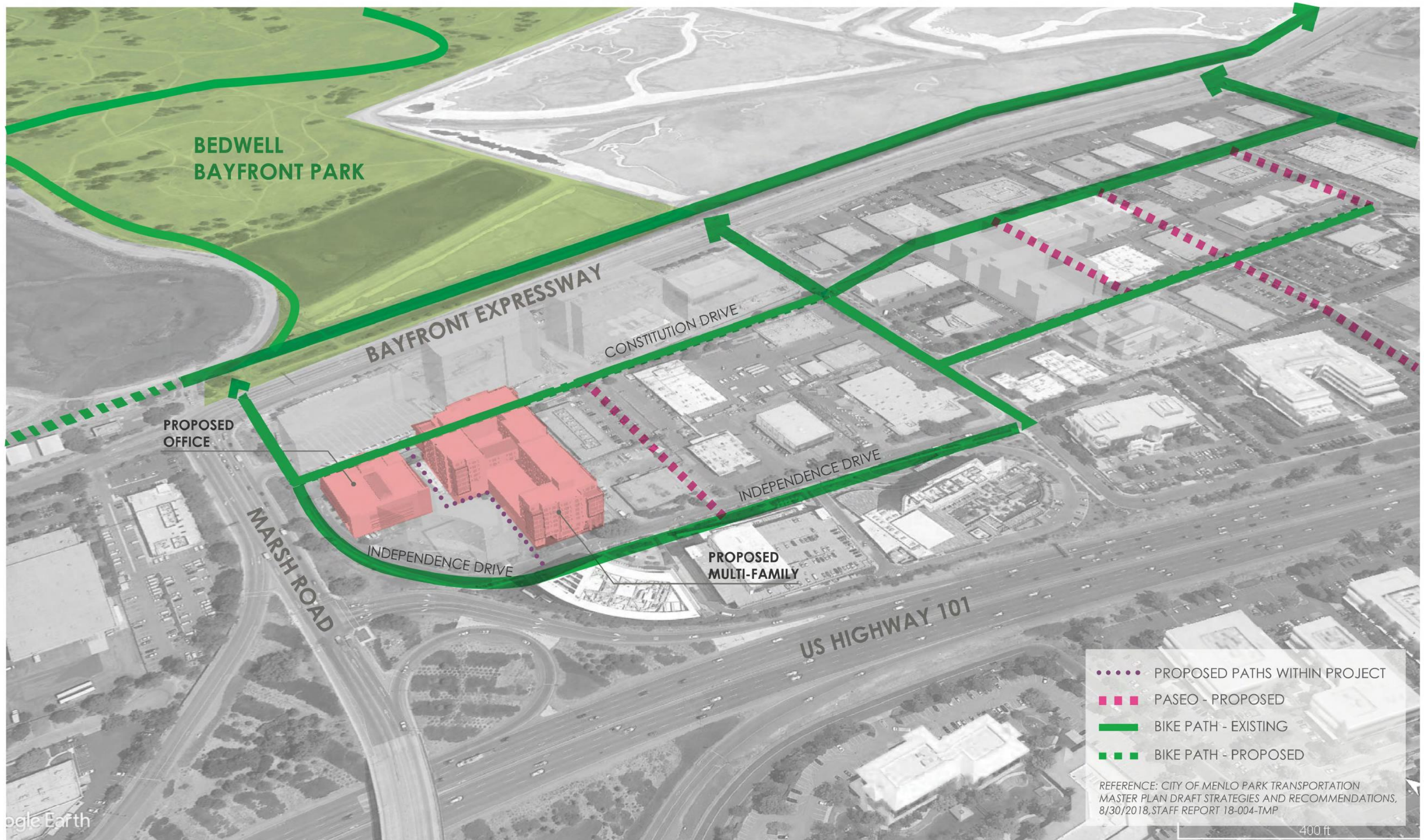
GRADE MYRTLE STREET TREE, TYP.



CLOSE-UP VIEW OF PASEO

MENLO PORTAL
COMPLETE STREETS COMMISSION
OCTOBER 13, 2021





Overview of Key Project Features

General Project Info

- 335 apartment units + ~35K sq. ft. commercial office (3.20-acre site)
- Project replaces ~65K sq. ft. existing office buildings, net reduction of ~30K sq. ft.

Affordability

- 48 units to be below market rate, located onsite

Community Amenity

- Option 1: Childcare space + build-out costs for All Five + tuition subsidy + City in-lieu payment inclusive of 10% administrative fee
- Option 2: In-lieu payment for total CA value + 10% administrative fee

Open Space

- Approximately 10K sq. ft. of publicly accessible open space excluding the outdoor childcare space (10% more than required)

Connectivity

- Central Plaza open space designed to connect site to walking and biking routes
- Walkable or bikeable to some of the largest employers in Menlo Park

Environmental

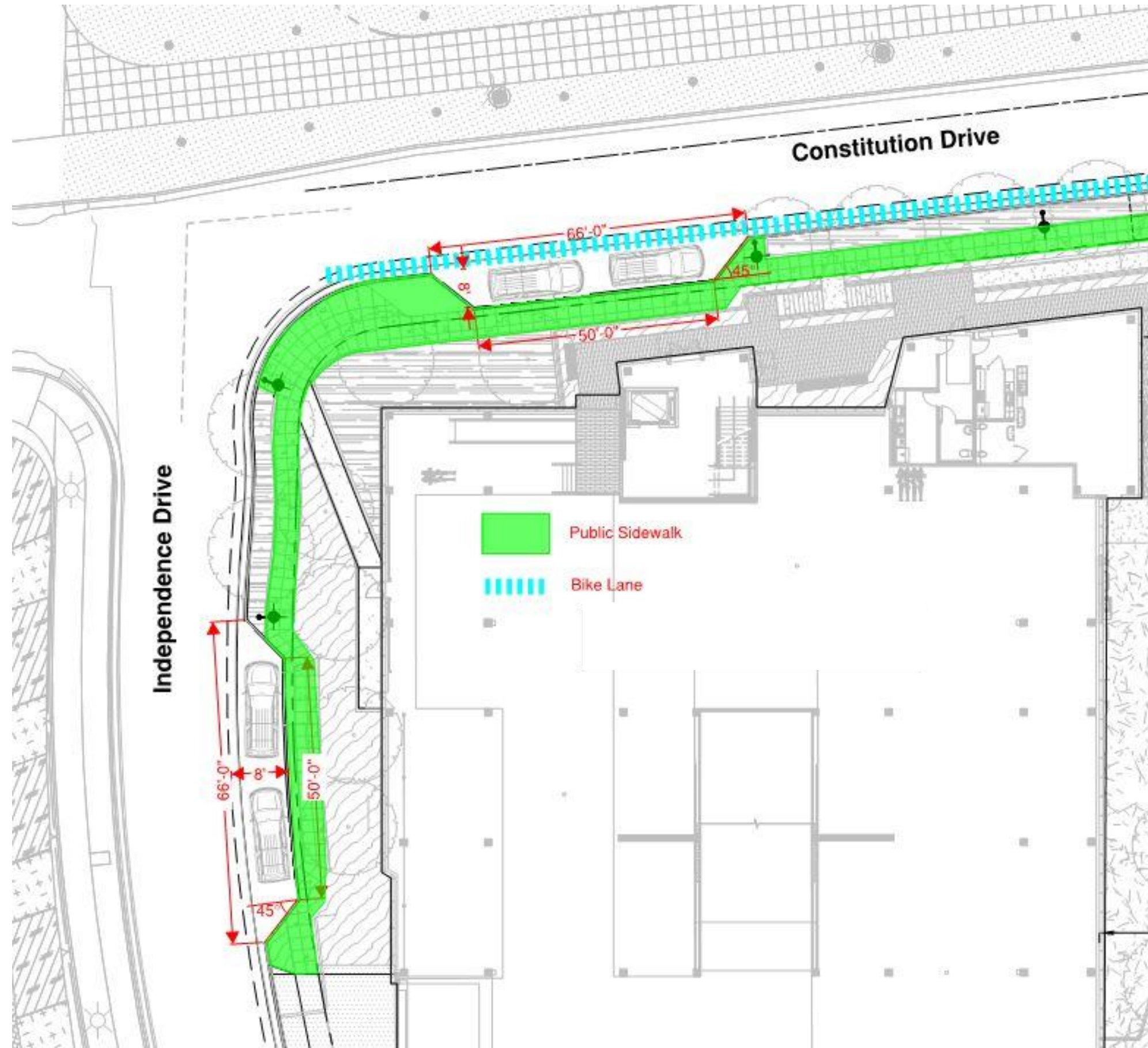
- LEED Gold design standard (apartments), EV charging, all-electric, onsite renewable (solar PV)

PROJECT IS 100% COMPLIANT WITH ALL OBJECTIVE STANDARDS

AERIAL VIEW FROM MARSH ROAD



PROPOSED TURN-OUT POCKET (104 CONSTITUTION DRIVE)



QUESTIONS





08/20/2019 10:51:14 AM



RECOMMENDATIONS

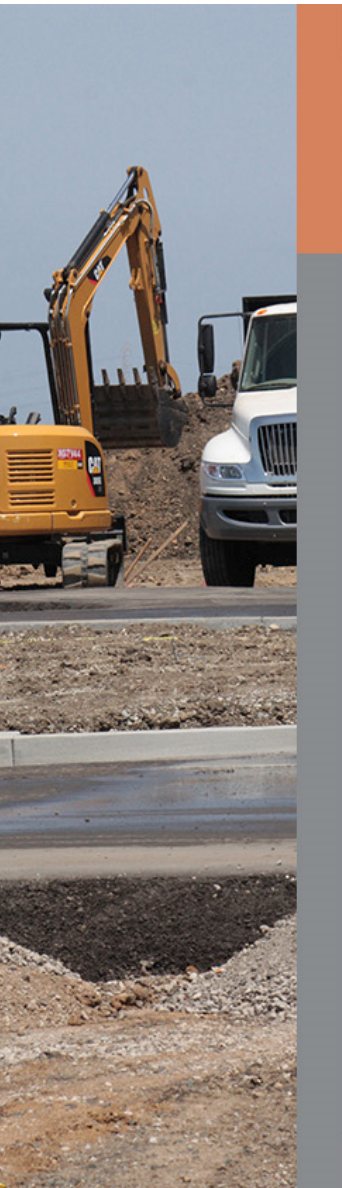
- Approve Menlo Uptown 5-minute passenger loading zone
- Approve Menlo Portal 5-minute passenger loading zones





NEXT STEPS

- 15-day appeal period
- Design and implement loading zones





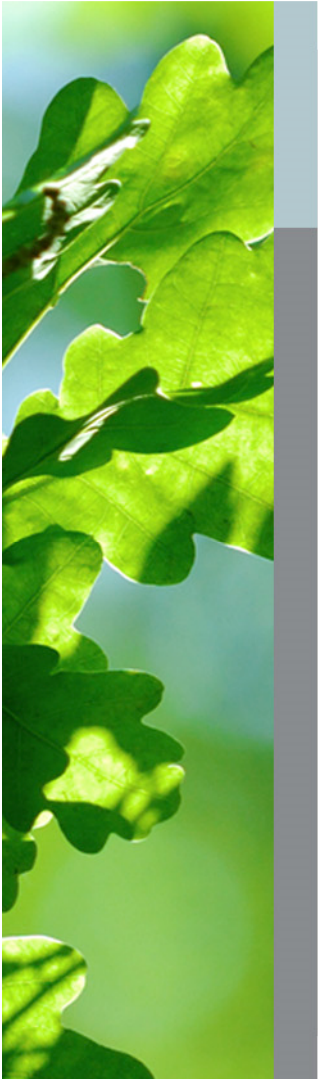
THANK YOU /
QUESTIONS





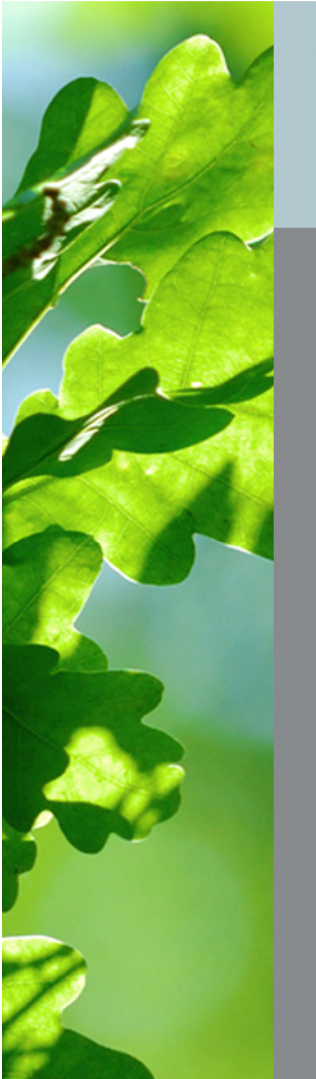
GARWOOD WAY TURN RESTRICTIONS AT OAK GROVE AVENUE

Complete Streets Commission | October 13, 2021

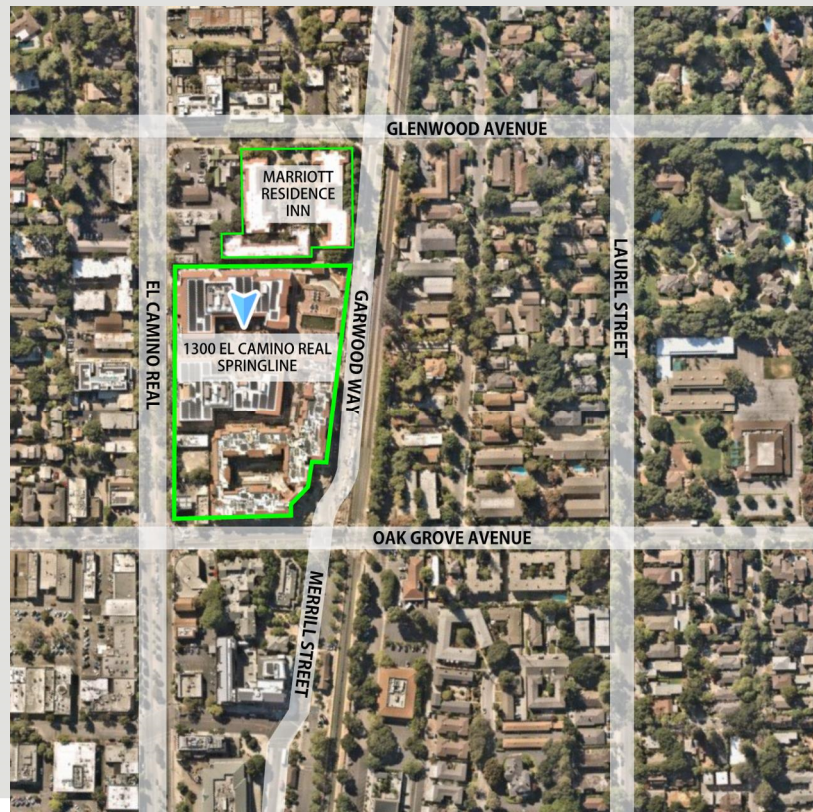


AGENDA

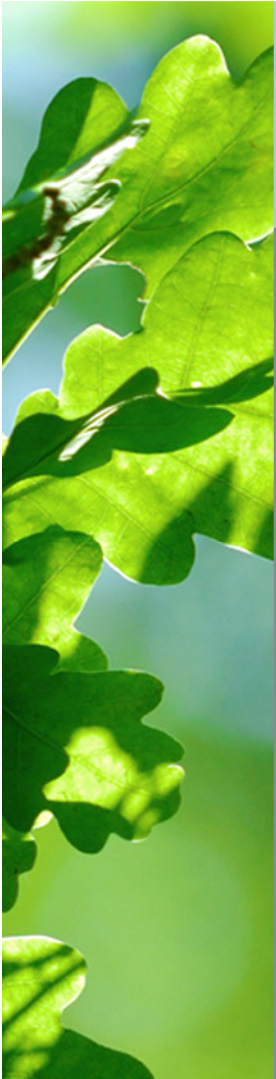
- Background
- Need for Project
- Congestion Analysis
- Recommendations and Next Steps



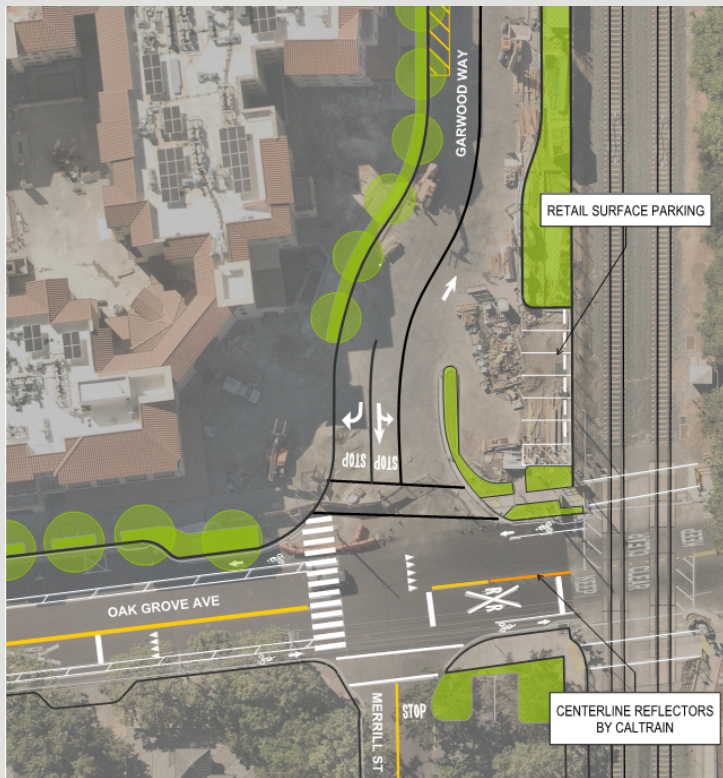
BACKGROUND (DEVELOPMENT)

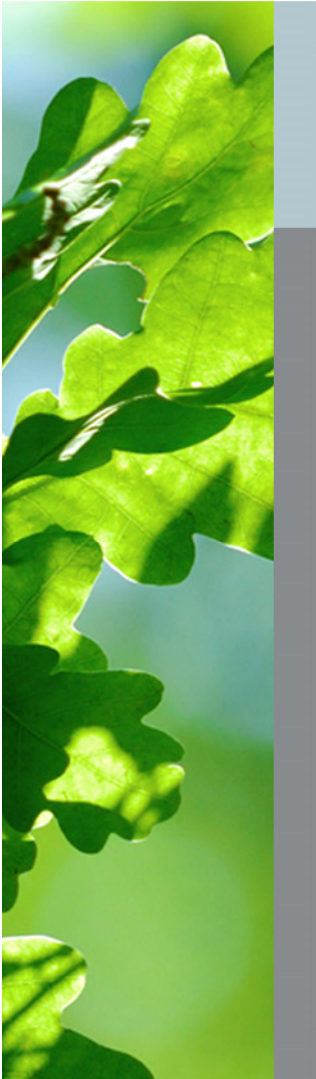


- Springline project at 1300 El Camino Real
 - Residential portion to open up in spring 2022
- Class II bicycle lanes along Glenwood and Oak Grove Avenue
- New Garwood Way to align with Merrill Street



BACKGROUND (INTERSECTION LAYOUT)





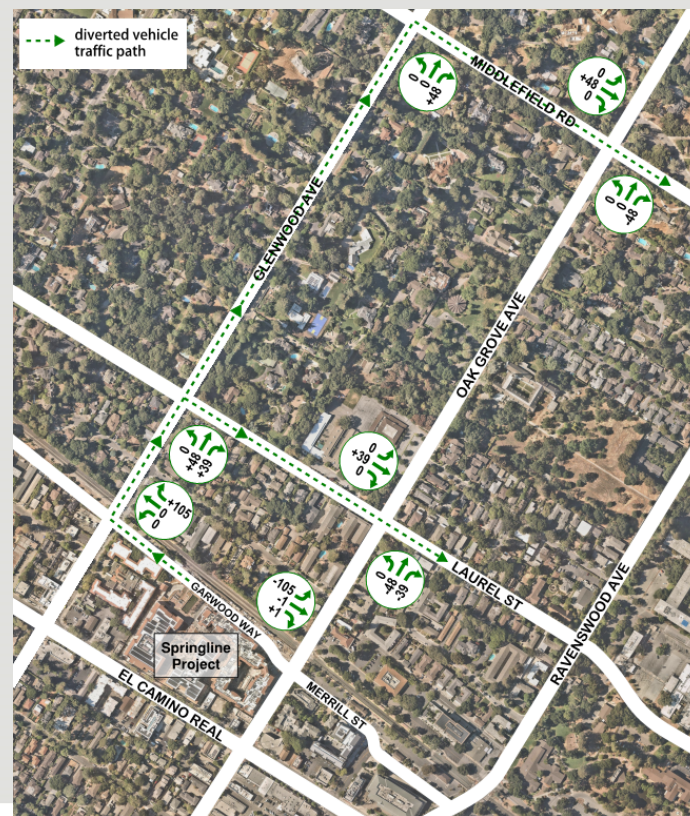
NEED FOR PROJECT

- Proximity of the rail crossing
- Vehicle queuing on the tracks
- Conflict with Samtrans and City Shuttle bus with connection at Menlo Park Caltrain Station
- Surface Parking on Garwood Way
- Increase in pedestrian and bicycle activities





CONGESTION ANALYSIS (PM PEAK DIVERTED TRIPS)





CONGESTION ANALYSIS (ROADWAY SEGMENTS)



	Capacity	ADT	Project EIR	Turn Restriction	Exceed Capacity?
Glenwood Ave El Camino Real to Laurel St	10,000	8,100	114	+358	No
Glenwood Ave Laurel St to Middlefield Rd	10,000	6,100	51	+197	No
Laurel St Oak Grove Ave to Ravenswood Ave	10,000	5,600	322	+161	No
Middlefield Rd Oak Grove Ave to Ravenswood Ave	25,000	21,000	402	+197	No
Oak Grove Ave El Camino Real to Laurel St	10,000	12,500	716	-358	No
Oak Grove Ave Laurel St to Middlefield Rd	10,000	11,400	394	-197	No



CONGESTION ANALYSIS (INTERSECTION PM PEAK)



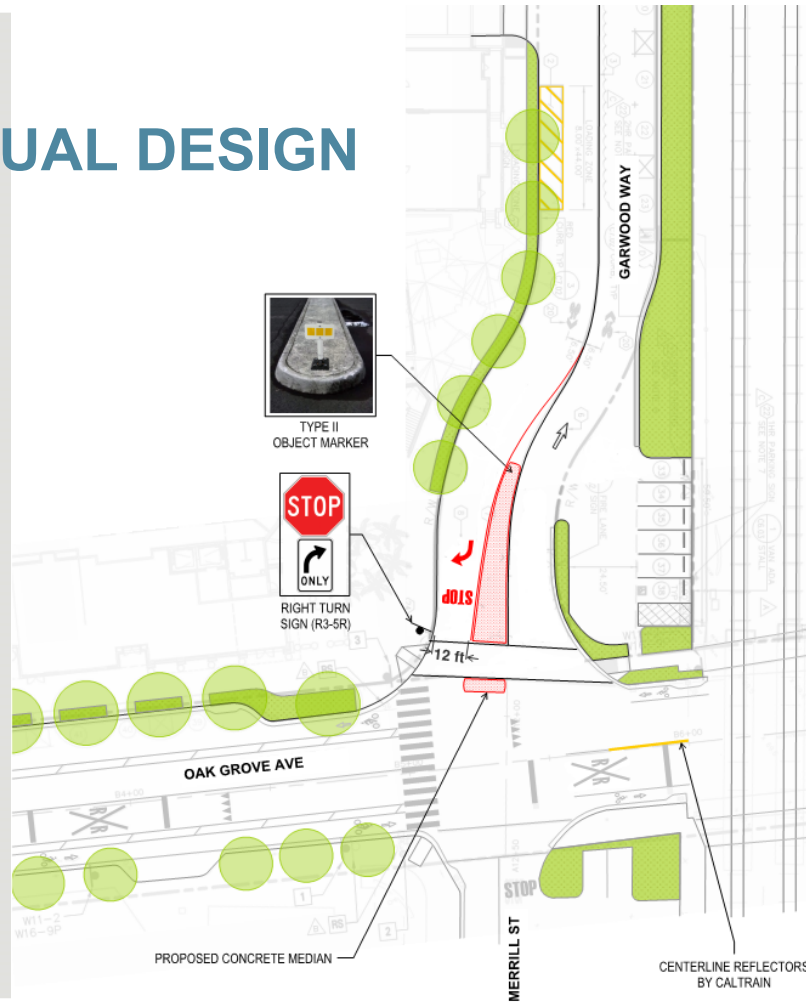
Study Intersection	Intersection Control	Springline Project EIR		w/ Turn Restrictions	
		Delay	LOS	Delay	LOS
Oak Grove Ave / Laurel St	Signal	22.5	C	20.6	C
Oak Grove Ave / Middlefield Rd	Signal	32.3	C	31.3	C
Glenwood Ave / Garwood Way	TWSC	19.5	C	23.5	C
Glenwood Ave / Laurel St	AWSC	17.2	C	22.0	C
Glenwood Ave / Middlefield Rd	TWSC	>180	F	>180	F

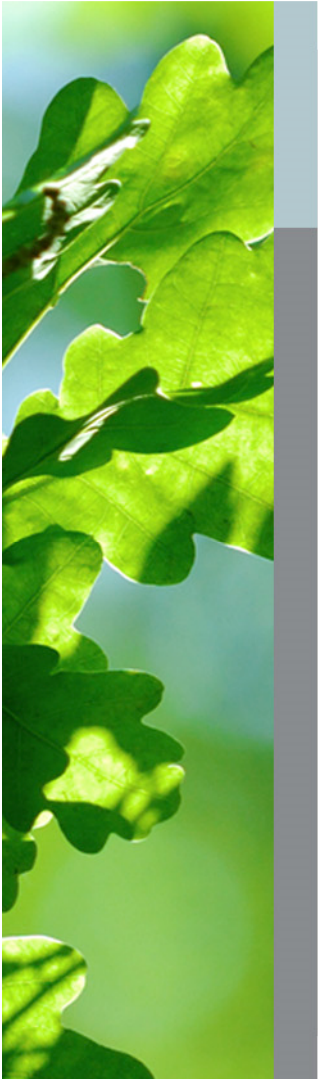
TWSC = two-way stop controlled

AWSC = all-way stop controlled



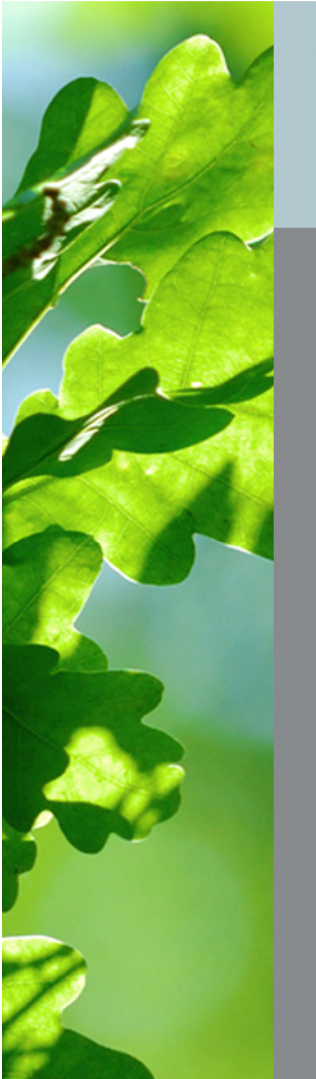
CONCEPTUAL DESIGN





PUBLIC OUTREACH

- Postcards sent out
- Contacted Springline and Marriott Residence Inn



RECOMMENDATIONS & NEXT STEPS

- Recommends to City Council to approve through and left-turn restriction on Garwood Way
- Staff anticipates bringing item to Council in November



THANK YOU