



REGULAR MEETING AGENDA

Date: 2/8/2023
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381 and
City Hall – Downtown Conference Room
701 Laurel St., Menlo Park, CA 94025

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Cal. Gov. Code §54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting, in-person, at City Hall – Downtown Conference Room
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 845 2506 8381
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 845 2506 8381
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 website at menlopark.gov. 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.gov/agendas).

Regular Meeting

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. You are not required to provide your name or City of residence, but it is helpful. 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. Accept the Complete Streets Commission minutes for December 14, 2022 ([Attachment](#))
- E2. Adopt a resolution to install a no parking zone on Valparaiso Avenue west of 1360 Crane Street and provide direction on a streamlined process for select future no parking zone requests ([Staff Report #23-001-CSC](#))

F. Informational Items

- F1. Update on major project status

G. Committee/Subcommittee Reports

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 Commission 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.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission 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.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 2/2/2023)

Complete Streets Commission



REGULAR MEETING MINUTES – DRAFT

Date: 12/14/2022
Time: 6:30 p.m.
Location: Teleconference and
 City Hall – Downtown Conference Room
 701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Cole called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Altman, Behroozi, Cebrian, Cole, King, Kollmann
Absent: Jensen
Staff: Assistant Public Works Director – Transportation Hugh Louch, Senior Transportation Engineer Kevin Chen

C. Reports and Announcements

Staff Chen reported on City Council actions related to transportation since the November 9, 2022 Commission meeting.

D. Public Comment

- Rob Jordan spoke in support of completing the missing bicycle network gap on Altschul Avenue between Avy Avenue and Sharon Road.

The Commission received clarifications on Transportation Master Plan Project #138 and general project prioritization process.

E. Regular Business

- E1. Accept the Complete Streets Commission minutes for November 9, 2022 (Attachment)

ACTION: Motion and second (Cebrian/ Altman), to accept the Complete Streets Commission minutes for November 9, 2022, including the correction of “Sara” to item E2., passed 5-0 (Kollmann abstaining, Jensen absent).

F. Study Session

- F1. Provide direction on the Menlo Park Community Campus parking management plan (Staff Report #22-015-CSC)

Staff Chen made the presentation (Attachment).

- Melinda Christopherson spoke on concerns related to Beechwood School parking needs,

enforcement, and past City agreements.

The Commission received clarification on bike parking, circulation and conflict points, traffic calming features, program shuttle buses, SamTrans bus loading zone, overnight parking, previous parking study, and community outreach.

The Commission received future operation information regarding types of programs, programs logistics, and operating hours.

The Commission directed staff to consider:

- PG&E sub-station driveway turn restrictions due to sight visibility
- bike way-finding signs for optimum bike routes
- new loading zone signage
- shorter duration for proposed 2-hour time restricted parking spaces
- returning with preliminary ideas to accommodate overnight parking without impacting future day time operations

G. Informational Items

G1. Update on major project status

Staff Chen provided updates on the Middle Avenue Complete Street project, Caltrain Quiet Zone Implementation Plan, Local Road Safety Plan, Caltrain Grade Separation project, and the Comprehensive Shuttle Program evaluation.

H. Committee/Subcommittee Reports

None.

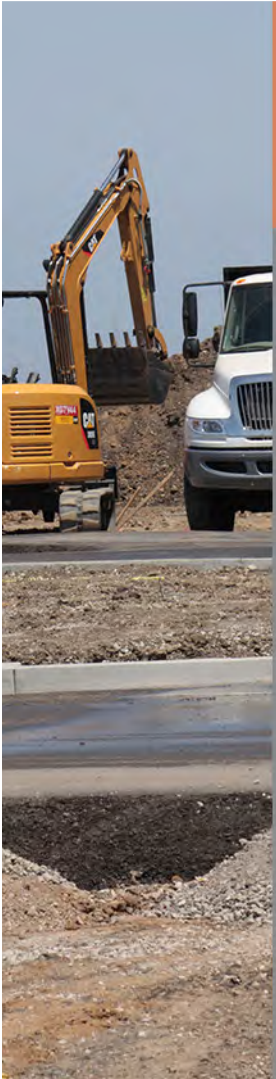
I. Adjournment

Chair Cole adjourned the meeting at 9:03 p.m.

Kevin Chen, Senior Transportation Engineer

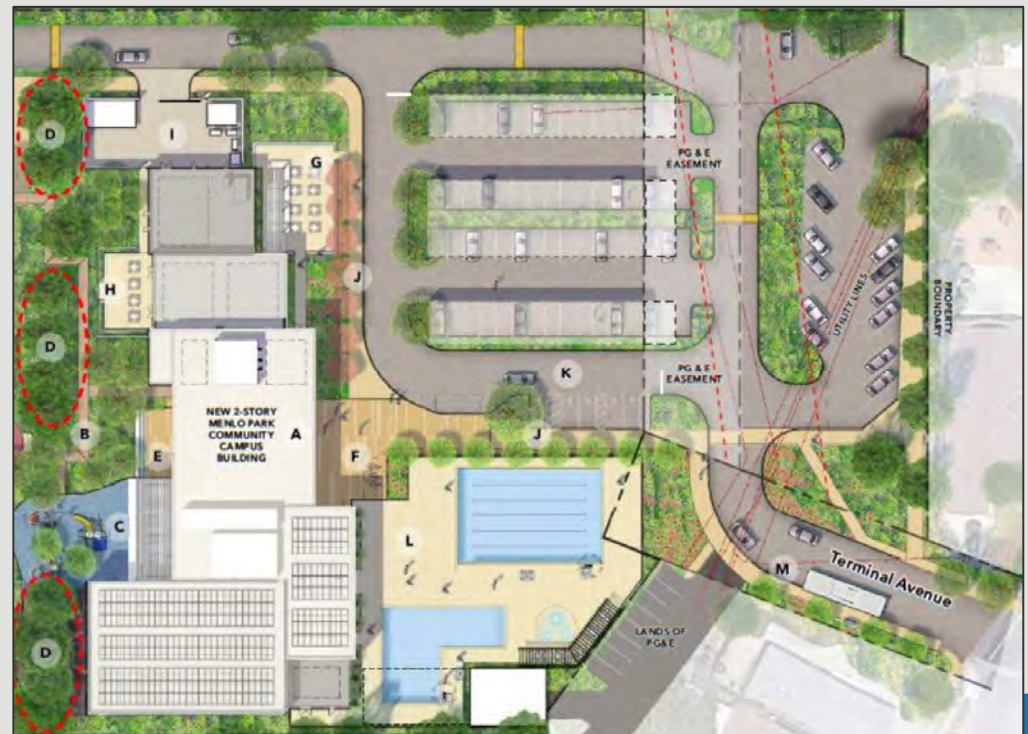
A photograph of a construction site showing a wooden formwork structure with vertical rebar protruding. Two construction workers wearing safety vests and hard hats are visible in the background. The image is partially obscured by a blue semi-transparent banner at the bottom and a yellow vertical bar on the left side.

**PROVIDE DIRECTION ON MENLO PARK
COMMUNITY CAMPUS PARKING MANAGEMENT PLAN**
Complete Streets Commission | December 14, 2022



AGENDA

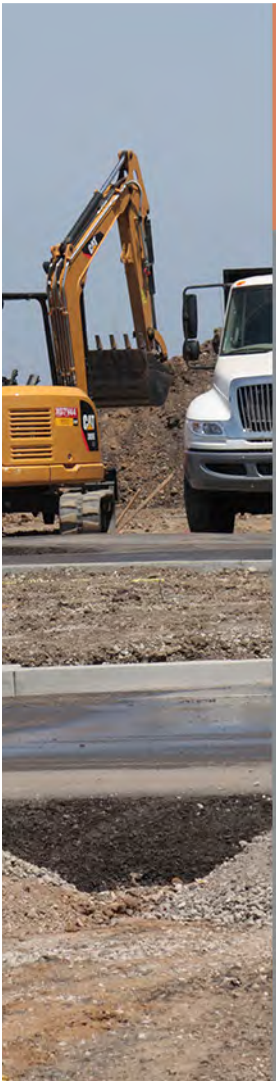
- Background
- Evaluation
- Feedback





BACKGROUND

- Dec. 16, 2019 – META submitted MPCC proposal
- Jan. / Feb. 2021 – City Council approved MPCC / pool
- Nov. 2021 to 2024 – Construction



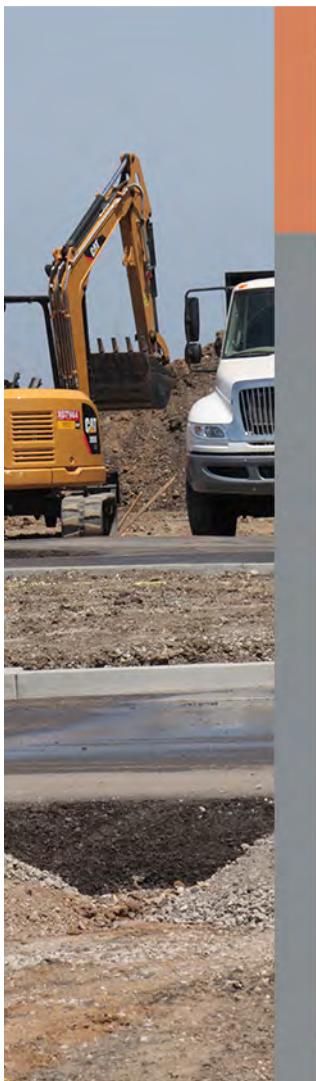


EVALUATION – PARKING ANALYSIS

- MPCC - community center, senior center, youth center (childcare), pool, branch library
- Kelly Park – Soccer field, tennis courts

Community area	Existing			Future		
	Peak hour	Demand	Supply	Peak hour	Demand	Supply
MPCC + Beechwood school	3pm	123	87	11am	128	111
Kelly Park	5pm	65	59	5pm	65	53
Entire Site	4pm	135	146	6pm	155	164

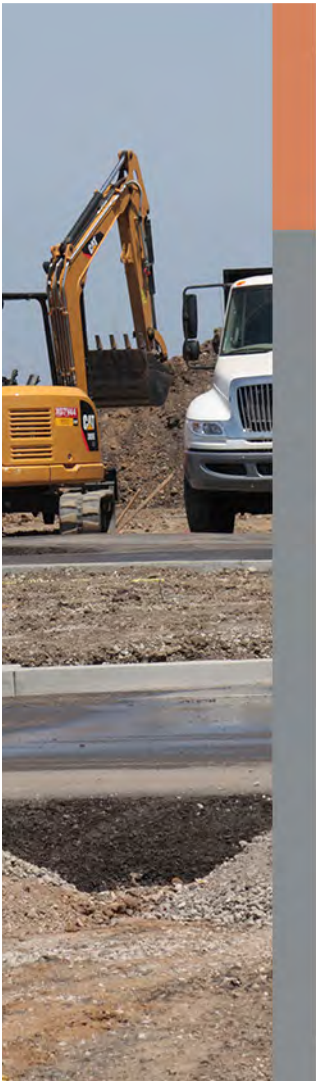
Source: Dec. 14, 2020 Planning Commission meeting





EVALUATION – SITE PLAN

- Improved pedestrian circulation
 - Reduced future parking supply from 164 to 162
- Modified Terminal Ave. entrance (Oct. 18, 2022)
 - Will make Terminal Ave. & Del Norte Ave. an all-way stop





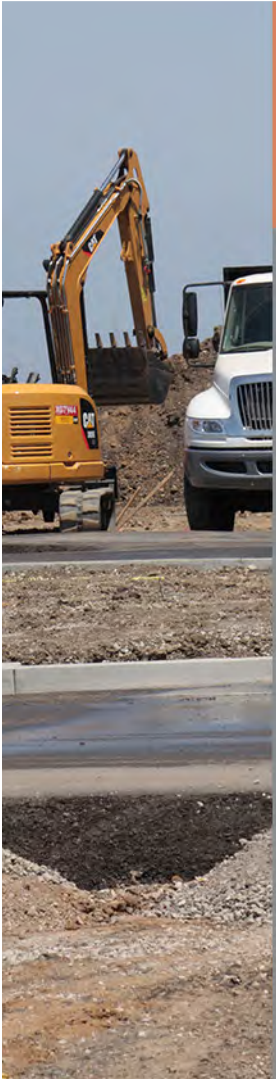
EVALUATION - OPERATION

- Pick-up / drop-off
 - Community food / meal distribution services
 - Youth center
 - Beechwood School
- Overnight parking
 - Muni Code 11.24.050: prohibits vehicles from stopping/standing/parking on residential zones between 2 a.m. and 5 a.m.

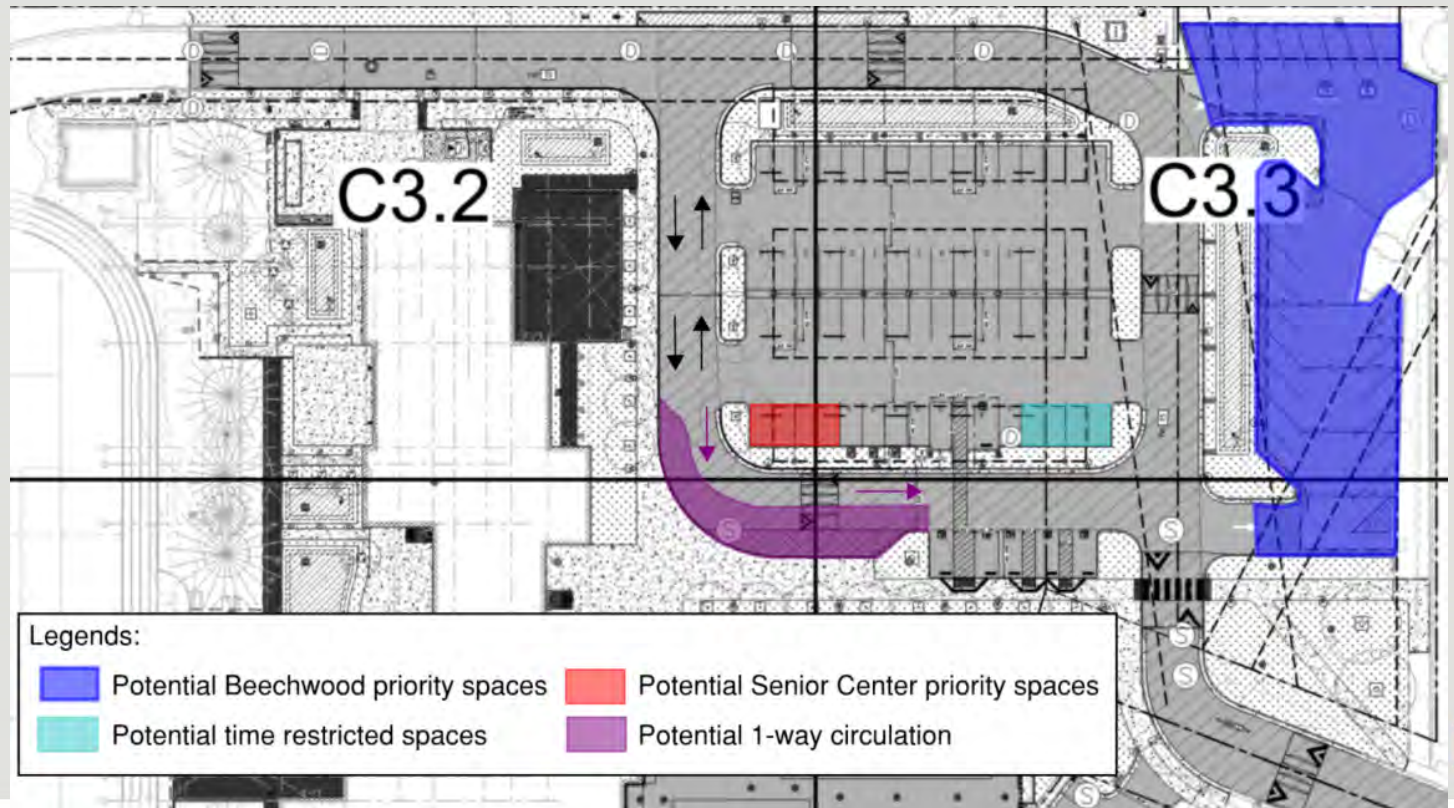


FEEDBACK

- Standard parking
 - Beechwood School priority spaces, consistent with past practice
 - Senior center priority spaces
 - Time restricted spaces, serve high turnover uses
- Circulation
 - One-way circulation at building frontage, pick-up / drop-off & emergency access
 - Terminal Ave. & Del Norte Ave.: new all-way stop
- Overnight parking requirements
 - Different impacts to various City facilities
 - Changes would require an ordinance
- Any other feedback



FEEDBACK





**THANK YOU &
QUESTIONS**



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STAFF REPORT

Complete Streets Commission

Meeting Date: 2/8/2023
Staff Report Number: 23-001-CSC

Regular Business: **Adopt a resolution to install a no parking zone on Valparaiso Avenue west of 1360 Crane Street and provide direction on a streamlined process for select future no parking zone requests**

Recommendation

Staff recommends that the Complete Streets Commission (Commission):

- Adopt a resolution (Attachment A) to install no parking zone (two on-street parallel parking spaces) on Valparaiso Avenue west of 1360 Crane Street.
- Provide direction on a streamlined process for future no parking zones requests at intersections and mid-block crosswalks, as illustrated in Attachments B and C from the California Manual on Uniform Traffic Control Devices (CA MUTCD).

These alterations are intended to enhance safety by improving driver line of sight.

Policy Issues

These alterations are consistent with policies CIRC-1.1, CIR-4.4 in the 2016 General Plan Circulation Element. These policies seek to maintain and improve a circulation system through the Street Classification System that provides safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

The CA MUTCD sets statewide standards for traffic control devices (e.g., signs, street markings, traffic signal, etc.), to promote roadway safety and efficiency.

Background

In October 2022, staff received a resident request to address inadequate line of sight for the westbound direction on Valparaiso Avenue for residents exiting 1360 Crane Street. The residential unit is located on the southeast corner of Valparaiso Avenue and Crane Street, a T-intersection and the garage access is on Valparaiso Avenue.

According to the resident statement, parked vehicles between the residential driveway and Crane Street make it difficult to safely back out onto Valparaiso Avenue, especially during commute hours. Under existing conditions, drivers are forced to encroach into the existing bike lane before they can clearly see approaching vehicles.

Generally, Valparaiso Avenue has a posted speed limit of 30 miles per hour (mph), but this section is part of a 25 mph designated school zone. Crane Street has a prima facie speed limit of 25 mph.

According to the American Association of State Highway and Transportation Officials' (AASHTO) Policy on Geometric Design of Highway and Streets, a minimum of 155 feet of stopping sight distance is required for a 25 mph roadway, while 200 feet is required for a 30 mph roadway. Currently, there are six feet of red curbs on both sides of the driveway.

Analysis

Based on field investigation, to get a clear view of approaching vehicles on westbound Valparaiso Avenue or right turning vehicles from northbound Crane Street, 1360 Crane Street residents backing out of their driveway have to cross beyond the edge of parked vehicles and into the existing bike lane before receiving a clear line of sight.

Per the request, to achieve the minimum stopping sight distance for the driveway for vehicles traveling on westbound Valparaiso Avenue, staff recommends extending the existing six feet no parking zone by eliminating the two parking spaces between the driveway and Crane Street, totaling 31 feet. The elimination of these spaces is consistent with the CA MUTCD recommendation of establishing a minimum no parking zone of 20 feet at an intersection (Attachment B).

Future no parking zone requests

Currently, the Commission has authority (Muni Code Section 11.24.026) to designate no parking zones adjacent to driveways, intersections and crosswalks for up to three spaces within the "Downtown/Station Area" and up to five spaces outside of that area. The "Downtown/Station Area" is approximately bounded by Menlo Avenue, Oak Grove Avenue, University Drive and Alma Street.

As traffic continues to increase toward pre-pandemic level, staff anticipates future requests to continue to grow. While driveway requests are generally unique to their specific surroundings, intersection and mid-block crosswalk requests are more standard and can be referenced through the CA MUTCD. As a result, staff believes future intersection and mid-block crosswalk no parking zone requests could be further streamlined by:

- Granting City staff citywide authority to designate no parking zones at intersections and mid-block crosswalks consistent with CA MUTCD guidance (Attachments B and C)
- Continuing the current process if additional space removals are needed near driveways or beyond the CA MUTCD standard

Next steps

Per Municipal Code Section 11.24.028, if the new Valparaiso Avenue no parking zone is approved, any Menlo Park resident, business owner, or property owner may appeal to the City Council in writing within fifteen (15) days after the decision, by February 23, 2023.

For future intersection and mid-block requests, if the Commission is supportive of staff's recommendation, the Commission can recommend to the City Council to adopt the proposed process outlined above.

Impact on City Resources

If approved, this low cost alteration will be implemented either through the City's signing and striping maintenance program or the City's Maintenance Division.

Environmental Review

The installation of red curb is categorically exempt under Class 1 (Section 15301(c)) of the California Environmental Quality Act. Class 1 allows for minor alterations of existing facilities, including highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use.

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 notification postcards to residents/property owners within 500 feet of the proposed "No Parking Zone". In addition, posters with the alteration and meeting information were placed on A-frames at the site.

Attachments

- A. Resolution
- B. Recommended no parking zone – intersections
- C. Recommended no parking zone – mid-block crosswalks

Report prepared by:

Phu Nguyen, Engineering Technician II

Report reviewed by:

Kevin Chen, Senior Transportation Engineer

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RESOLUTION NO. XXXX

**RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE CITY OF
MENLO PARK AUTHORIZING THE INSTALLATION OF NO PARKING ZONE
WEST OF 1360 CRANE STREET**

WHEREAS, the City of Menlo Park received a request from a resident to evaluate the adequacy of sight distance at 1360 Crane Street for westbound Valparaiso Avenue; and,

WHEREAS, a field investigation revealed limited sight distance due to adjacent parked vehicles; and,

WHEREAS, the California Vehicle Code section 22507 authorizes local jurisdictions to restrict or prohibit parking on roads within their jurisdiction; and,

WHEREAS, Section 11.24.026 of the Menlo Park Municipal Code authorizes the Complete Streets Commission to remove up to 5 parking spaces per locations in locations outside of the "Downtown/Station Area" as identified in the El Camino Real and Downtown Specific Plan; 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.

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park does hereby authorize the installation of a no parking zone, west of 1360 Crane Street, as shown in Exhibit A.

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 eighth day of February, 2023, 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 ___ day of February, 2023.

Kevin Chen
Complete Streets Commission Liaison

Exhibit
A. Proposed no parking zone west of 1360 Crane Street

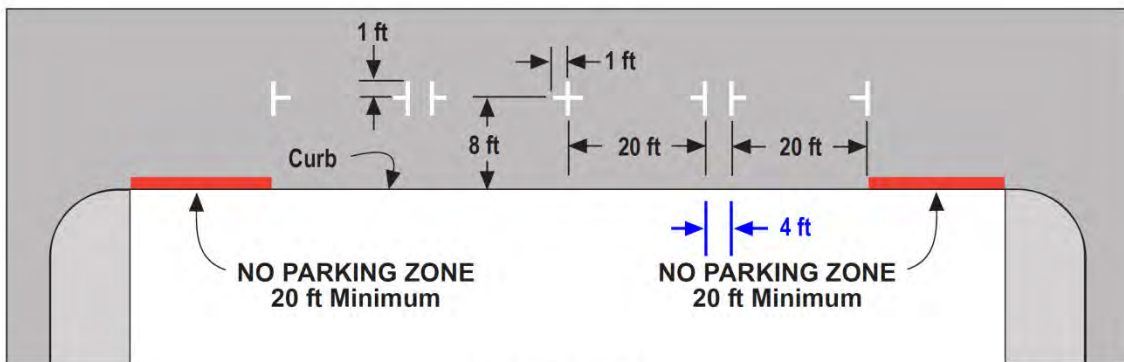
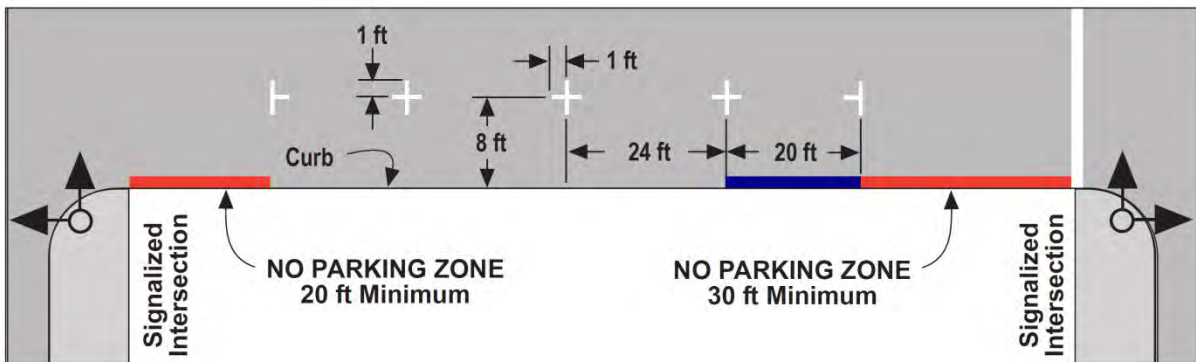
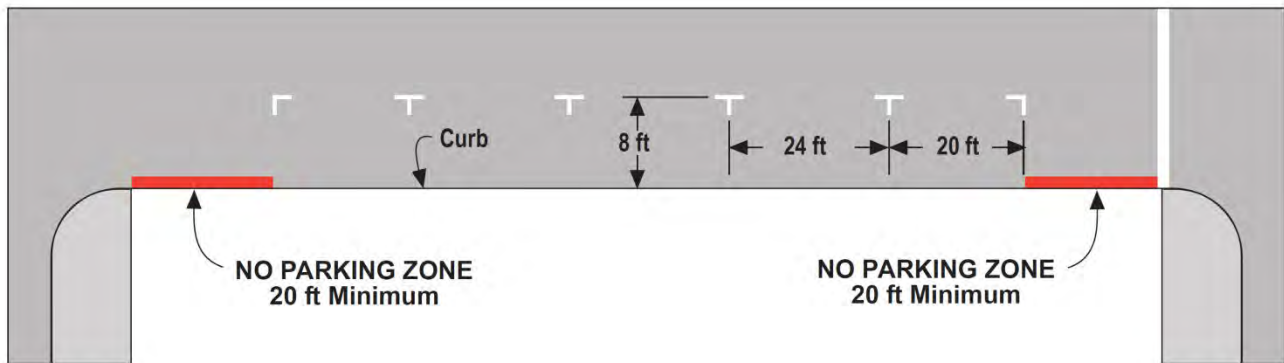


Existing condition at 1360 Crane Street (Valparaiso facing)



Proposed conditions

Figure 3B-21 (CA). Examples of Parking Space Markings



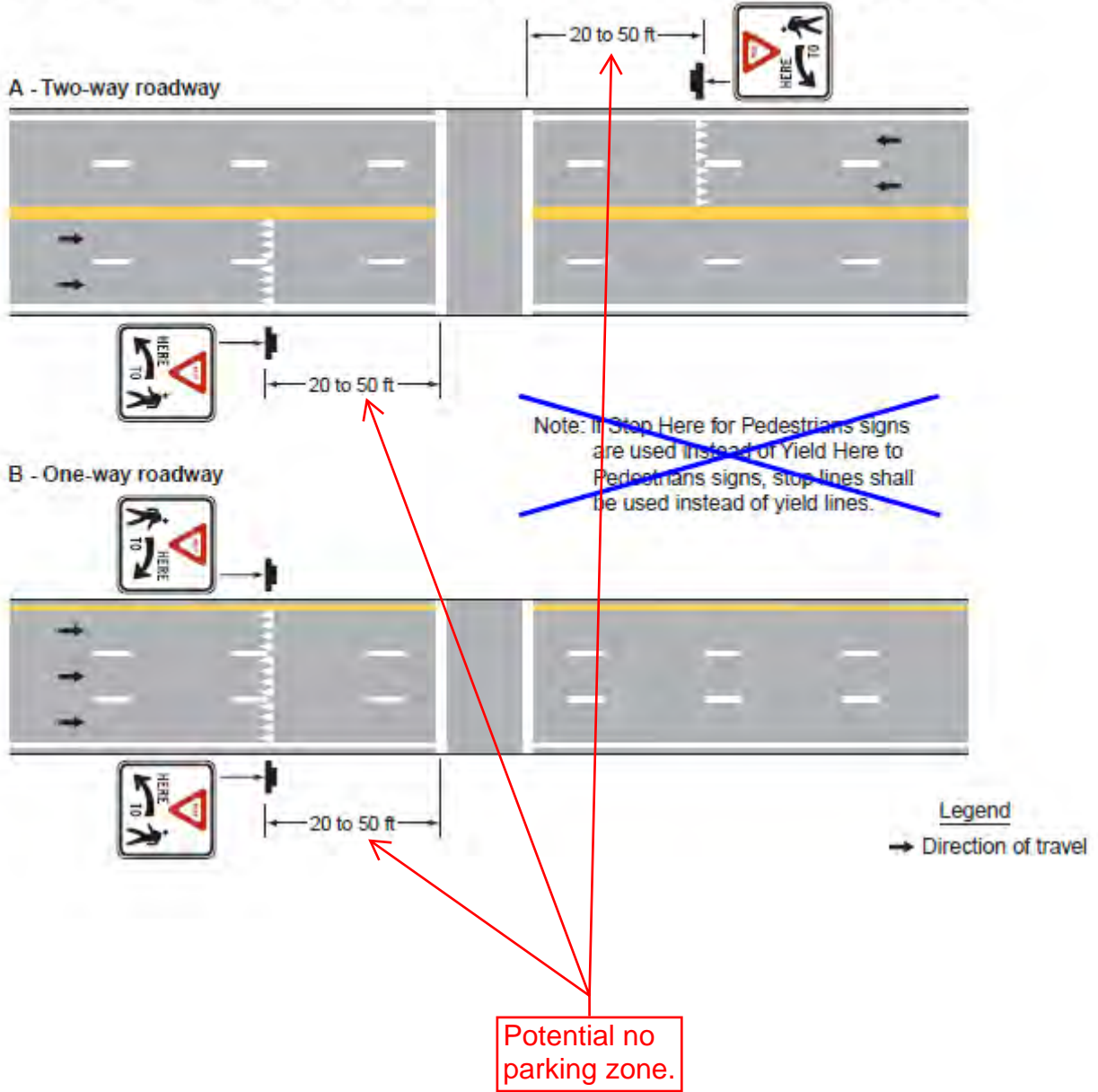
NOT TO SCALE

NOTES:

1. For Parking Stalls along the left side curb on one-way streets, markings may be placed on the curb delineating the ends of the individual stalls.
2. All stall markings are made with 4 in wide white lines. The shape is optional.
3. The parking stall cross line, 8 ft from the curb, may be continuous longitudinally.

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Figure 3B-17. Examples of Yield Lines at Unsignalized Midblock Crosswalks



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