



## SPECIAL MEETING AGENDA

**Date:** 8/24/2023  
**Time:** 6:30 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**Commissioner Altman will be participating from:**  
**McKinley Creekside Cabins**  
**Mile 224 George Parks Highway**  
**Denali National Park, AK 99755**

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 Council Chambers
- 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: 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](https://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](https://menlopark.gov/agendas))

### Special 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. Regular Business

D1. Accept the Complete Streets Commission minutes for July 12, 2023 ([Attachment](#))

D2. Review Proposed Alternatives for the Coleman and Ringwood Avenues Transportation Study ([Staff Report #23-010-CSC](#))

D3. Provide feedback on Vision Zero Action Plan ([Staff Report #23-011-CSC](#))

D4. Recommend to City Council to approve the Complete Streets Commission 2023-2024 work plan ([Staff Report #23-012-CSC](#))

## **E. Informational Items**

E1. Update on major project status

## **F. Committee/Subcommittee Reports**

## **G. 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](mailto: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](http://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](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 8/18/2023)



**REGULAR MEETING MINUTES – DRAFT**

**Date:** 7/12/2023  
**Time:** 6:30 p.m.  
**Location:** Teleconference and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**A. Call To Order**

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

**B. Roll Call**

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

**C. Reports and Announcements**

Staff Chen reported out on City Council actions related to transportation since the June 14 Commission meeting.

Vice Chair Cole reported out on bike infrastructure improvements on San Antonio Road in the City of Los Altos.

**D. Public Comment**

None.

**E. Regular Business**

E1. Accept the Complete Streets Commission minutes for June 14, 2023

**ACTION:** Motion and second (Cole/ Behroozi), to accept the Complete Streets Commission minutes for June 14, 2023, passed 6-0 (King absent).

E2. Review and recommend edits to the Complete Streets Commission 2023-2024 work plan (Staff Report #23-008-CSC)

Staff Chen made the presentation (Attachment).

The Commission discussed City Council priorities, the role of the Commission, origins of the near-term actionable tasks, methods to evaluate and prioritize the work plan, opportunities to amend the work plan, subcommittee responsibilities and interests, Commission responsibilities regarding major developments, Brown Act implications and potential text edits to the draft work plan.

**ACTION:** Motion and second (Behroozi/ Cebrian), to select Vice Chair Cole and Commissioner Silverstein to work with staff on revising the draft work plan for the next Commission meeting, passed 6-0 (King absent).

## **F. Informational Items**

- F1. Confirm proposed pilot quick build intersection improvements at Alma Street and Willow Road (Staff Report #23-009-CSC)

Staff Chen provided an update (Attachment).

The Commission discussed proposed benefits and drawbacks and access to adjacent driveways.

The Commission directed staff to add: 1) flexible posts on the northern approach of Alma Street and 2) new signage to increase awareness of conflict between left turning vehicles from Alma Street and pedestrians/ bicyclists crossing Willow Road.

- F2. Update on major project status

Staff Chen provided updates on the County’s Ringwood/Coleman Avenues study, Caltrain Quiet Zone Implementation Plan, Local Road Safety Plan, Comprehensive Shuttle Program evaluation and Caltrain corridor crossings strategy.

The Commission received clarification on meeting procedure and process that followed at the June Commission meeting.

## **G. Committee/Subcommittee Reports**

None.

## **H. Adjournment**

Chair Cebrian adjourned the meeting at 9:22 p.m.

Kevin Chen, Senior Transportation Engineer



# COMPLETE STREETS COMMISSION 2023-2024 WORK PLAN

Complete Streets Commission Meeting: July 12, 2023



## AGENDA

- Objective
- Process
- City Council priorities
- Requests
- Recommendations
- Actions
- Next steps



## OBJECTIVE

- Advisory
  - Hear public testimony on projects
  - Provide project recommendations to City Council
  
- Support City Council annual work plan
  - “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.”



## CSC WORK PLAN PROCESS

- Development
- Commission approval
- City Council adoption (prior to Sept. 30)
- Report outs twice a year (recommended)





## CITY COUNCIL PRIORITIES

- Housing
- Emergency Preparedness
- Climate action
- Activating downtown/economic development
- Safe streets



## CITY COUNCIL PRIORITIES (CON'T)

- Maintaining existing transportation assets, continuing to integrate safety features into regular repaving and other City-led projects
- Proactively advancing safety by completing the Vision Zero Action Plan and implementing the resulting safety strategies in that plan (also supports the activating downtown priority)
- Prioritizing implementation of the Transportation Master Plan to develop connected multimodal networks (also supports the climate action and activating downtown priorities)
- Reviewing and updating key transportation policies to help reduce vehicle miles travelled, including transportation analysis guidelines, the City TDM ordinance, and City parking requirements (also supports climate action, activating downtown, and housing priorities)



## REQUESTS

- Current state of the safe routes to school program (carry over)
- Identify priority multimodal corridors for prioritization purpose (new)
- Develop criteria to address future driveway sight distance requests (new)



## WORK PLAN RECOMMENDATIONS

1. To advance the goals of the city's newly adopted Climate Action plan by making alternatives to driving safer and more attractive, namely by:
  - Reviewing the city's Transportation Master Plan (TMP) and recommending the projects most likely to reduce Vehicle Miles Traveled (VMT)
  - Providing input on major development projects by looking at them through the lens of transportation accessibility, especially bicycle/pedestrian/public transportation accessibility and update the transportation impact analysis guidelines to include multimodal study metrics
  
2. Advise City Council on the implementation of the TMP:
  - ~~Evaluate the current process and procedure of the neighborhood traffic management program (TMP Project #165)~~
  - Evaluate and confirm key north-south, east-west corridors for project prioritization
  - Continue to advise the Council on Middle Avenue pedestrian and bicycle rail crossing and Middle Avenue complete streets project



## WORK PLAN RECOMMENDATIONS (CON'T)

3. Advise City Council on citywide transportation policies/programs:
  - Evaluate driveway stopping sight distance policy

~~Continue to advocate for and advise the Council on the planning and installation of the Middle Avenue pedestrian and bicycle rail crossing, and safe cycling/pedestrian infrastructure connecting the Burgess complex to the Middle Avenue corridor to Olive Street, and north on Olive Street to Hillview Middle School.~~
4. Continue to support Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
5. Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation:
  - Evaluate the current state of the safe routes to school program



## WORK PLAN RECOMMENDATIONS (CON'T)



6. Continue to support City Council's role as a stakeholder with regard to regional multimodal and transportation demand management programs projects to increase sustainable transportation for Menlo Park.:
- ~~• Request the City Council to sign the Seamless Transit Principles~~
  - ~~• Request the City Council to allocate staff resources to assist the Multimodal Subcommittee to review future transit related study recommendations that could impact the City of Menlo Park and develop an action list for City Council approval~~

### **Current Commission Subcommittees (members)**

- Downtown Access and Circulation (Altman/Cole)
- Multimodal Metrics (Altman/Behroozi)
- Safe Routes to School Program (Behroozi/Cebrian/King)
- Transportation Master Plan Implementation (Altman/Behroozi/Cebrian)
- Zero Emission (Cole)



## ACTIONS

- Review relined work plan
- Confirm current and new tasks
- Approve revised work plan
- Designate a commissioner for presentation



## NEXT STEPS

- City Council adoption







**THANK YOU**

THIS PAGE INTENTIONALLY LEFT BLANK



## BACKGROUND

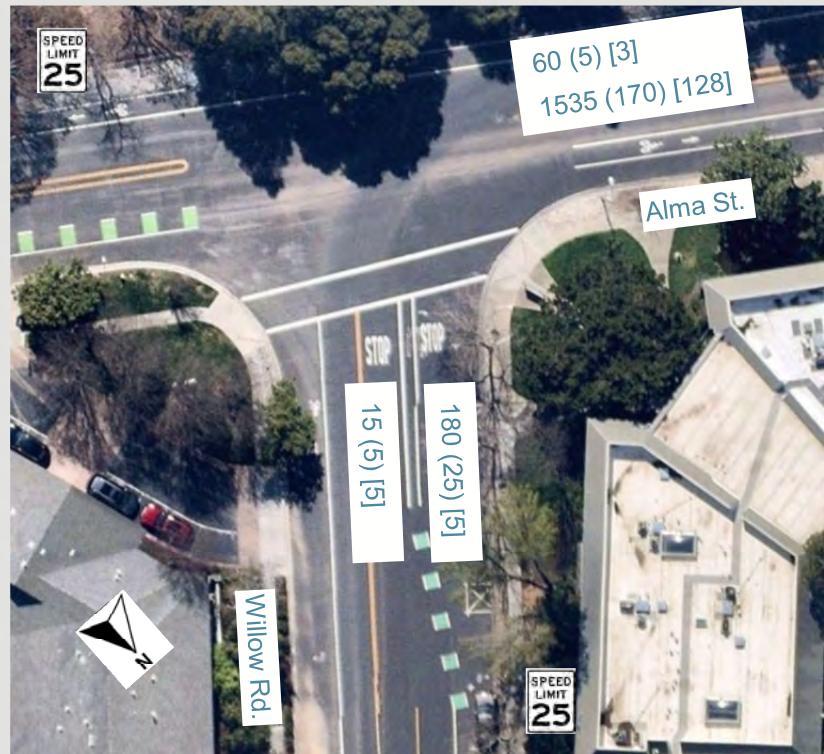
- Request
  - Improve conflict
- Collision (5 years)
  - Two recorded, one match





## BACKGROUND

- Vehicular data (big data)
  - Feb/Mar/Apr 2023
  - Tues/Wed/Thurs



Daily (am) [pm]



## QUICK BUILT OPTION

- Striping and posts



THIS PAGE INTENTIONALLY LEFT BLANK



## STAFF REPORT

### Complete Streets Commission

Meeting Date: 8/24/2023  
Staff Report Number: 23-010-CSC

Regular Business: Review Proposed Alternatives for the Coleman and Ringwood Avenues Transportation Study

### Recommendation

Staff recommends that the Complete Streets Commission (Commission) review the proposed Alternatives (Attachment A) for the Coleman and Ringwood Avenues Transportation Study (Study).

### Policy Issues

The Study is consistent with General Plan Circulation Element policies to improve bicycle and pedestrian safety (CIRC-1.7 and 1.8), support safe routes to school programs (CIRC-1.9), accommodate all modes (CIRC-2.1), support use of streets for people walking and bicycling (CIRC-2.7), and expand the bikeway network (CIRC-2.9).

### Background

Coleman and Ringwood Avenues are both important routes for students walking and bicycling to several area schools, including Menlo-Atherton High School, Laurel Elementary School (both campuses), the Peninsula School, KIPP Valiant Community Prep, and Silicon Valley International School. The Menlo Park Transportation Master Plan identifies improved bicycle facilities as a priority project on Coleman Avenue from Willow Road to the City border, as well as a desired extension of that route north through the County-owned portion of Coleman Avenue to Ringwood Avenue. The two roadways are primarily within the City of Menlo Park or County of San Mateo jurisdiction, though a small portion of Ringwood Avenue (one side of the street adjacent to a portion of the Menlo-Atherton High School campus) is within the Town of Atherton.

Coleman Avenue is one of three roads (along with Bay Road and Middlefield Road) that connect Ringwood Avenue with Willow Road. The traffic volumes on Coleman are lower than Bay and Middlefield, making it a less stressful route for children that bicycle or walk to school. Ringwood Avenue, while primarily located within the County, is an important part of a bicycling and walking route that connects from downtown and Caltrain to the Belle Haven neighborhood and the Bayfront area. The Ringwood Avenue bicycle bridge is an integral component of that route, offering a less stressful, separated alternative to crossings over US 101 at Marsh Road or Willow Road and allowing many students to travel to schools on both sides of US 101.

In December 2021, the City Council approved a Memorandum of Understanding with the County of San Mateo to jointly fund a study to identify and evaluate safety upgrades for Coleman and Ringwood Avenues, with a focus on improving active transportation options in these corridors.

### Analysis

City staff together with County staff and W-Trans, the project consultant, kicked off the project in February

2022. The project included a review of existing conditions, identification of challenges and opportunities, development and evaluation of improvement options, and development of a final report. The study also included substantial outreach, including a Technical Advisory Committee (TAC), a Community Advisory Committee (CAC), public engagement events, and presentations to the Complete Streets Commission and the County Bicycle and Pedestrian Advisory Committee (BPAC).

The TAC includes representatives from public agencies (including Menlo Park and San Mateo County), Samtrans, the Menlo Park Fire District, and administrators from several schools. The CAC includes a diverse set of representatives including students and parents from several schools, members of relevant commissions (City of Menlo Park Complete Streets Commission and County BPAC), local residents, and community-based organizations serving the Belle Haven neighborhood and East Palo Alto.

The first round of community engagement was held in Spring and Summer of 2022 with pop-up events, walking tours, and a community survey to gather input and data from the community about concerns traveling on Coleman and Ringwood Avenues.

Based on the first round of community outreach, the project team identified opportunities and constraints and potential improvement concepts for both streets. As the characteristics and widths of each street vary along their lengths, focus areas were created for each street. Ringwood Avenue included one focus area adjacent to Menlo-Atherton High School and a second adjacent to Laurel Elementary School. For Coleman Avenue, the focus areas included separate areas for the County section and the City sections.

The team conducted a second round of engagement through an in-person workshop at Menlo-Atherton High School (MAHS) that provided participants with an opportunity to create their ideal design concepts for each of the four focus areas. Staff assembled the concept designs generated by participants and conducted a second online survey with the top concepts that emerged from the workshop. Based on feedback from this round of engagement, two complete alternatives were identified for each street (Attachment A).

#### Coleman Avenue – City section

Two alternatives were identified the City section of Coleman Avenue:

- Both alternatives include traffic calming measures such as raised crosswalks to reduce traffic speeds, adding shared lane markings (sharrows), and installing an all-way stop at Santa Monica Drive.
- Alternative 1 includes widening the sidewalk on the north side of Coleman Avenue to create a shared use pathway for both pedestrians and bicyclists that prefer not to ride in the street. The shared use path would provide an off-street option for younger and less confident bicyclists, while the traffic calming would allow more confident bicyclists to continue to bicycle on the street. This alternative would require removal of parking on one side of the street.
- Alternative 2 does not include widening the sidewalk, so all bicyclists would share the street with vehicles and parking would be retained on both sides of the street.

Staff and the consultant team explored a variety of potential improvements for Coleman Avenue, but the limited City right-of-way makes it impossible to install bicycle lanes and retain parking. Through public outreach, staff have heard from residents of Coleman Avenue that parking removal would create significant challenges given the lack of available parking on site in the apartment buildings.

#### Coleman Avenue – County section

The County section of Coleman also includes two alternatives, with on and off-street options for bicyclists and pedestrians. The designs vary the width of and availability of on and off-street options.



### Ringwood Avenue

Two options were developed for Ringwood Avenue that include a shared use path on the north side of the street (adjacent to the schools). The alternatives include additional crossing opportunities and vary the type of separation and widths of the shared use path. The alternatives also potential removal of the turn lane into MAHS and the conversion of the existing bus pullout in the eastbound direction into an in-lane bus stop. The south side of Ringwood Avenue between Middlefield Road and Arlington Way is located within the City of Menlo Park.

### Commission feedback and next steps

Staff is seeking Commission feedback on the proposed alternatives, especially within the City right-of-way, though any feedback on County-owned segments will be shared with the team.

After the Commission meeting, the project team will refine the proposed alternatives and prepare a draft report. Staff will provide an update to the Commission on any updates to the design alternatives and bring the final alternatives to City Council later this year to identify a preferred alternative.

### **Impact on City Resources**

The study is being funded through the City's Capital Improvement Program. Additional funding will be required to advance preferred alternatives into design and construction

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378. Any future improvements identified by this study will undergo environmental review as needed.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Postcards were also mailed to residents and property owners within 500 feet of the study area on Coleman Avenue.

### **Attachments**

A. Alternatives

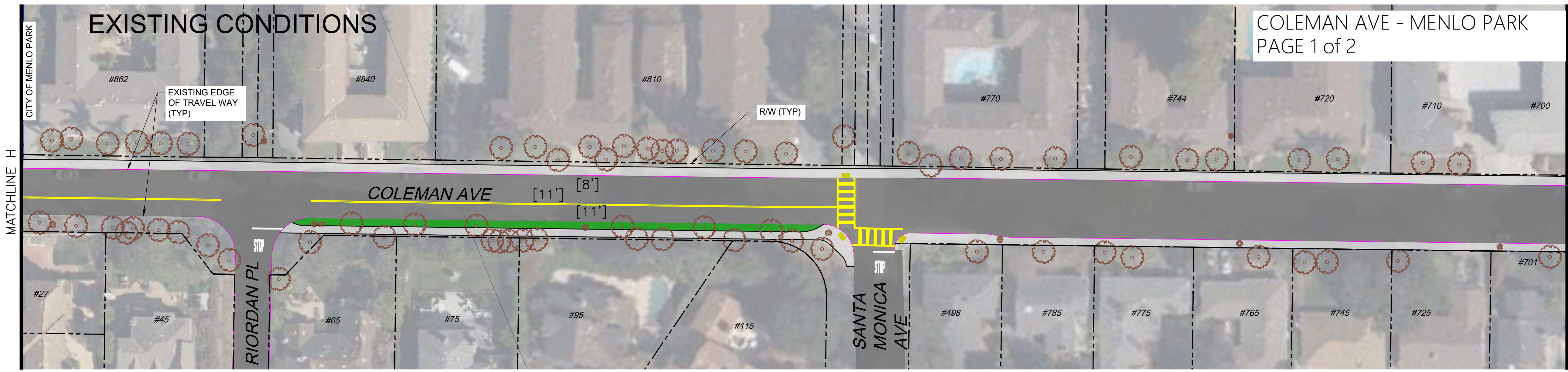
Report prepared by:  
Kristiann Choy, Senior Transportation Engineer

Report reviewed by:  
Hugh Louch, Assistant Public Works Director

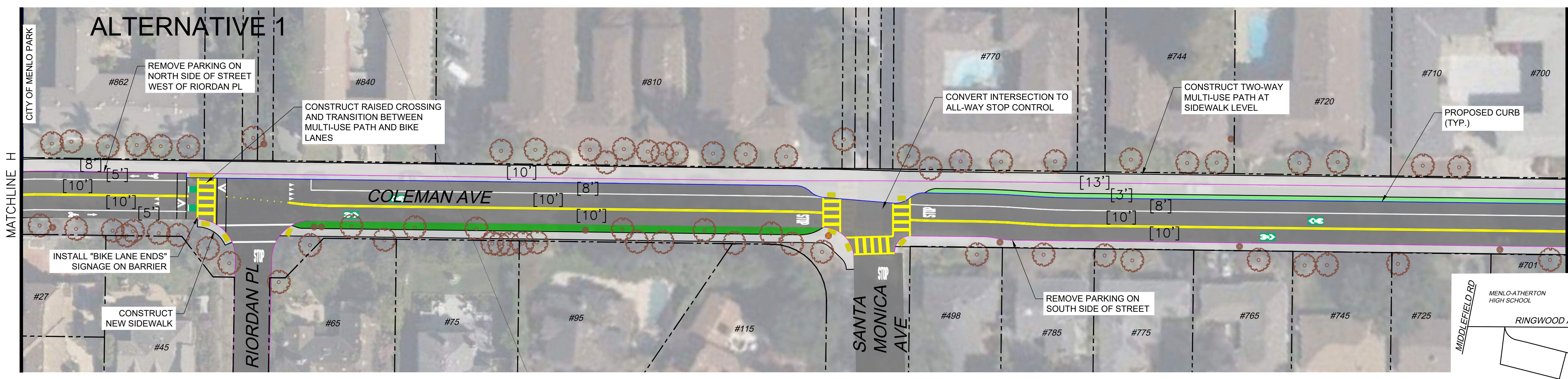
THIS PAGE INTENTIONALLY LEFT BLANK

# COLEMAN AVE - MENLO PARK

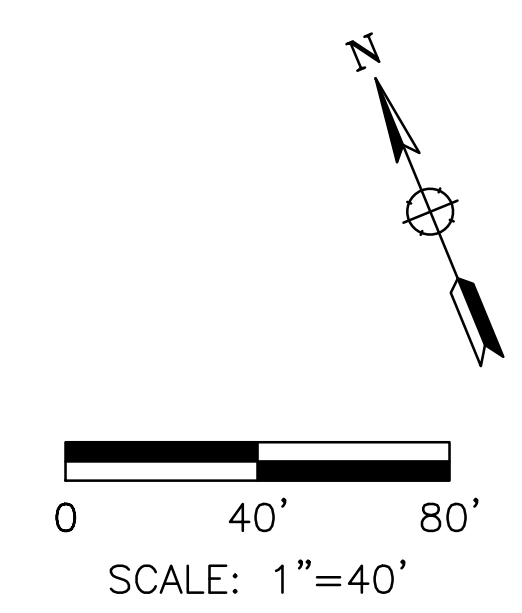
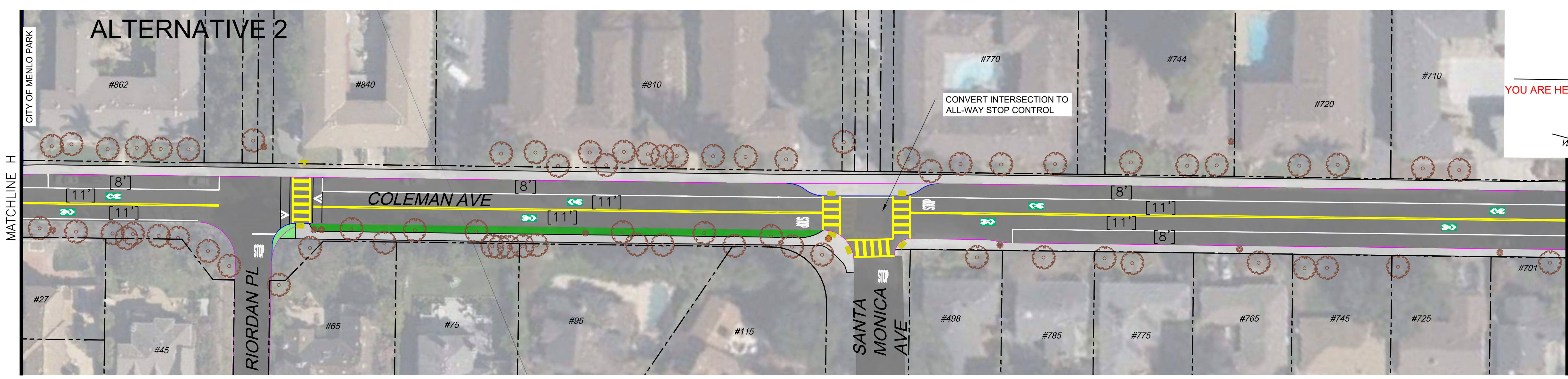
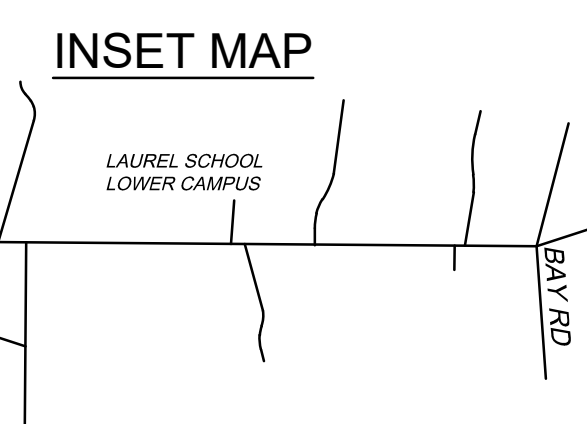
PAGE 1 of 2



- LEGEND:**
- ASPHALT ROADWAY
  - ASPHALT PATHWAY
  - CONCRETE PATHWAY
  - EXISTING VEGETATION
  - PROPOSED VEGETATION
  - EXISTING CURB
  - EXISTING EDGE OF TRAVEL WAY
  - PROPOSED CURB
  - PROPOSED EDGE OF TRAVEL WAY
  - PROPOSED RAISED ELEMENT OR BARRIER
  - R/W AND PROPERTY LINES
  - APPROXIMATE CITY / COUNTY BOUNDARY
  - DETECTABLE WARNING SURFACE
  - EXISTING TREE OR UTILITY
  - TREE OR UTILITY IMPACT
  - POTENTIAL TREE OR UTILITY IMPACT



**PRELIMINARY  
NOT FOR CONSTRUCTION**



**Whitlock & Weinberger Transportation, Inc.**  
490 Mendocino Avenue, Suite 201  
Santa Rosa, CA 95401  
(707) 542-9500 Fax (707) 542-9590

**W-Trans**

DESIGNED BY: S.W., C.N.  
CHECKED BY: S.M.F.

DRAWN BY: NGB  
DATE:

COLEMAN & RINGWOOD AVENUES TRANSPORTATION STUDY  
COLEMAN AVE - MENLO PARK  
PAGE 1 of 2

SCALE: 1" = 40'  
DATE: 8/16/23  
JOB NO.: SMX900-2  
DRAWING NUMBER

9 OF 10

Aug 16, 2023 - 4:18pm

**EXISTING CONDITIONS**

COLEMAN AVE - MENLO PARK  
PAGE 2 of 2

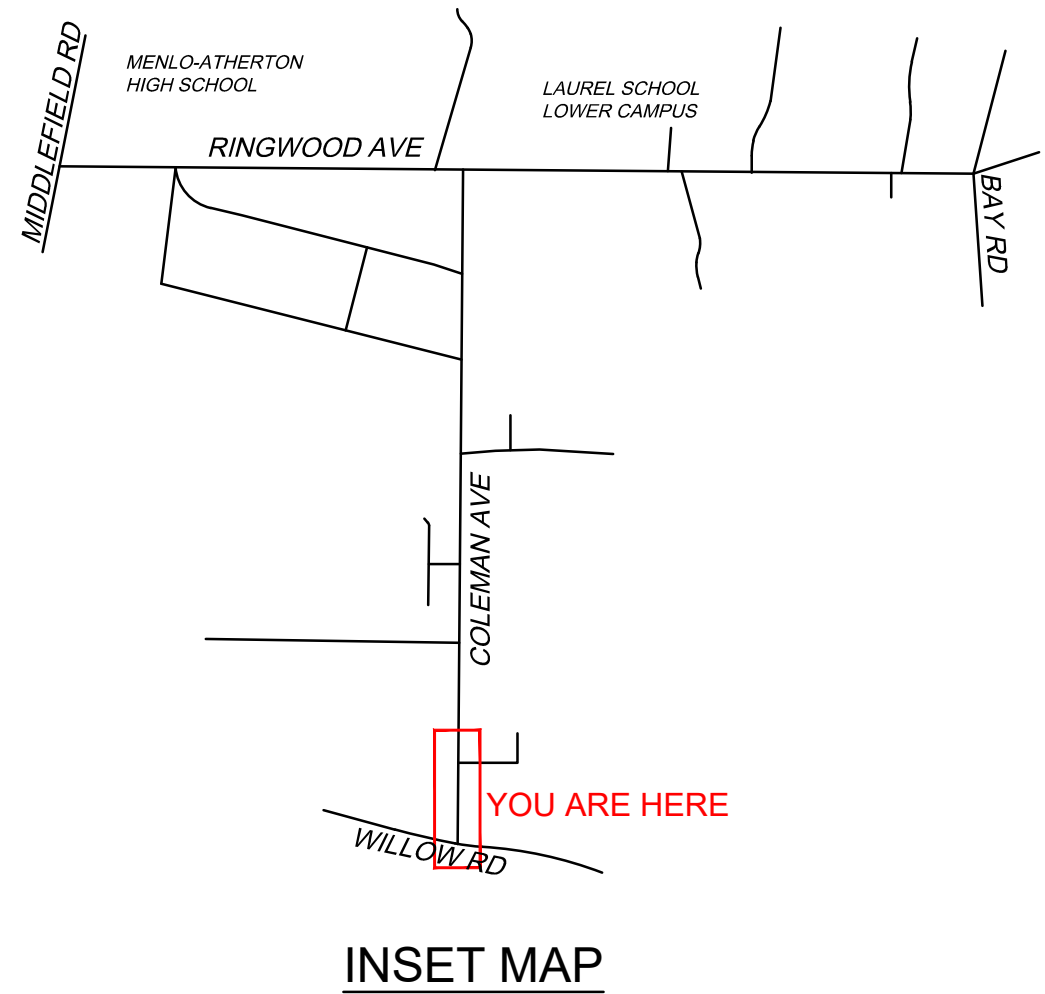
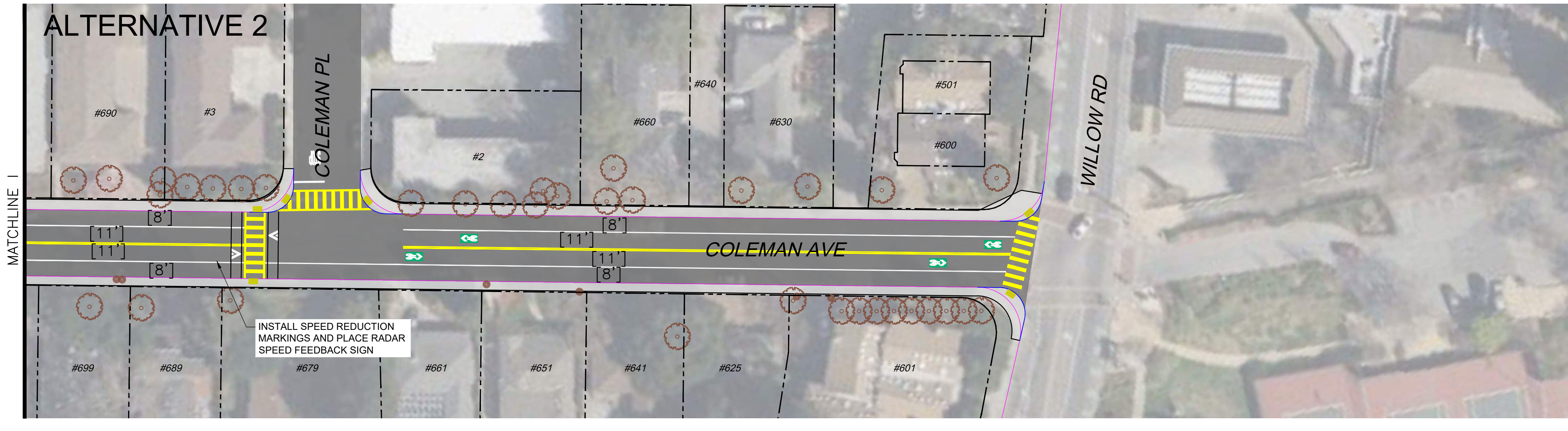
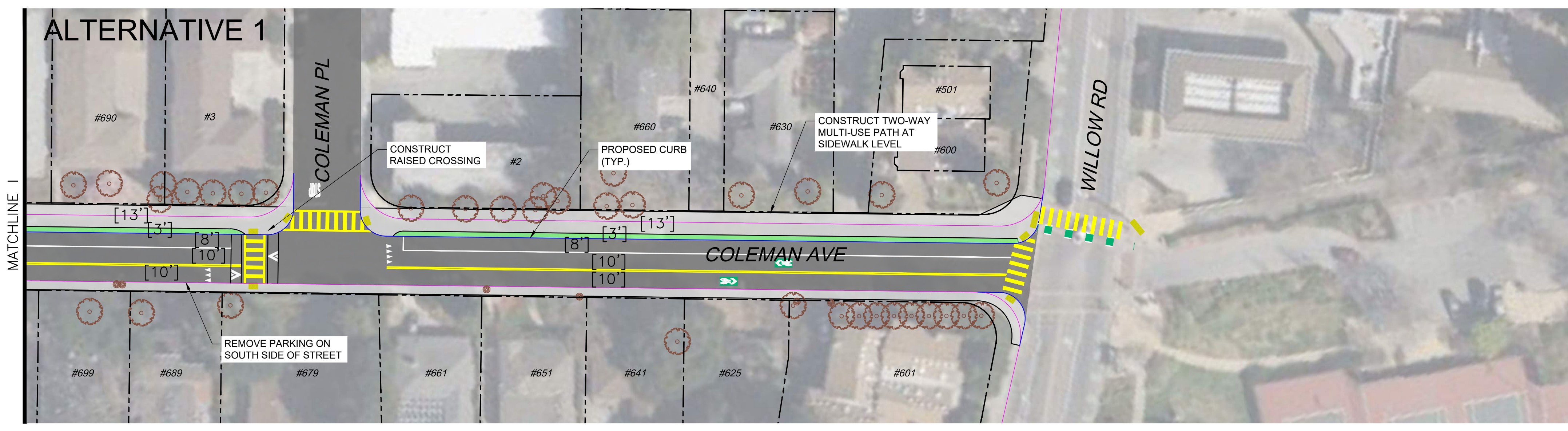
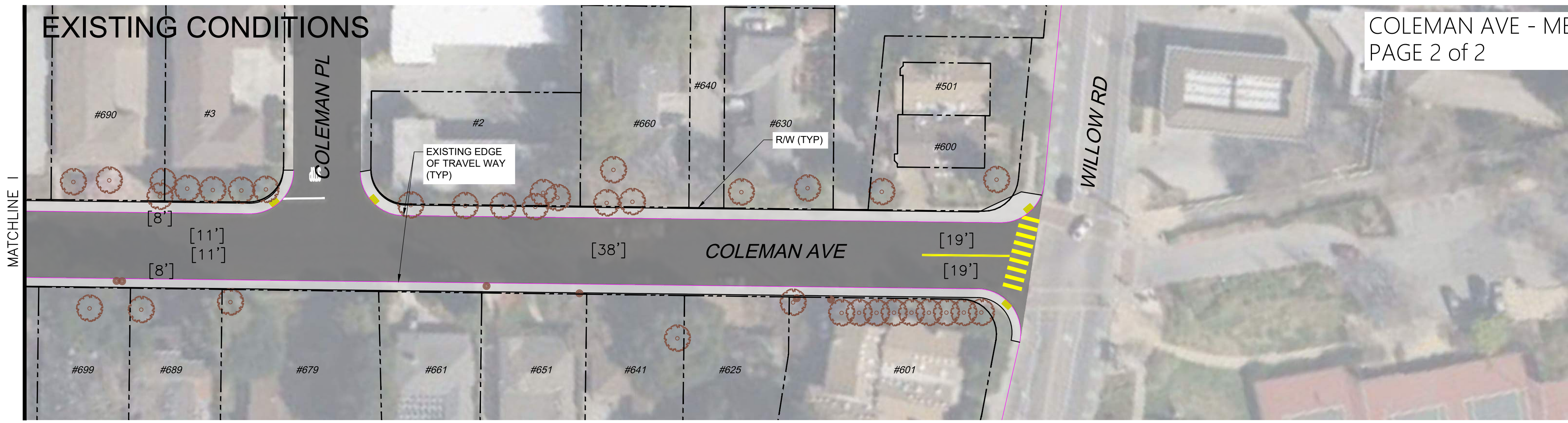
- LEGEND:**
- ASPHALT ROADWAY
  - ASPHALT PATHWAY
  - CONCRETE PATHWAY
  - EXISTING VEGETATION
  - PROPOSED VEGETATION
  - EXISTING CURB
  - PROPOSED CURB
  - PROPOSED EDGE OF TRAVEL WAY
  - PROPOSED RAISED ELEMENT OR BARRIER
  - PROPERTY LINES
  - APPROXIMATE CITY / COUNTY BOUNDARY
  - DETECTABLE WARNING SURFACE
  - EXISTING TREE OR UTILITY
  - TREE OR UTILITY IMPACT
  - POTENTIAL TREE OR UTILITY IMPACT

**Whitlock & Weinberger Transportation, Inc.**  
490 Mendocino Avenue, Suite 201  
Santa Rosa, CA 95401  
(707) 542-9500 Fax (707) 542-9590

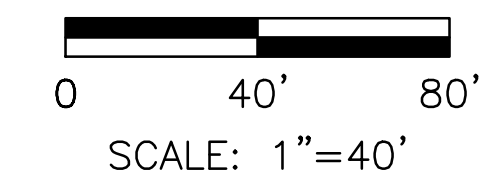
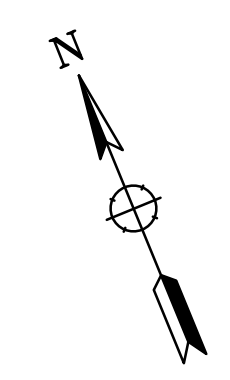
DRAWN BY NGB	DATE
DESIGNED BY SJM, CN	
CHECKED BY SMF	

COLEMAN & RINGWOOD AVENUES  
TRANSPORTATION STUDY  
COLEMAN AVE - MENLO PARK  
PAGE 2 of 2

SCALE 1" = 40'
DATE 8/16/23
JOB NO. SMX900-2
DRAWING NUMBER



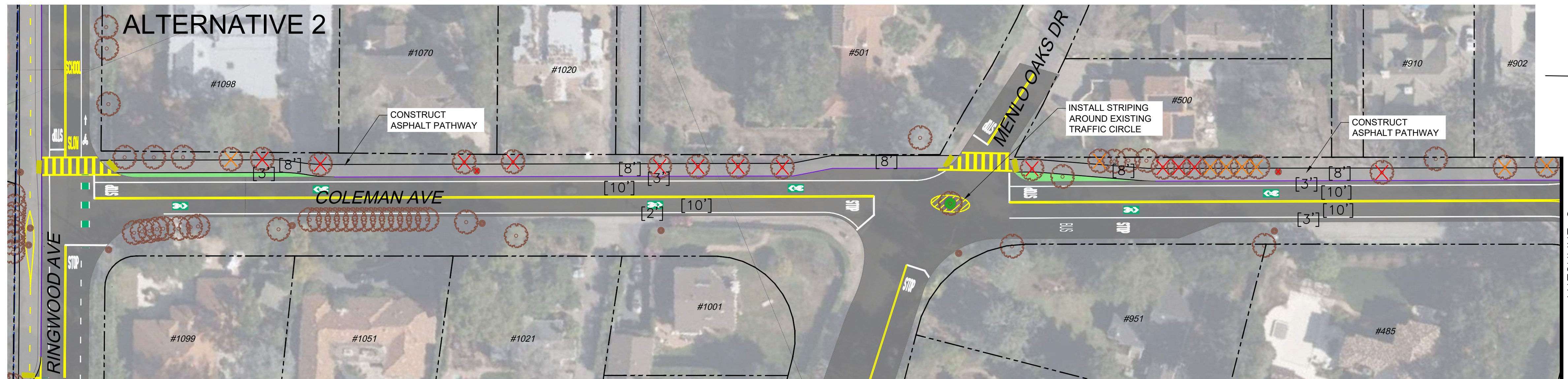
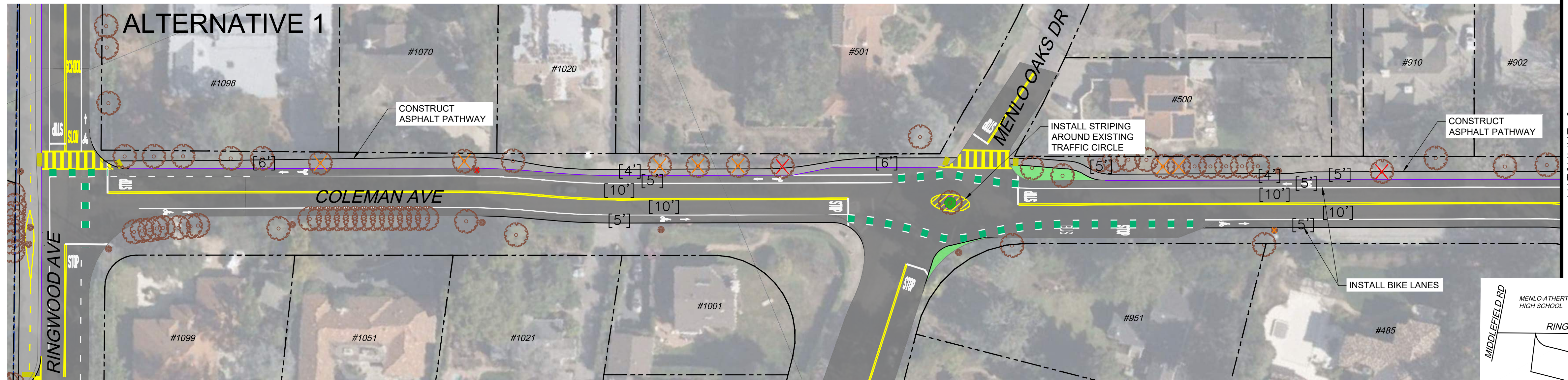
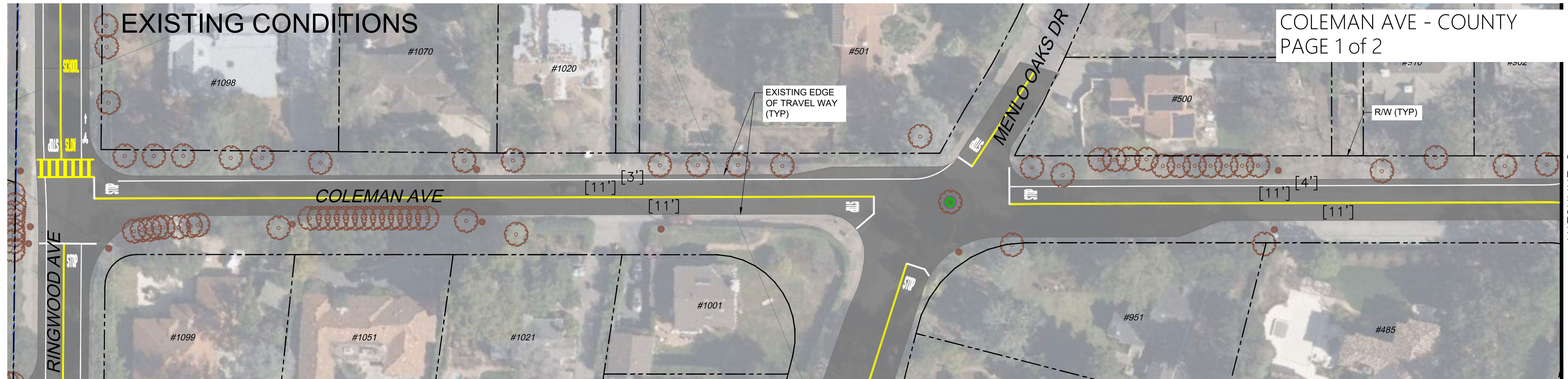
**PRELIMINARY  
NOT FOR CONSTRUCTION**



Aug 16, 2023 - 4:18pm

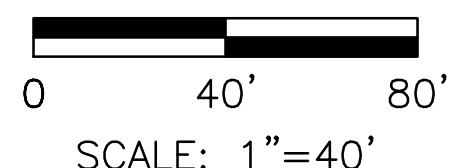
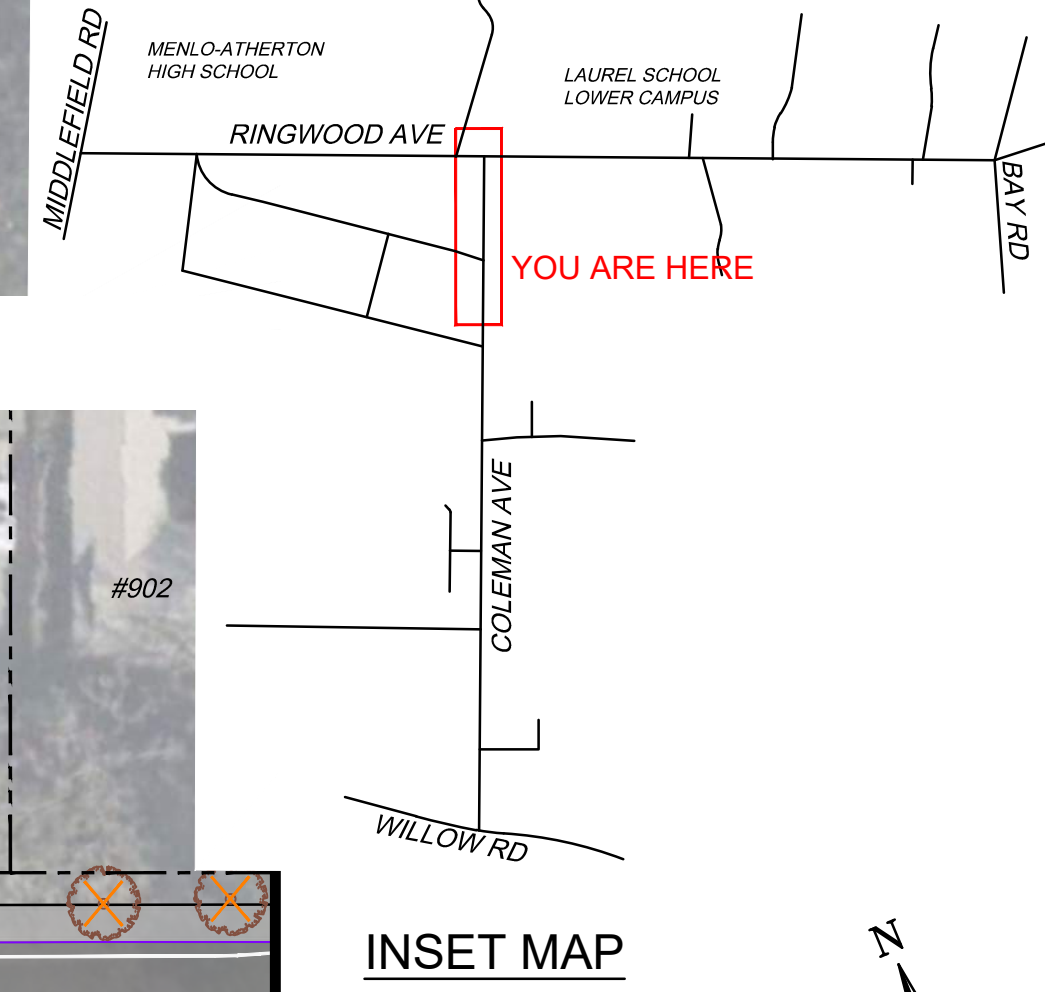
Aug 16, 2023 - 4:17pm

C:\Users\nbrunetto\appdata\local\temp\AcPublish\_5172\SMX900-2-COMPILED.dwg




- LEGEND:**
- ASPHALT ROADWAY
  - ASPHALT PATHWAY
  - CONCRETE PATHWAY
  - EXISTING VEGETATION
  - PROPOSED VEGETATION
  - EXISTING CURB
  - PROPOSED CURB
  - EXISTING EDGE OF TRAVEL WAY
  - PROPOSED EDGE OF TRAVEL WAY
  - PROPOSED RAISED ELEMENT OR BARRIER
  - R/W AND PROPERTY LINES
  - APPROXIMATE CITY / COUNTY BOUNDARY
  - DETECTABLE WARNING SURFACE
  - EXISTING TREE OR UTILITY
  - TREE OR UTILITY IMPACT
  - POTENTIAL TREE OR UTILITY IMPACT

**PRELIMINARY  
NOT FOR CONSTRUCTION**



**Whitlock & Weinberger Transportation, Inc.**  
 490 Mendocino Avenue, Suite 201  
 Santa Rosa, CA 95401  
 (707) 542-9500 Fax (707) 542-9590



DESIGNED BY: SJW, CN  
 CHECKED BY: SMF  
 DRAWN BY: NGB  
 DATE: \_\_\_\_\_

**COLEMAN & RINGWOOD AVENUES  
 TRANSPORTATION STUDY  
 COLEMAN AVE - COUNTY  
 PAGE 1 of 2**

SCALE: 1"=40'  
 DATE: 8/16/23  
 JOB NO.: SMX900-2  
 DRAWING NUMBER

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES



**EXISTING CONDITIONS**

COLEMAN AVE - COUNTY  
PAGE 2 of 2

- LEGEND:**
- ASPHALT ROADWAY
  - ASPHALT PATHWAY
  - CONCRETE PATHWAY
  - EXISTING VEGETATION
  - PROPOSED VEGETATION
  - EXISTING CURB
  - PROPOSED CURB
  - EXISTING EDGE OF TRAVEL WAY
  - PROPOSED EDGE OF TRAVEL WAY
  - PROPOSED RAISED ELEMENT OR BARRIER
  - R/W AND PROPERTY LINES
  - APPROXIMATE CITY / COUNTY BOUNDARY
  - DETECTABLE WARNING SURFACE
  - EXISTING TREE OR UTILITY
  - TREE OR UTILITY IMPACT
  - POTENTIAL TREE OR UTILITY IMPACT

**Whitlock & Weinberger Transportation, Inc.**  
490 Mendocino Avenue, Suite 201  
Santa Rosa, CA 95401  
(707) 542-9500 Fax (707) 542-9590

DESIGNED BY: SJW, CN  
CHECKED BY: SMF

DRAWN BY: NGB

DATE: \_\_\_\_\_

COLEMAN & RINGWOOD AVENUES  
TRANSPORTATION STUDY  
COLEMAN AVE - COUNTY  
PAGE 2 of 2

SCALE: 1" = 40'

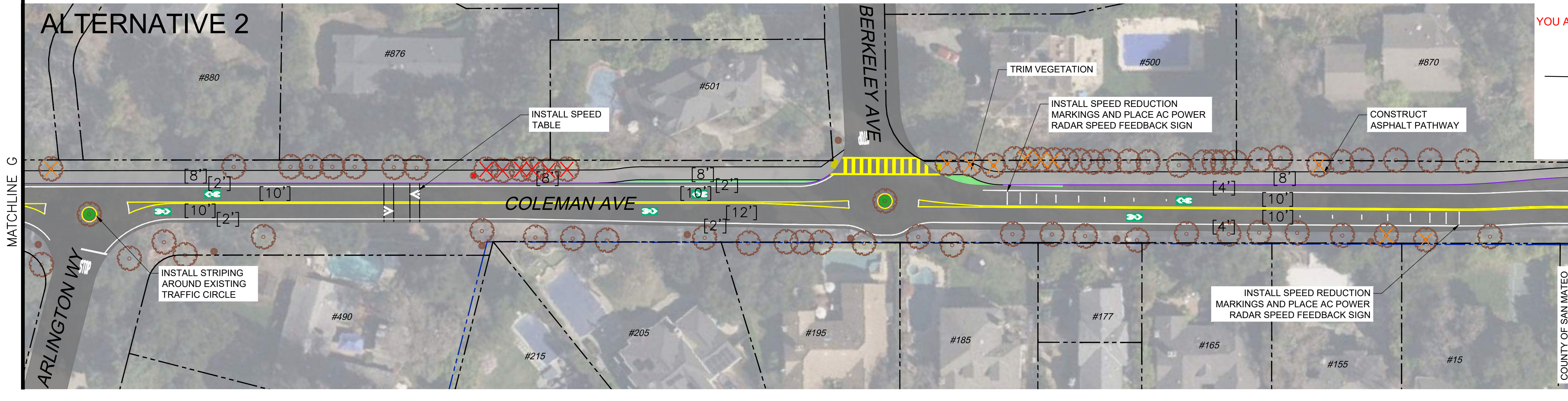
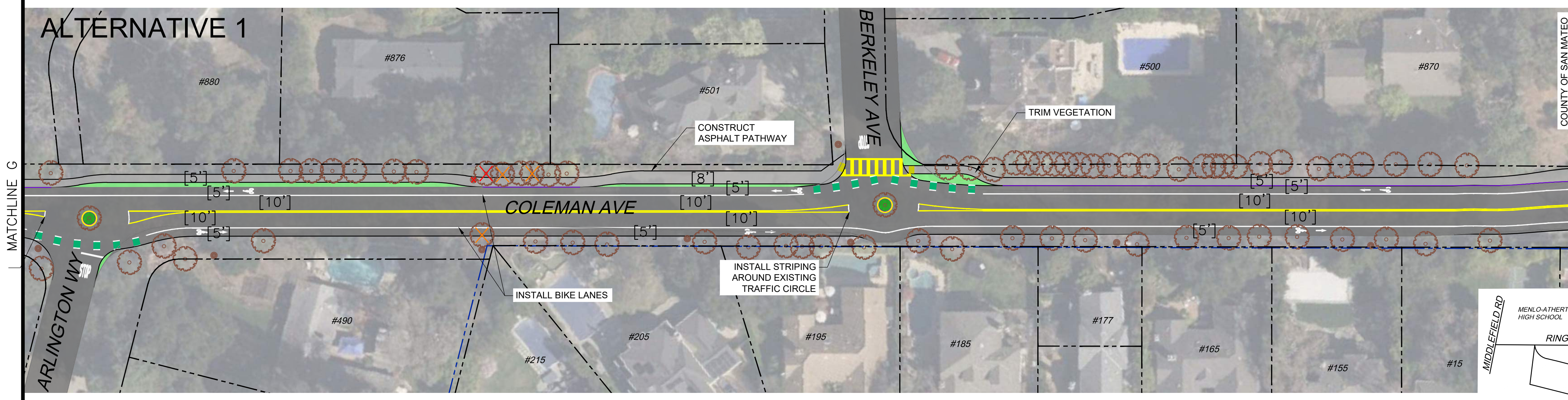
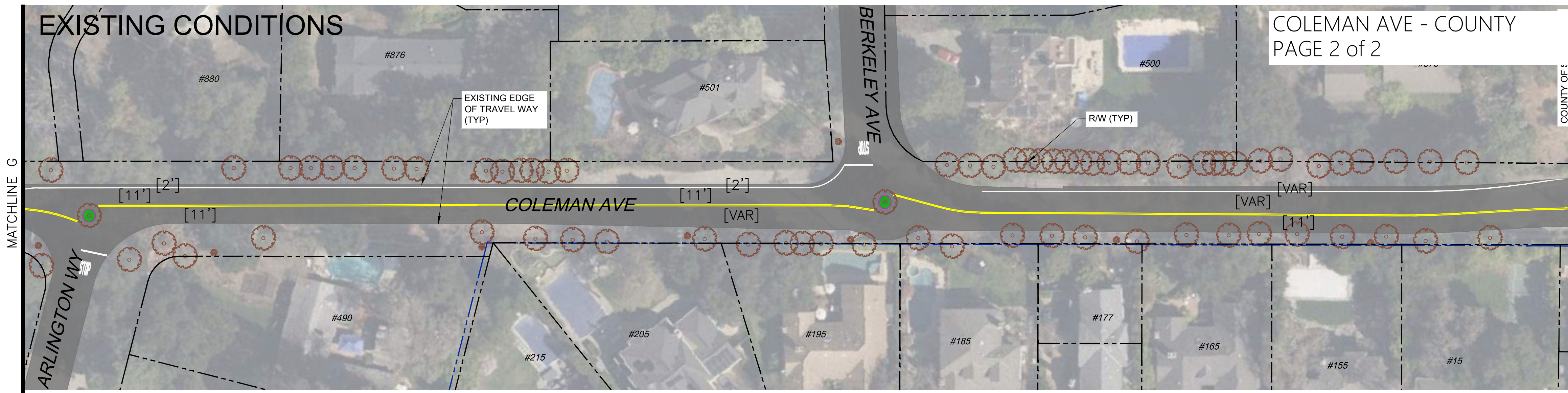
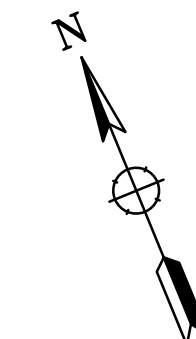
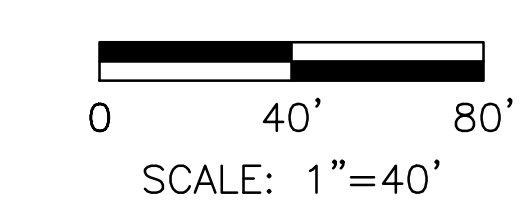
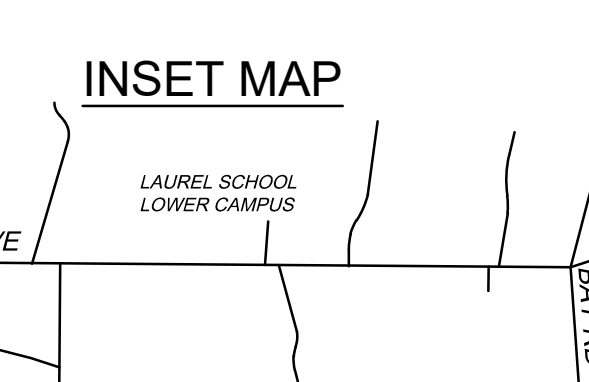
DATE: 8/16/23

JOB NO.: SMX900-2

DRAWING NUMBER

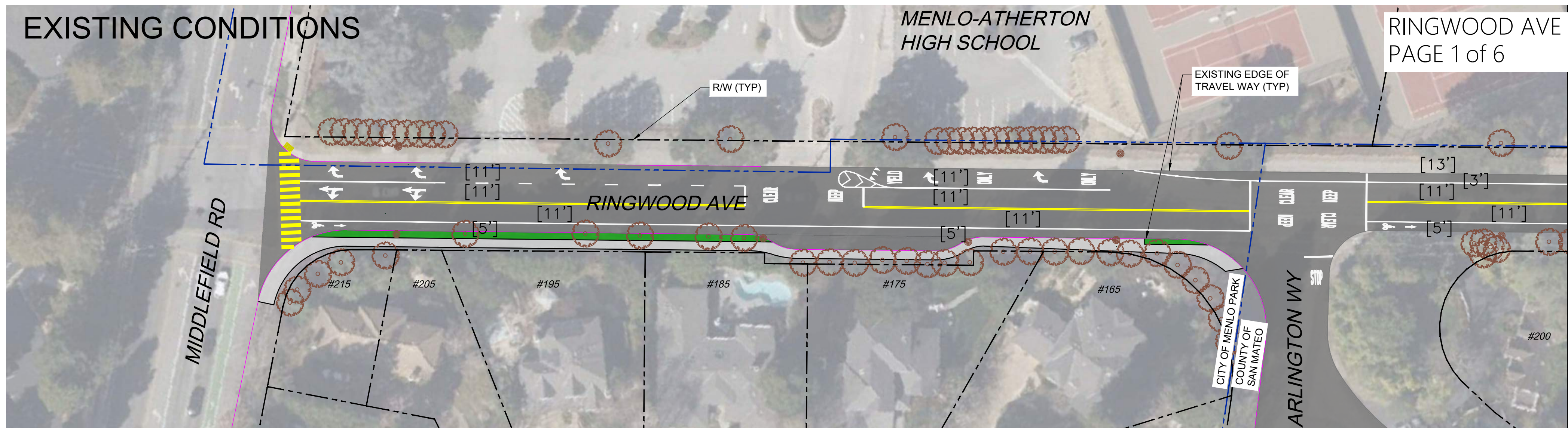
8 OF 10

**PRELIMINARY  
NOT FOR CONSTRUCTION**



Aug 16, 2023 - 4:17pm

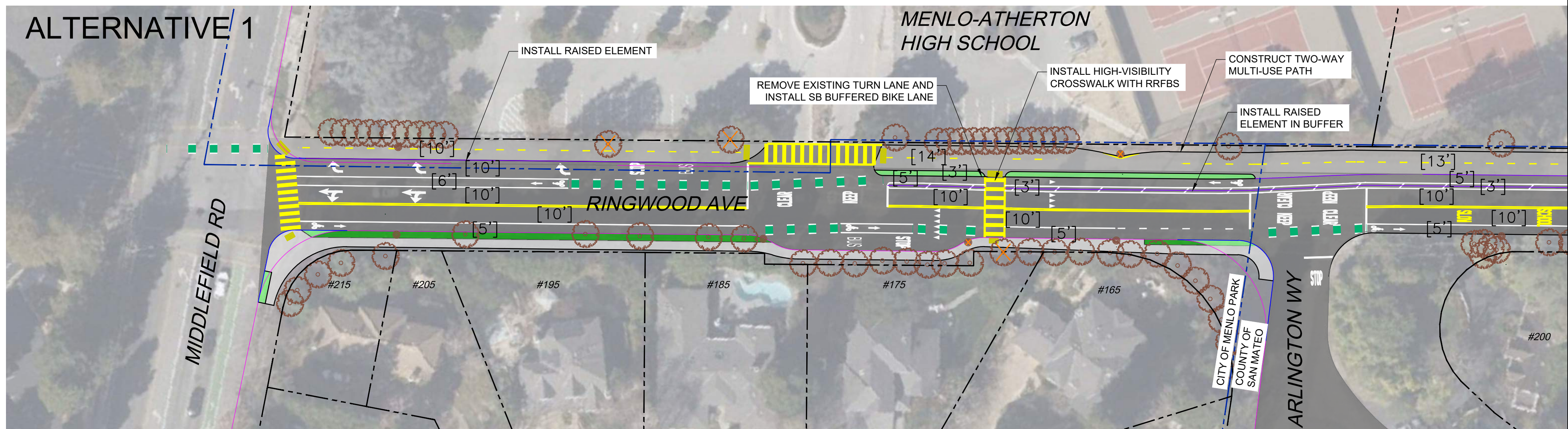
**EXISTING CONDITIONS**



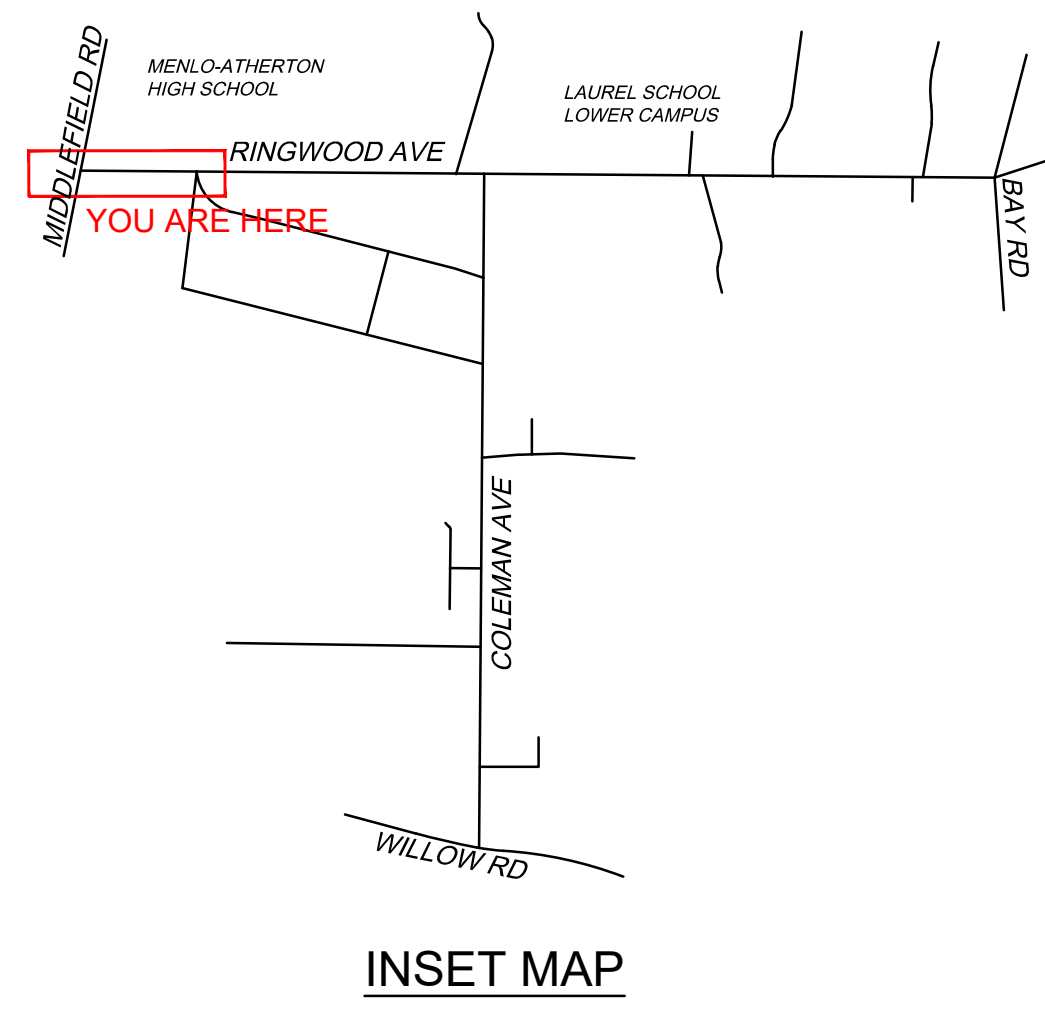
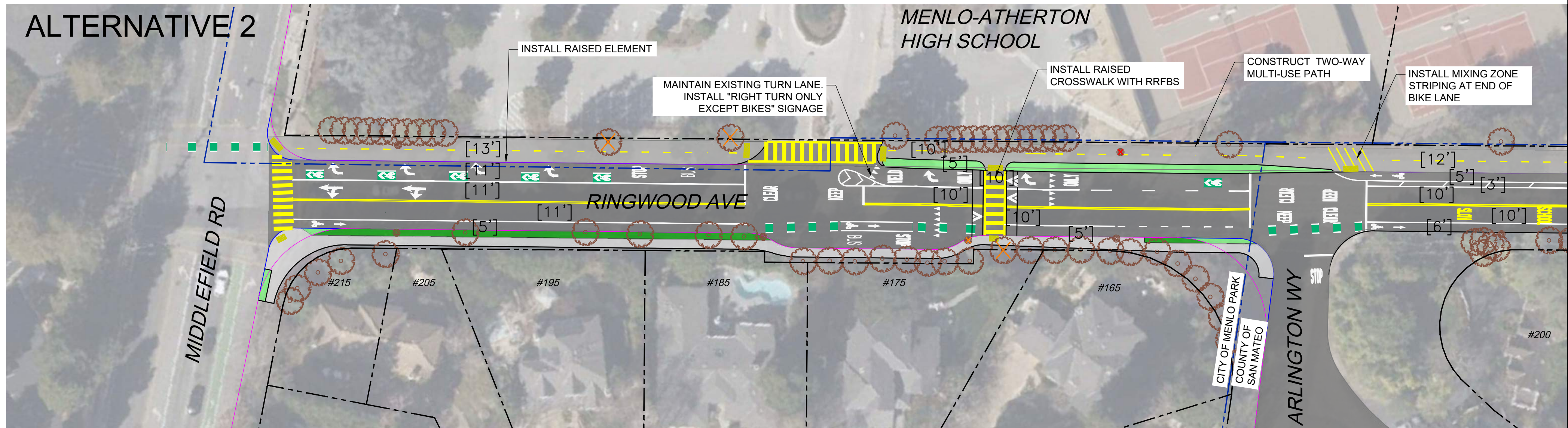
RINGWOOD AVE  
PAGE 1 of 6

- LEGEND:**
- ASPHALT ROADWAY
  - ASPHALT PATHWAY
  - CONCRETE PATHWAY
  - EXISTING VEGETATION
  - PROPOSED VEGETATION
  - EXISTING CURB
  - EXISTING EDGE OF TRAVEL WAY
  - PROPOSED CURB
  - PROPOSED EDGE OF TRAVEL WAY
  - PROPOSED RAISED ELEMENT OR BARRIER
  - R/W AND PROPERTY LINES
  - APPROXIMATE CITY / COUNTY BOUNDARY
  - DETECTABLE WARNING SURFACE
  - EXISTING TREE OR UTILITY
  - TREE OR UTILITY IMPACT
  - POTENTIAL TREE OR UTILITY IMPACT

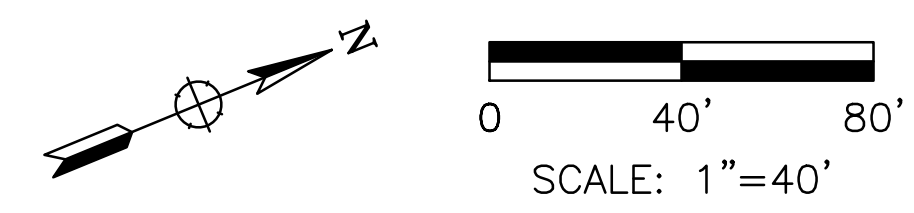
**ALTERNATIVE 1**



**ALTERNATIVE 2**



**PRELIMINARY  
NOT FOR CONSTRUCTION**



**Whitlock & Weinberger Transportation, Inc.**  
490 Mendocino Avenue, Suite 201  
Santa Rosa, CA 95401  
(707) 542-9500 Fax (707) 542-9590

DRAWN BY: NGB  
CHECKED BY: SMF  
DESIGNED BY: SJW, CN

DATE: 8/16/23

COLEMAN & RINGWOOD AVENUES TRANSPORTATION STUDY

RINGWOOD AVENUE SHEET 1

10% CONCEPT ALTERNATIVES

SCALE: 1"=40'

JOB NO. SMX900-2

DRAWING NUMBER

1 OF 10

Aug 16, 2023 - 4:15pm

**EXISTING CONDITIONS**

RINGWOOD AVE  
PAGE 2 of 6

- LEGEND:**
- ASPHALT ROADWAY
  - ASPHALT PATHWAY
  - CONCRETE PATHWAY
  - EXISTING VEGETATION
  - PROPOSED VEGETATION
  - EXISTING CURB
  - EXISTING EDGE OF TRAVEL WAY
  - PROPOSED CURB
  - PROPOSED EDGE OF TRAVEL WAY
  - PROPOSED RAISED ELEMENT OR BARRIER
  - R/W AND PROPERTY LINES
  - APPROXIMATE CITY / COUNTY BOUNDARY
  - DETECTABLE WARNING SURFACE
  - EXISTING TREE OR UTILITY
  - TREE OR UTILITY IMPACT
  - POTENTIAL TREE OR UTILITY IMPACT

MATCHLINE A

MATCHLINE B

**ALTERNATIVE 1**

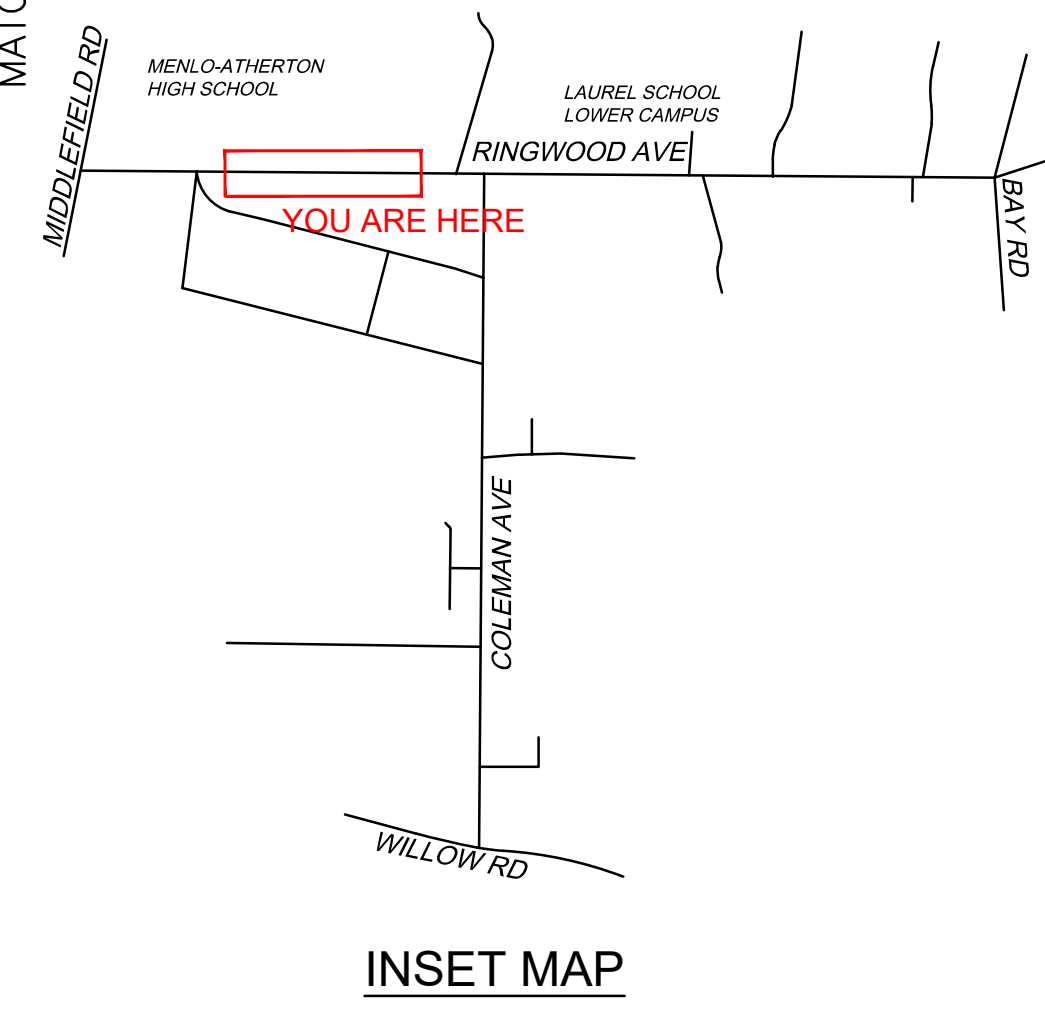
MATCHLINE A

MATCHLINE B

**ALTERNATIVE 2**

MATCHLINE A

MATCHLINE B



**PRELIMINARY  
NOT FOR CONSTRUCTION**



**Whitlock & Weinberger Transportation, Inc.**  
490 Mendocino Avenue, Suite 201  
Santa Rosa, CA 95401  
(707) 542-9500 Fax (707) 542-9590

**W-Trans**

DESIGNED BY: SJW, CN  
CHECKED BY: SMF

DRAWN BY: NGB  
DATE: \_\_\_\_\_

COLEMAN & RINGWOOD AVENUES  
TRANSPORTATION STUDY  
RINGWOOD AVENUE SHEET 2  
10% CONCEPT ALTERNATIVES

SCALE: 1" = 40'  
DATE: 8/16/23  
JOB NO.: SMX900-2  
DRAWING NUMBER: 2 OF 10

Aug 16, 2023 - 4:15pm



**EXISTING CONDITIONS**

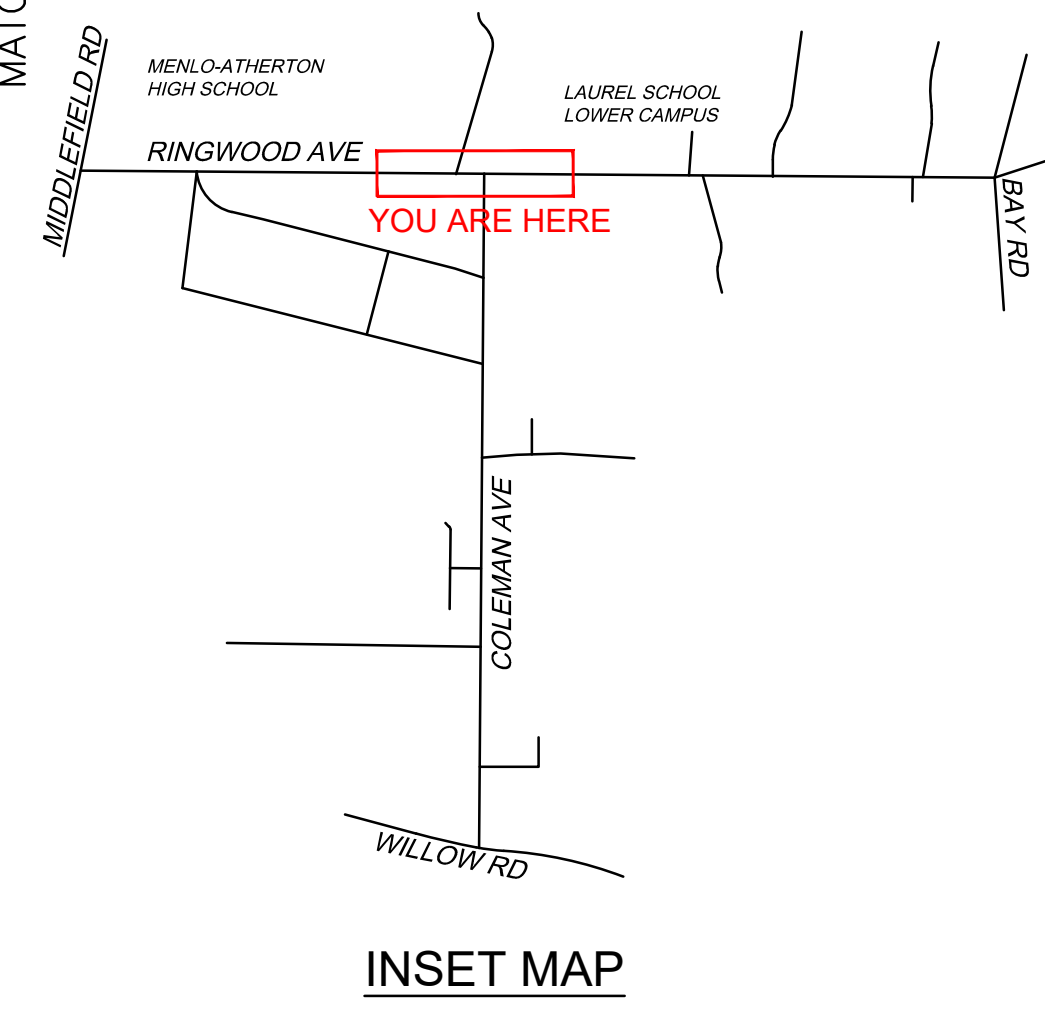
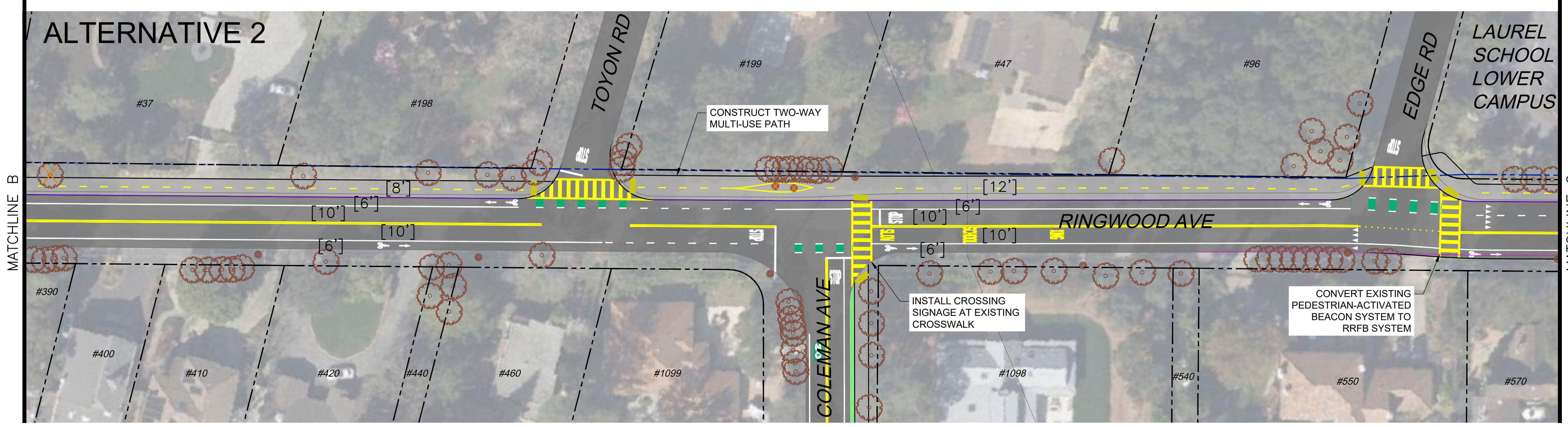
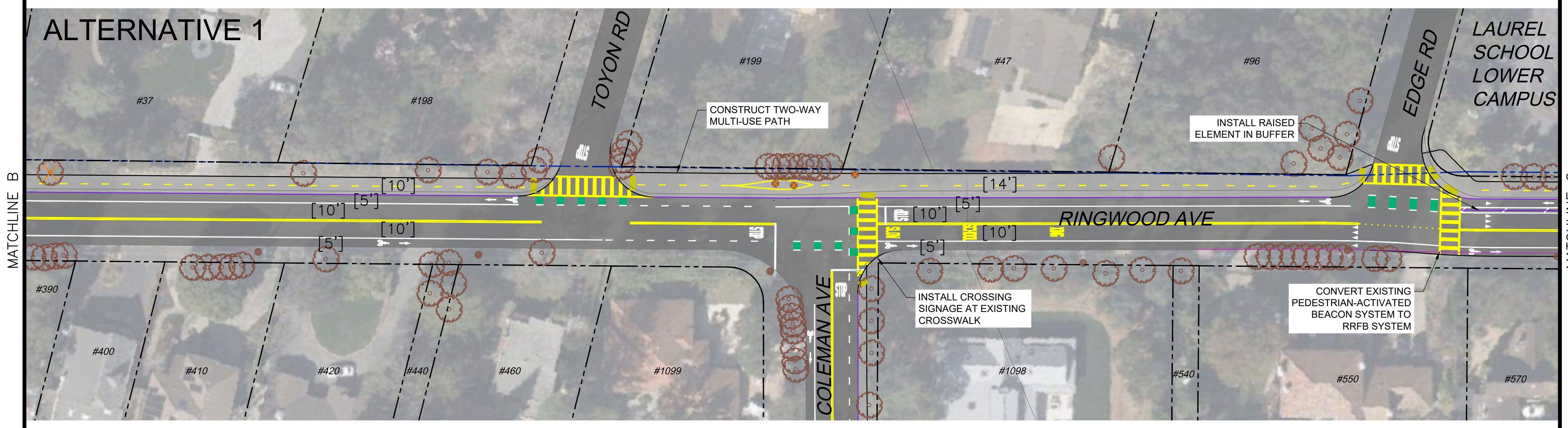
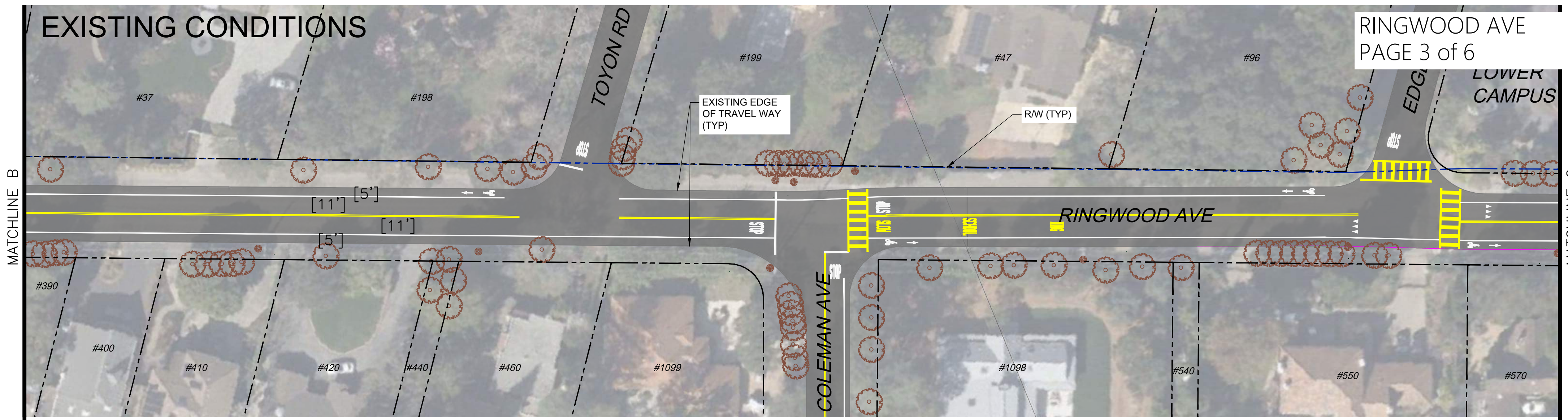
RINGWOOD AVE  
PAGE 3 of 6

- LEGEND:**
- ASPHALT ROADWAY
  - ASPHALT PATHWAY
  - CONCRETE PATHWAY
  - EXISTING VEGETATION
  - PROPOSED VEGETATION
  - EXISTING CURB
  - PROPOSED CURB
  - EXISTING EDGE OF TRAVEL WAY
  - PROPOSED EDGE OF TRAVEL WAY
  - PROPOSED RAISED ELEMENT OR BARRIER
  - R/W AND PROPERTY LINES
  - APPROXIMATE CITY / COUNTY BOUNDARY
  - DETECTABLE WARNING SURFACE
  - EXISTING TREE OR UTILITY
  - TREE OR UTILITY IMPACT
  - POTENTIAL TREE OR UTILITY IMPACT

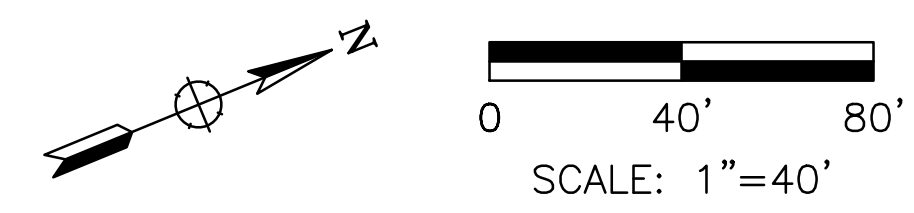
**Whitlock & Weinberger Transportation, Inc.**  
490 Mendocino Avenue, Suite 201  
Santa Rosa, CA 95401  
(707) 542-9500 Fax (707) 542-9590

DESIGNED BY SJM, CN	DATE
CHECKED BY SMF	
DRAWN BY NGB	

COLEMAN & RINGWOOD AVENUES TRANSPORTATION STUDY
RINGWOOD AVENUE SHEET 3 10% CONCEPT ALTERNATIVES
SCALE 1" = 40'
DATE 8/16/23
JOB NO. SMX900-2
DRAWING NUMBER
3 OF 10



**PRELIMINARY  
NOT FOR CONSTRUCTION**



Aug 16, 2023 - 4:16pm

**EXISTING CONDITIONS**

LAUREL SCHOOL LOWER CAMPUS

RINGWOOD AVE  
PAGE 4 of 6

- LEGEND:**
- ASPHALT ROADWAY
  - ASPHALT PATHWAY
  - CONCRETE PATHWAY
  - EXISTING VEGETATION
  - PROPOSED VEGETATION
  - EXISTING CURB
  - PROPOSED CURB
  - PROPOSED EDGE OF TRAVEL WAY
  - PROPOSED RAISED ELEMENT OR BARRIER
  - R/W AND PROPERTY LINES
  - APPROXIMATE CITY / COUNTY BOUNDARY
  - DETECTABLE WARNING SURFACE
  - EXISTING TREE OR UTILITY
  - TREE OR UTILITY IMPACT
  - POTENTIAL TREE OR UTILITY IMPACT

MATCHLINE C

MATCHLINE D

**ALTERNATIVE 1**

LAUREL SCHOOL LOWER CAMPUS

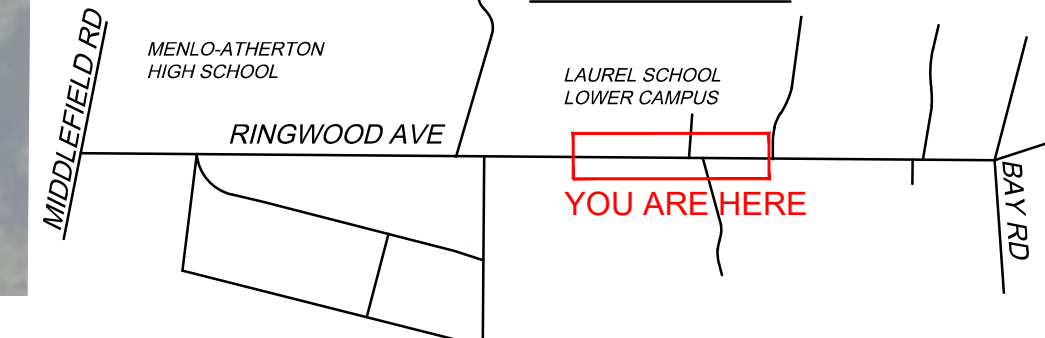
- CONSTRUCT TWO-WAY MULTI-USE PATH
- INSTALL RAISED ELEMENT IN BUFFER

CONVERT EXISTING PEDESTRIAN-ACTIVATED BEACON SYSTEM TO RRFB SYSTEM

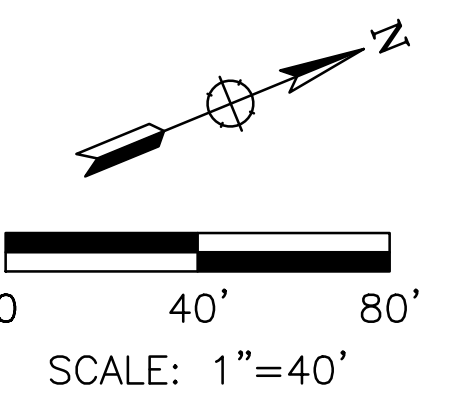
MATCHLINE C

MATCHLINE D

**INSET MAP**



**PRELIMINARY  
NOT FOR CONSTRUCTION**



**Whitlock & Weinberger Transportation, Inc.**  
490 Mendocino Avenue, Suite 201  
Santa Rosa, CA 95401  
(707) 542-9500 Fax (707) 542-9590



DRAWN BY  
NGB

DESIGNED BY  
SJM, CN  
CHECKED BY  
SMF

COLEMAN & RINGWOOD AVENUES  
TRANSPORTATION STUDY  
RINGWOOD AVENUE SHEET 4  
10% CONCEPT ALTERNATIVES

SCALE 1" = 40'  
DATE 8/16/23  
JOB NO. SMX900-2  
DRAWING NUMBER

4 OF 10

Aug 16, 2023 - 4:16pm

C:\Users\nbrunetto\appdata\local\temp\AcPublish\_5172\SMX900-2-COMPILED.dwg

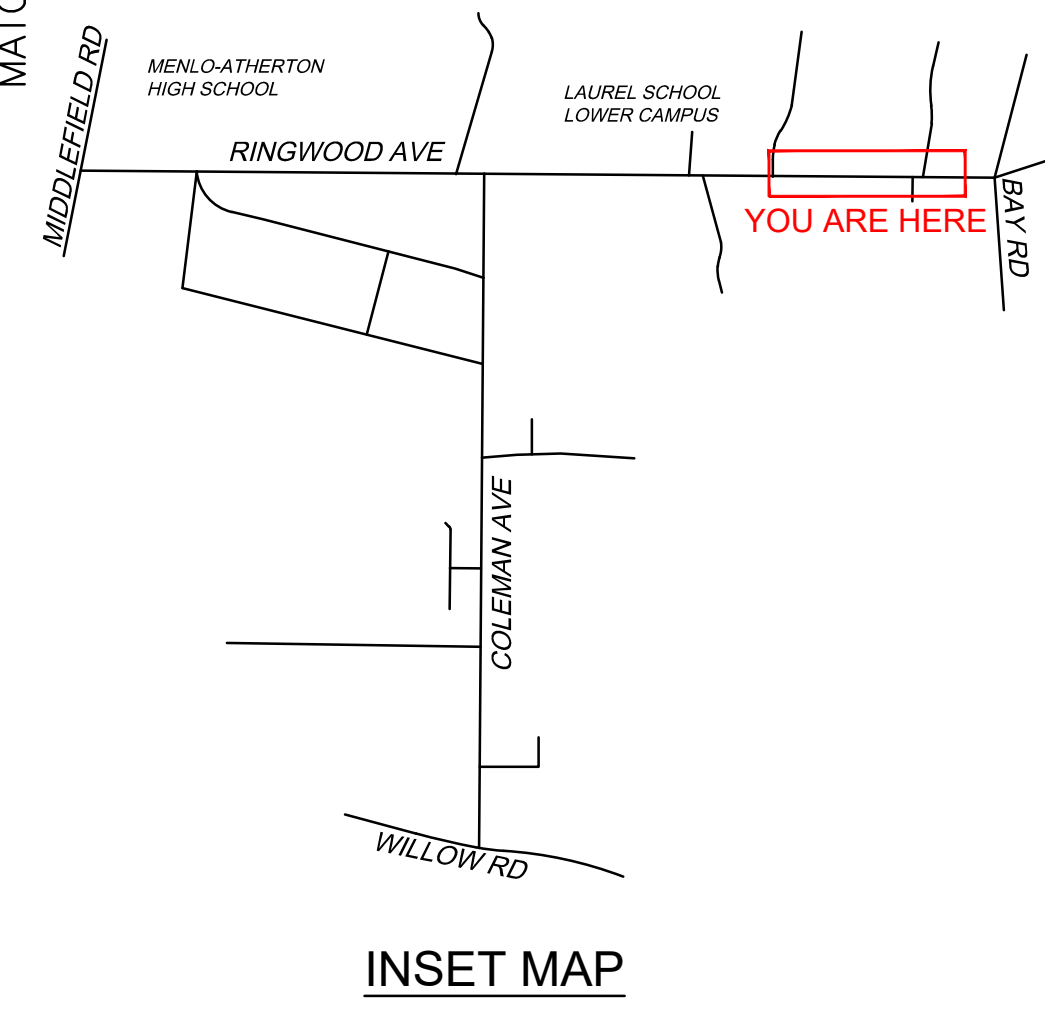
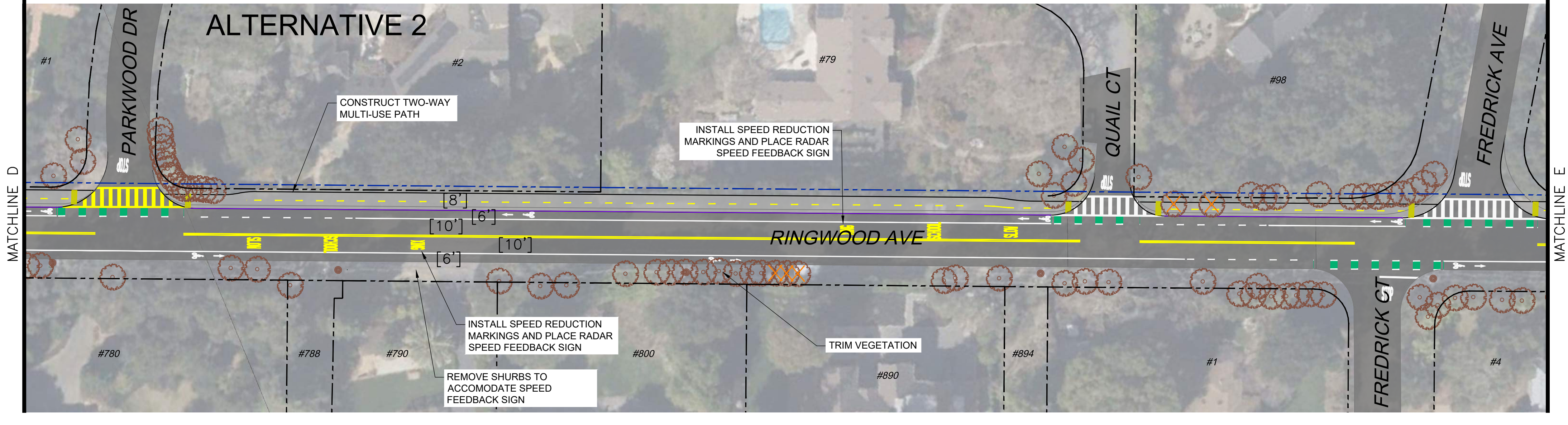
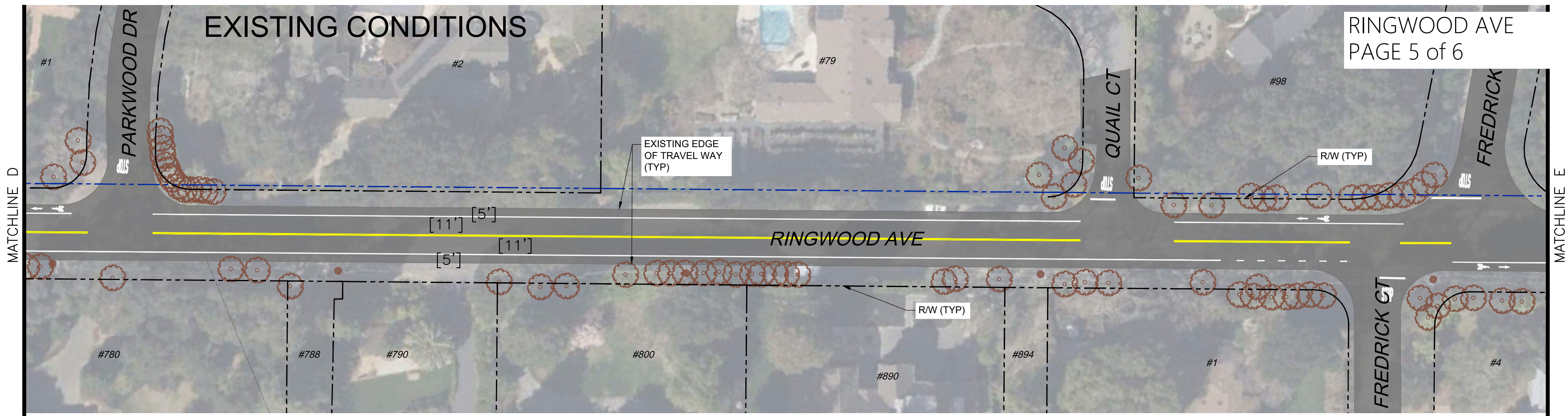
FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

Aug 16, 2023 - 4:16pm

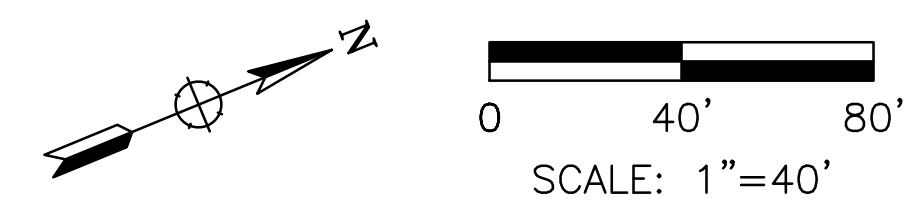
C:\Users\nbrunetto\appdata\local\temp\AcPublish\_5172\SMX900-2-COMPILED.dwg

RINGWOOD AVE  
PAGE 5 of 6

- LEGEND:**
- ASPHALT ROADWAY
  - ASPHALT PATHWAY
  - CONCRETE PATHWAY
  - EXISTING VEGETATION
  - PROPOSED VEGETATION
  - EXISTING CURB
  - PROPOSED CURB
  - PROPOSED EDGE OF TRAVEL WAY
  - PROPOSED RAISED ELEMENT OR BARRIER
  - RW AND PROPERTY LINES
  - APPROXIMATE CITY / COUNTY BOUNDARY
  - DETECTABLE WARNING SURFACE
  - EXISTING TREE OR UTILITY
  - TREE OR UTILITY IMPACT
  - POTENTIAL TREE OR UTILITY IMPACT



PRELIMINARY  
NOT FOR CONSTRUCTION



**Whitlock & Weinberger Transportation, Inc.**  
490 Mendocino Avenue, Suite 201  
Santa Rosa, CA 95401  
(707) 542-9500 Fax (707) 542-9590



DESIGNED BY: SJW, CN  
CHECKED BY: SMF  
DRAWN BY: NGB  
DATE:

COLEMAN & RINGWOOD AVENUES  
TRANSPORTATION STUDY  
RINGWOOD AVENUE SHEET 5  
10% CONCEPT ALTERNATIVES

SCALE: 1" = 40'  
DATE: 8/16/23  
JOB NO.: SMX900-2  
DRAWING NUMBER

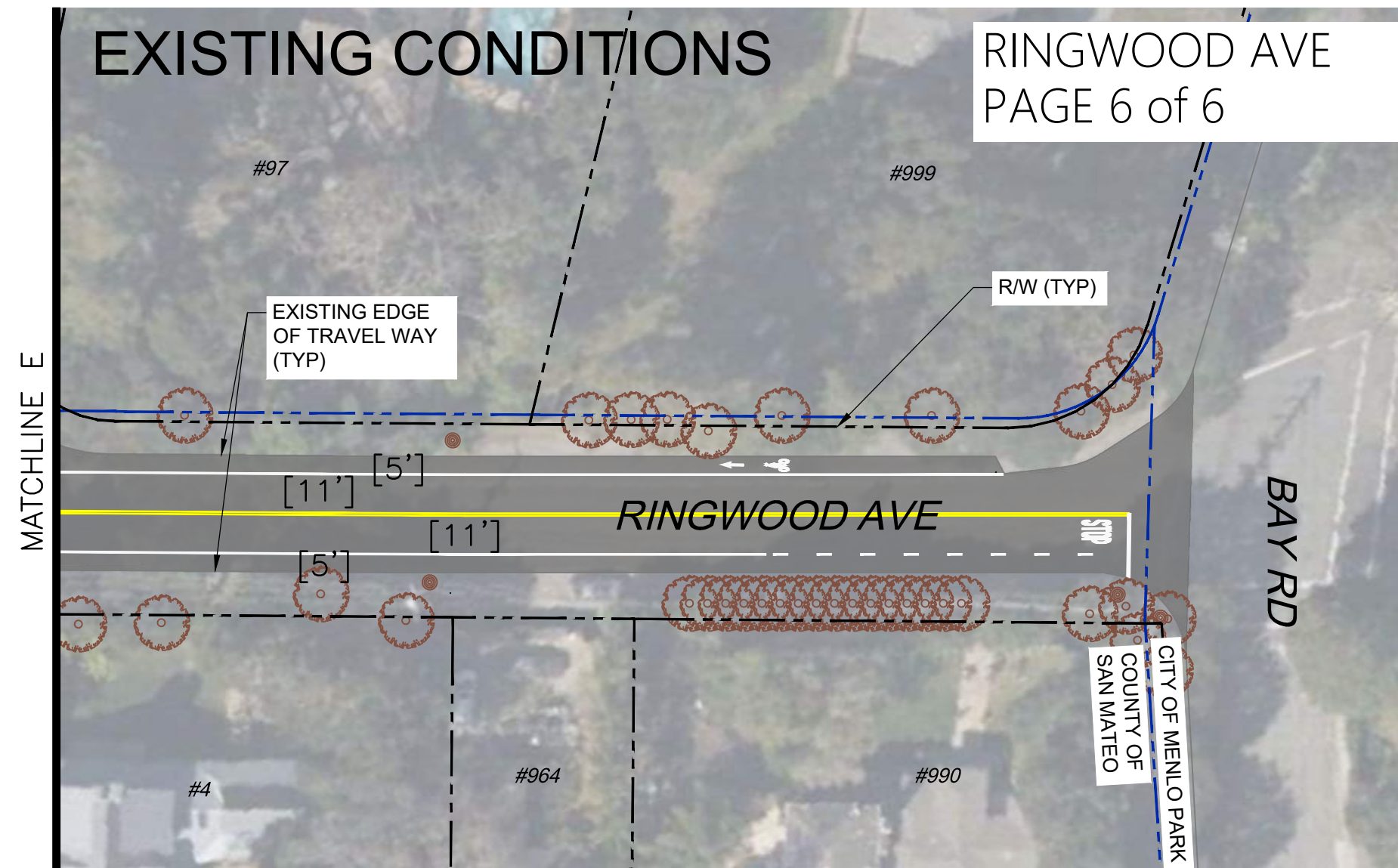
FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

Aug 16, 2023 - 4:17pm

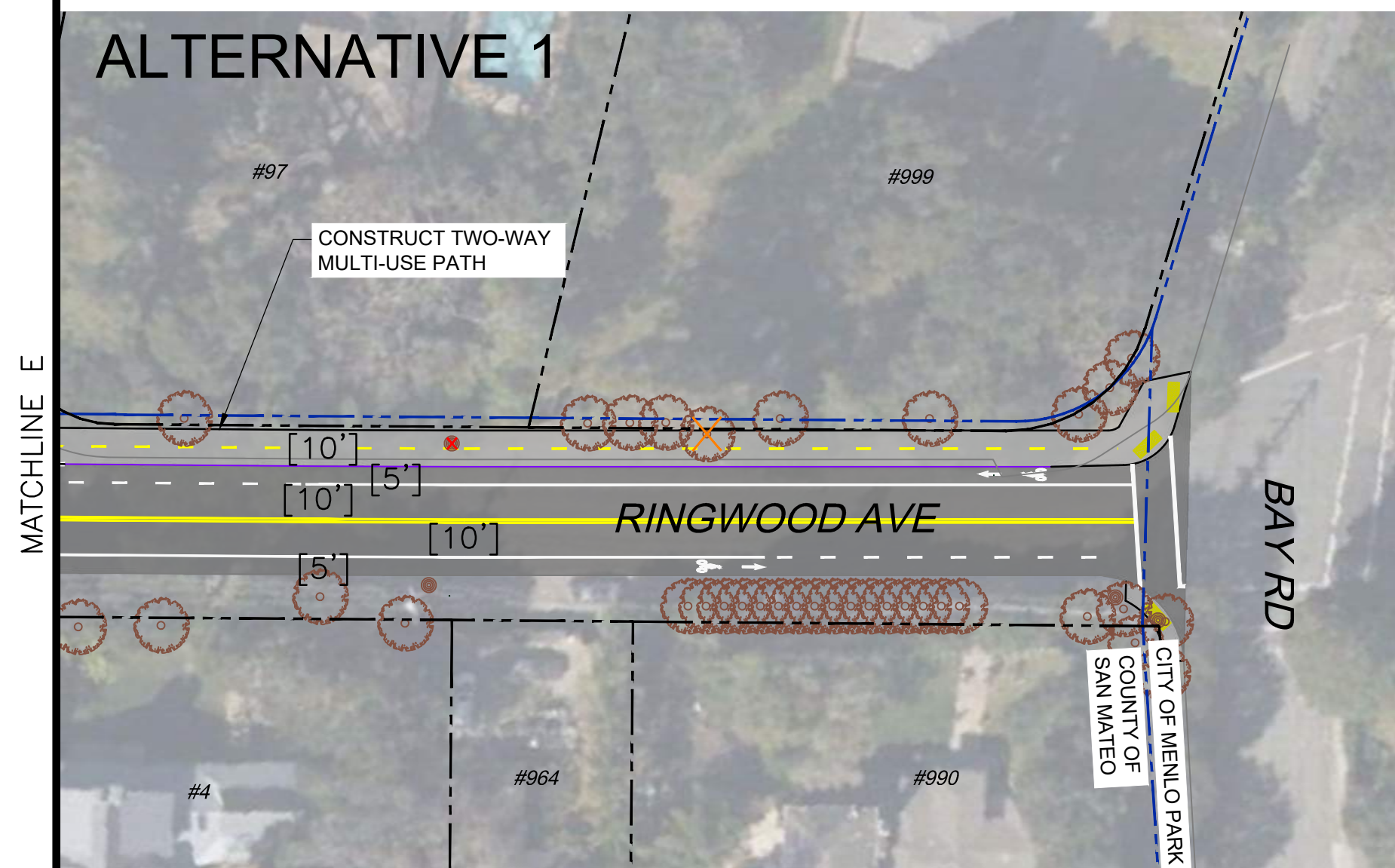
C:\Users\nbrunetto\appdata\local\temp\AcPublish\_5172\SMX900-2-COMPILED.dwg

# EXISTING CONDITIONS

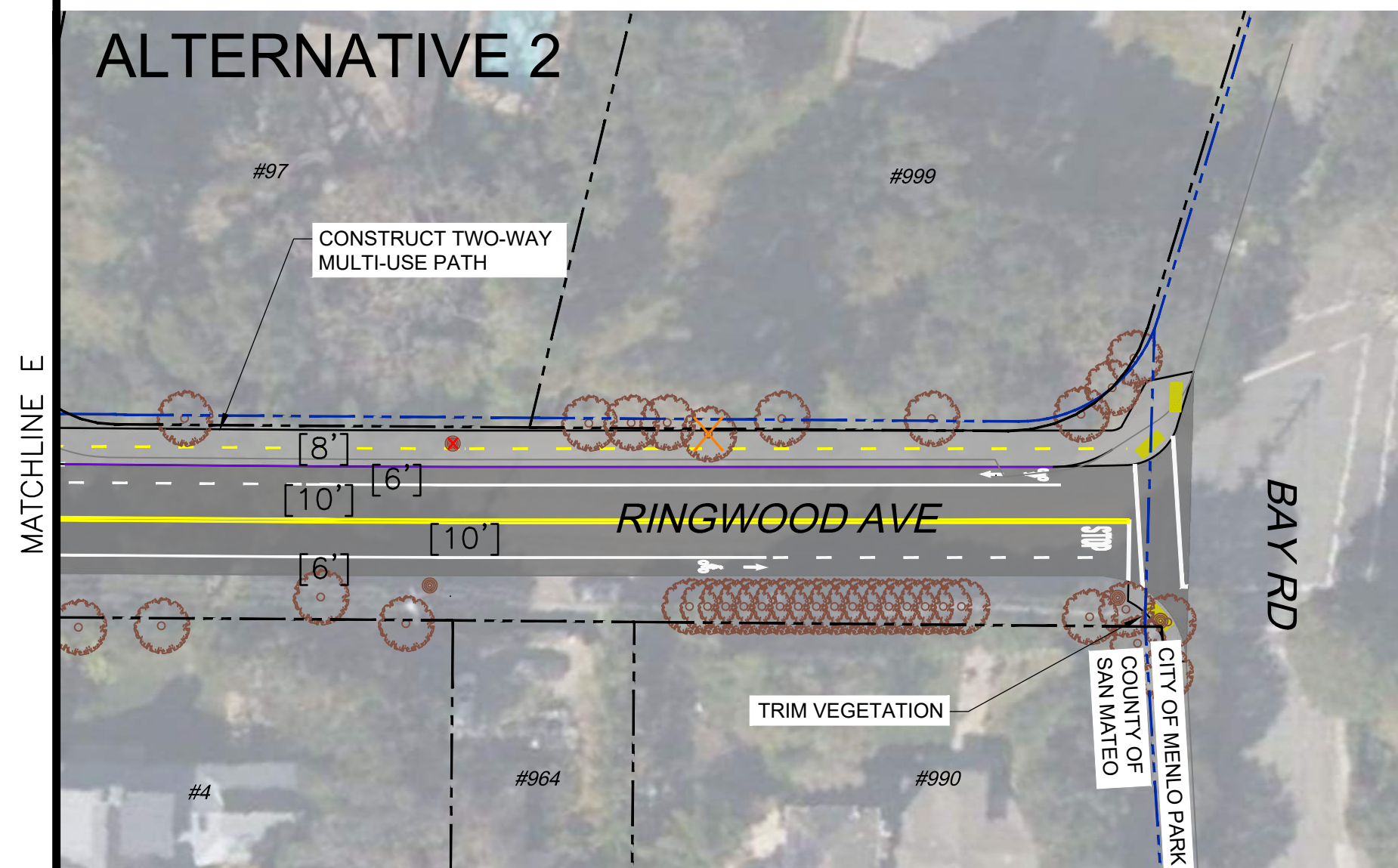
RINGWOOD AVE  
PAGE 6 of 6



# ALTERNATIVE 1

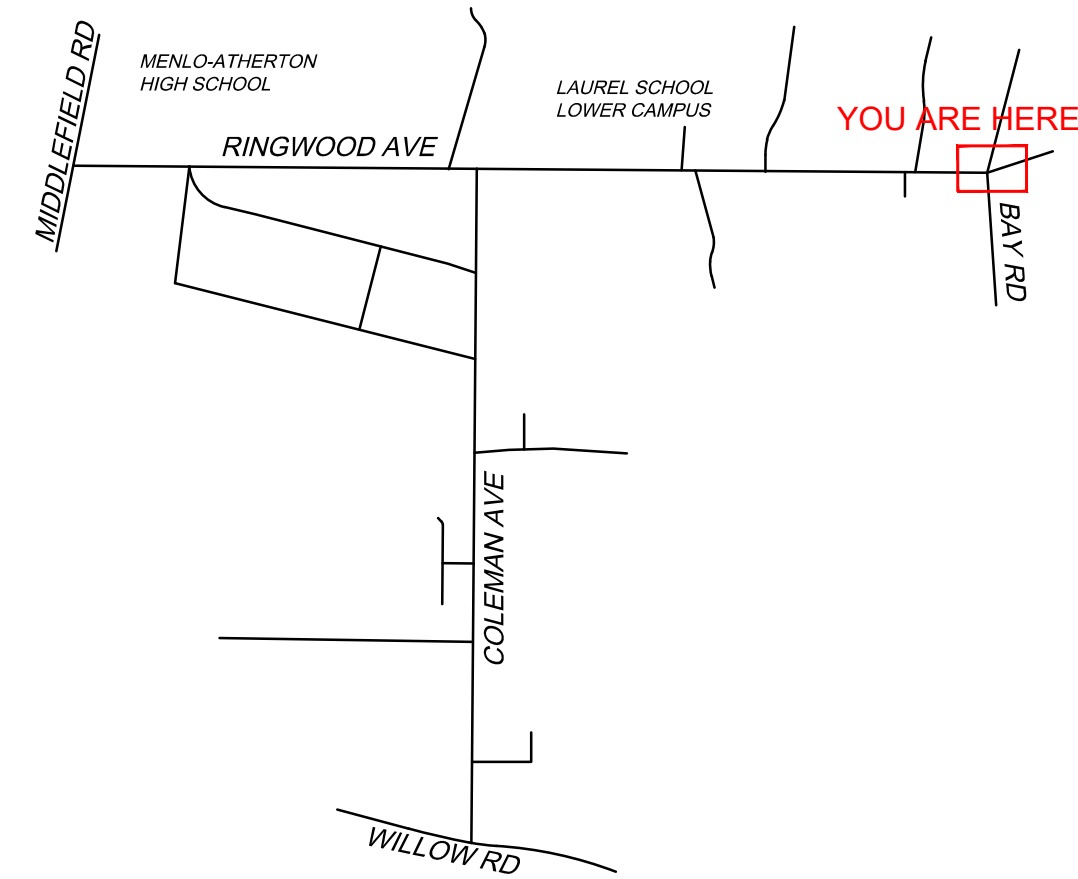


# ALTERNATIVE 2



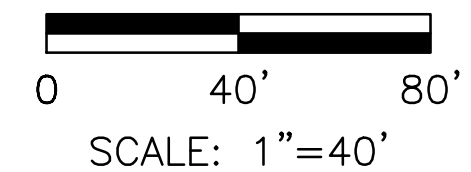
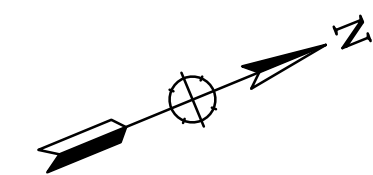
## LEGEND:

- ASPHALT ROADWAY
- ASPHALT PATHWAY
- CONCRETE PATHWAY
- EXISTING VEGETATION
- PROPOSED VEGETATION
- EXISTING CURB
- EXISTING EDGE OF TRAVEL WAY
- PROPOSED CURB
- PROPOSED EDGE OF TRAVEL WAY
- PROPOSED RAISED ELEMENT OR BARRIER
- R/W AND PROPERTY LINES
- APPROXIMATE CITY / COUNTY BOUNDARY
- DETECTABLE WARNING SURFACE
- EXISTING TREE OR UTILITY
- TREE OR UTILITY IMPACT
- POTENTIAL TREE OR UTILITY IMPACT



INSET MAP

PRELIMINARY  
NOT FOR CONSTRUCTION



**Whitlock & Weinberger  
Transportation, Inc.**  
490 Mendocino Avenue, Suite 201  
Santa Rosa, CA 95401  
(707) 542-9500 Fax (707) 542-9590



DRAWN BY  
NGB

DESIGNED BY  
SMJ, CN

CHECKED BY  
SMF

DATE

COLEMAN & RINGWOOD AVENUES  
TRANSPORTATION STUDY

RINGWOOD AVENUE SHEET 6  
10% CONCEPT ALTERNATIVES

SCALE 1"=40'  
DATE 8/16/23  
JOB NO. SMX900-2  
DRAWING NUMBER

6 of 10

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES



## STAFF REPORT

### Complete Streets Commission

Meeting Date: 8/24/2023  
Staff Report Number: 23-011-CSC

Regular Business: Provide feedback on Vision Zero Action Plan

### Recommendation

Staff recommends that the Complete Streets Commission provide feedback on the Vision Zero Action Plan.

### Policy Issues

The vision zero action plan (VZAP) is consistent with General Plan policies CIRC 1.1, 1.7, 1.8, and 1.9 that establish Vision Zero as the City's guiding safety policy and establish specific safety policies for multimodal travel and safe routes to school.

### Background

A VZAP, also referred to as a local road safety plan (LRSP), is a means for local jurisdictions to address the unique highway safety needs in their jurisdictions. A local safety plan is required for local jurisdictions to compete for several grant programs, including the Highway Safety Improvement Program, the regional One Bay Area Grant (OBAG) program, the federal Safe Streets for All program, and others. The City received a grant from the OBAG program for the Middle Avenue pedestrian and bicycle undercrossing and anticipates pursuing other grant sources for transportation improvements in the future.

For the City of Menlo Park, the VZAP serves as an extension of the City's Transportation Master Plan (TMP). The TMP included safety as one of several factors to prioritize transportation investments in the City. The VZAP will develop an action plan to implement the General Plan's Vision Zero policy and a more robust analysis of transportation safety issues in the City. The plan will include a systemic safety analysis that will identify where elements of the transportation system contribute to elevated collision risk whether or not they have experienced actual collisions. The VZAP will identify policies, projects, and actions to enhance roadway safety.

On November 15, 2023, the City Council authorized an agreement with Fehr & Peers to help the City develop the VZAP, including the following tasks: Building on the success of the City's Environmental Justice element of the General Plan, the City also engaged with Climate Resilient Communities (CRC) to help extend the outreach for the plan to help reach harder to reach populations in Menlo Park, especially groups that are more likely to experience collisions.

The plan will be developed with robust public involvement, with a focus on reaching the most vulnerable roadway system users. Vulnerable users typically include people walking and bicycling, individuals who experience higher risk of injury from collisions (such as seniors, individuals with disabilities and children), and any groups that experience traffic collisions at above average rates. The outreach for the VZAP will build on the data analysis to target groups that have experienced above average rates of traffic collisions.

The VZAP is being developed based on a nationally developed safe system approach to eliminating

fatalities and serious injuries on our roads. This approach recognizes that humans make mistakes and that we need to collaboratively design our roads, vehicles, emergency response, education programs to reduce the physical forces that result from collisions to a level where humans can survive when collisions occur. Attachment A provides a link to Federal Highway Administration materials on safe systems.

## **Analysis**

Fehr & Peers is in the process of developing several work products, including:

- Benchmarking analysis. Based on available information on City policies and practices, the Fehr & Peers team conducted an initial comparison of City practices to safety practices nationally. Attachment B summarizes the benchmarking analysis.
- Collision landscape analysis. Using data on traffic collisions, this analysis identifies where collisions occur, who they impact, and what factors contribute to those collisions. Attachment C provides a high level summary of key findings this analysis.
- High collision corridors. The safety data analysis includes identifying streets in the City with a where concentration are most common (Attachment D).
- Development of emphasis areas. Emphasis areas are a means to organize the types of actions and solutions that connect safety solutions to the specific challenges for City streets.
- Development of safety strategies. This work has just begun and will be a key task in the coming months. Attachment E provides a handout that identifies some of the engineering safety strategies that may be included within the emphasis areas. The final plan will include strategies and actions related to education, enforcement, and other issues.

## Emphasis areas

The staff and consultant team has identified five draft emphasis areas to help organize the action plan, including:

- Caltrans owned roadways, including El Camino Real (State Route 82), Bayfront Expressway (State Route 84) and Willow Road (State Route 114). While only 7% of roads, over 40% of serious injuries and fatalities in the City occur on these roads.
- City owned streets that serve through and local traffic. The team is working on finalizing the definition of this emphasis area and is looking for feedback from the Commission on this definition. It includes streets that tend to have higher speeds or significant vehicle volumes and potential conflicts between different users. This includes between 14 and 20 percent of City streets, but at least 35% of serious injuries and fatalities.
- Local roadways, including the streets that are primarily used for local access. These roads have fewer collisions in general, but certain types of collisions are more present.
- Intersections, including signalized intersections and intersections that have stop control only on the side street. Only 5% of City streets are signalized, but over 40% of serious injuries and fatalities occur at these locations. The City also has many intersections with stop controls only on the side streets and limited crossing infrastructure available.
- School zones, within 1,000 feet of a school. These areas overlap substantially with higher speed and volume streets, both City and Caltrans owned.

## Outreach

Staff, Fehr & Peers and CRC have been conducting outreach on the work conducted to date. Events to date have included presentations to a stakeholder working group, a CBO listening session, two public workshops (one in English and one in Spanish), and presentations to the Safe Routes to School Task Force. The team

is also working on a pop-up event at the Sunday Farmers Market in early September and targeted presentations and coordination with local businesses and organizations serving older adults and individuals with disabilities.

The team will be using the information from the above analysis and outreach, including the feedback provided by the Commission, to develop a draft action plan that will include policies, strategies, and projects to improve transportation safety in Menlo Park. Staff will share the draft action plan through a similar set of events later this year, including presentations to the Commission and City Council.

### Feedback

Staff is seeking feedback from the Commission and the public on the work completed to date, including:

- Are there safety concerns that are not covered in the materials shared?
- Do the emphasis areas appear appropriate to cover the unique roadway contexts in Menlo Park?
- Are there specific strategies that we should be pursuing in this plan, including engineering and non-engineering countermeasures?
- Are there additional specific outreach that the City should be conducting to support this plan?

### **Impact on City Resources**

The fiscal year 2022-23 City budget included funding for the Vision Zero Action Plan in the Capital Improvement Plan.

### **Environmental Review**

This item is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. FHWA Safe Systems approach website – <https://highways.dot.gov/safety/zero-deaths>
- B. Benchmarking analysis
- C. Hyperlink to summary of collisions on Menlo Park roads – [menlopark.gov/files/sharedassets/public/public-works/documents/transportation/transportation-projects/vzap\\_roadway-collision-trends.pdf](https://menlopark.gov/files/sharedassets/public/public-works/documents/transportation/transportation-projects/vzap_roadway-collision-trends.pdf)
- D. Draft high collision network
- E. Safety strategy handout

Report prepared by:

Hugh Louch, Assistant Public Works Director – Transportation

THIS PAGE INTENTIONALLY LEFT BLANK



Category	Benchmark	Assessed Level of Commitment/Implementation			State of Current Practice in Menlo Park
		Not a Current Practice	Occasional/ Partial Practice	Institutionalized Practice	
Leadership and commitment	Leaders publicly commit to a "Zero" goal for traffic fatalities and serious injuries within a specific timeframe, and exhibit buy-in for the Safe System approach through media, public events, and support for related policies and programs.			✓	2016 is Vision Zero – Eliminate traffic fatalities and reduce the number of non-fatal collisions by 50% by 2040.
	"Zero" goal for traffic fatalities and serious injuries and identifies concrete actions to help Menlo Park achieve zero including designation of lead agency, timeline, and funding. Safety plan should include an assessment of the local challenges that have hindered safety interventions in the past and create a roadmap for addressing them.	✓		*	Will be institutionalized through development of Menlo Park LRSP/VZAP
	Establish key safety performance indicators and implement a monitoring process to evaluate progress and intervene if city is not on track.		✓	*	including "reduction in number of collisions for each mode of travel" and "elimination of collisions resulting in one or more fatalities," however it is not clear how the City tracks these. Will be institutionalized through development of Menlo Park LRSP/VZAP.
	Identify a staff coordinator to manage the agency's safety program and convene an inter-agency working group that discusses safety projects and initiatives. The working group includes a representative from every agency or department that plays a critical role in advancing each Safe System element. Actively work to identify and overcome barriers to coordination across departments and agencies.	✓			
	Provide training to Menlo Park staff, directors, elected officials, and community stakeholders on the Safe System approach.	✓			
	Establish an ongoing Safe Routes to Schools program and funding mechanism.		✓		SR2S is active, but funding mechanism is not identified.
Meaningful Engagement	Establish a website to inform the public about Menlo Park's safety program goals and progress and the effectiveness of implemented safety projects.		✓		The City has a website for the development of the LRSP/VZAP, which can form the basis for tracking safety-related program goals and progress.
	Provide public safety materials in common languages spoken by Menlo Park residents whose first language is not English.		✓		City's website has some safety-related materials prepared in multiple languages, but not all materials.
	including the use of systemic profiles, emphasis areas based on roadway or contextual contributing factors, mode-specific conditions assessments (e.g., bicycle network stress or distance between marked crossings), and equity considerations.	✓		*	Will be institutionalized through development of Menlo Park LRSP/VZAP

Category	Benchmark	Assessed Level of Commitment/Implementation			State of Current Practice in Menlo Park
		Not a Current Practice	Occasional/ Partial Practice	Institutionalized Practice	
Data and analysis	Establish a process for citizens to report safety hazards or request safety interventions and a data-driven approach for evaluating the reports/requests.		✓		ACT Menlo Park allows users to report and track service requests. It is not clear how requests are evaluated and whether they are done so by a data-driven process. Recommend creating a transparent process to respond to requests that is data driven.
	injuries, instead of all collisions, to identify the core safety issues for human vulnerability.	✓		*	Will be institutionalized through development of Menlo Park LRSP/VZAP
	Maintain a GIS inventory and actively work to improve accuracy of crash data and roadway data such as missing sidewalks, bikeways, intersection controls, etc.		✓		however the database has limited information when compared with the statewide database, and has potential geocoding issues.
Funding	Use innovative data collection and analysis approaches, such as crowdsourcing or video detection data, to identify emphasis areas related to near misses or crashes previously unreported by vulnerable communities.	✓			
	Develop a project evaluation framework that prioritizes funding based on fatal and serious injury crash reduction opportunities, especially for equity populations. Audit the city's Capital Improvement Program (CIP) for opportunities to enhance safety benefits and remove safety risks of funded projects.	✓			
	Apply for grant programs to fund safety projects.		✓		TMP details HSIP and ATP as example funding sources. It is unclear to what extent the city actively pursues safety grant funding.
Development review	Institutionalize safety considerations in all project types to systematically fund projects through operations and maintenance efforts (such as repaving projects).	✓			
	Conduct safety impact assessments of new developments to identify mitigation and cost sharing opportunities.	✓			
Equity first	Clearly define equity in the safety plan and include equity considerations throughout the emphasis areas and strategies.	✓		*	Will be institutionalized through development of Menlo Park LRSP/VZAP
	as goals related to safety improvements for populations that are traditionally underserved.	✓			
	Meaningfully engage populations that are traditionally underserved in shared decision-making for safety efforts.	✓	*		Will be incorporated into development of Menlo Park LRSP/VZAP; however, must be carried through future projects for it to be institutionalized.
Education	Perform outreach through educational programs, with a focus on the behaviors and target audiences most linked to death and serious injuries. Utilize partnerships with community-based organizations and advocacy groups.		✓		around topics such as drunk driving and DUIs. Other City agencies/departments can also participate in these advisories and/or the City can work with community-based organizations to strengthen education on this topic. Education should focus on behaviors most linked to traffic deaths and serious injuries.

Category	Benchmark	Assessed Level of Commitment/Implementation			State of Current Practice in Menlo Park
		Not a Current Practice	Occasional/ Partial Practice	Institutionalized Practice	
	Use demonstration projects to raise awareness of new designs, encourage support among stakeholders for safety projects requiring capacity trade-offs, and solicit feedback from the public. Demonstration projects also provide opportunity to measure safety effects and encourage innovation and design flexibility.	✓			
Enforcement	Investigate and document the impacts of traffic safety enforcement and traffic safety surveillance on minority communities. Take steps to mitigate disproportionate impact of enforcement on disadvantaged populations.	✓			
	Reallocate enforcement activities to target those behaviors and locations most linked to death and serious injury.	✓			
Research	Develop and implement strategies for robust demographic data collection in crash reporting.	✓			
Collision avoidance	Systemically install proven countermeasures to separate users in space, separate users in time, and increase attentiveness and awareness, such as: protected signal phases, clear zones, and vertical and horizontal separation for pedestrians and bicyclists.		✓		to increase awareness of various users, including green-painted intersection conflict markings for bike lanes. The LRSP/VZAP will recommend countermeasures to achieve this, and institutionalizing this will be a candidate Action Plan item for the LRSP/VZAP.
	Complete infrastructure connectivity for pedestrians and bicyclists and make progress toward providing separation where needed based on crash exposure, crash history, characteristics of the roadway, and adjacent land uses associated with higher levels of use.			✓	gaps in the City's existing sidewalk network. Bicycle Master Plan (2005) has similar purpose for bicycle network. TMP builds on these goals and includes a "safety prioritization criteria" related to closing gaps in these networks.
Kinetic energy reduction	Systemically install proven countermeasures to manage motor vehicle speed and collision angles, such as roadside appurtenances, roundabouts, refuge islands, hardened center lines, and road diets.		✓		to manage motor vehicle speeds, including various traffic calming measures. The LRSP/VZAP will recommend countermeasures to achieve this, and institutionalizing this will be a candidate Action Plan item for the LRSP/VZAP.
	Evaluate intersection design and control decisions in the planning or scoping stage for opportunities to better prioritize reducing kinetic energy transfer, following new FHWA guidance.	✓			
Policies and tradeoffs	Designate functional class and modal priority for roadways to pinpoint the most effective safety countermeasures and streamline tradeoff decisions - evaluated at a network scale for network-based priorities.	✓			
	Ensure safety for all users is prioritized, and accessibility maintained, during construction and road maintenance projects.	✓			
Innovation	systems (ITS) in support of data collection and analysis, as well as proactive system management. Consider long-term network priorities and immediate pedestrian and bicyclist safety and mobility needs when citing EV charging stations.	✓			

Category	Benchmark	Assessed Level of Commitment/Implementation			State of Current Practice in Menlo Park
		Not a Current Practice	Occasional/ Partial Practice	Institutionalized Practice	
Supportive infrastructure	Enable infrastructure-to-vehicle communication to provide warnings to drivers that support safer driving behavior.	✓			
	Provide supportive infrastructure for dynamic curbside management and autonomous vehicles to enable active safety technology.	✓			
Fleet Management	Support safer operations of city and commercial vehicles through a transition plan of city's vehicle fleet to lower-mass and safety feature enhanced vehicles; heavy vehicle route restrictions to avoid high-pedestrian areas; and curbside management programs to limit user conflicts around stopped or loading vehicles.		✓		newer vehicles likely will have more safety feature enhancements. City does not have heavy vehicle route restrictions or a curbside management program.
Data	Collect data about the involvement of AVs in crashes for future data analysis, and to inform design and policies.	✓			
Design and operations	Adopt roadway design standards that are focused on speed management, such as target speed-based design, for residential and arterial roadways. Adjust roadway geometries for context-appropriate speeds.	✓			
Enforcement	permitted, monitor changes in state legislation that may allow for this in the future.	✓			
Policy and training	speeds based on land use context, roadway context, and/or modal priority - accounting for the human body's ability to tolerate crash forces rather than the historic behavior of road users. Consider utilizing innovative data sources to systemically assess prevailing versus target speeds and develop a plan to lower speeds in areas with a large discrepancy.	✓	*		The LRSP/VZAP will utilize Wejo connected vehicle data to inform recommendations about speed limit setting.
	Provide speed management training to staff focused on fatality and serious injury minimization.	✓			
Crash investigation	Employ collision reporting practices that promote complete and accurate data collection and documentation of road user behavior and infrastructure.		✓		limited. It does not include information regarding factors that led to the collision or detailed information on the parties involved in the collision. The City has concerns that some collisions are not properly geocoded.
	shared with roadway designers and/or influence outreach and education. Consider the creation of an inter-agency rapid response team to immediately investigate the sites of collisions and make recommendations for near-term safety enhancements.	✓			
Partnerships	hospitals, to develop a holistic understanding of the safety landscape and improve accuracy.	✓			
	Connect with victims' families and the advocacy community to offer support and resources, and encourage partnerships with outreach and education.	✓			

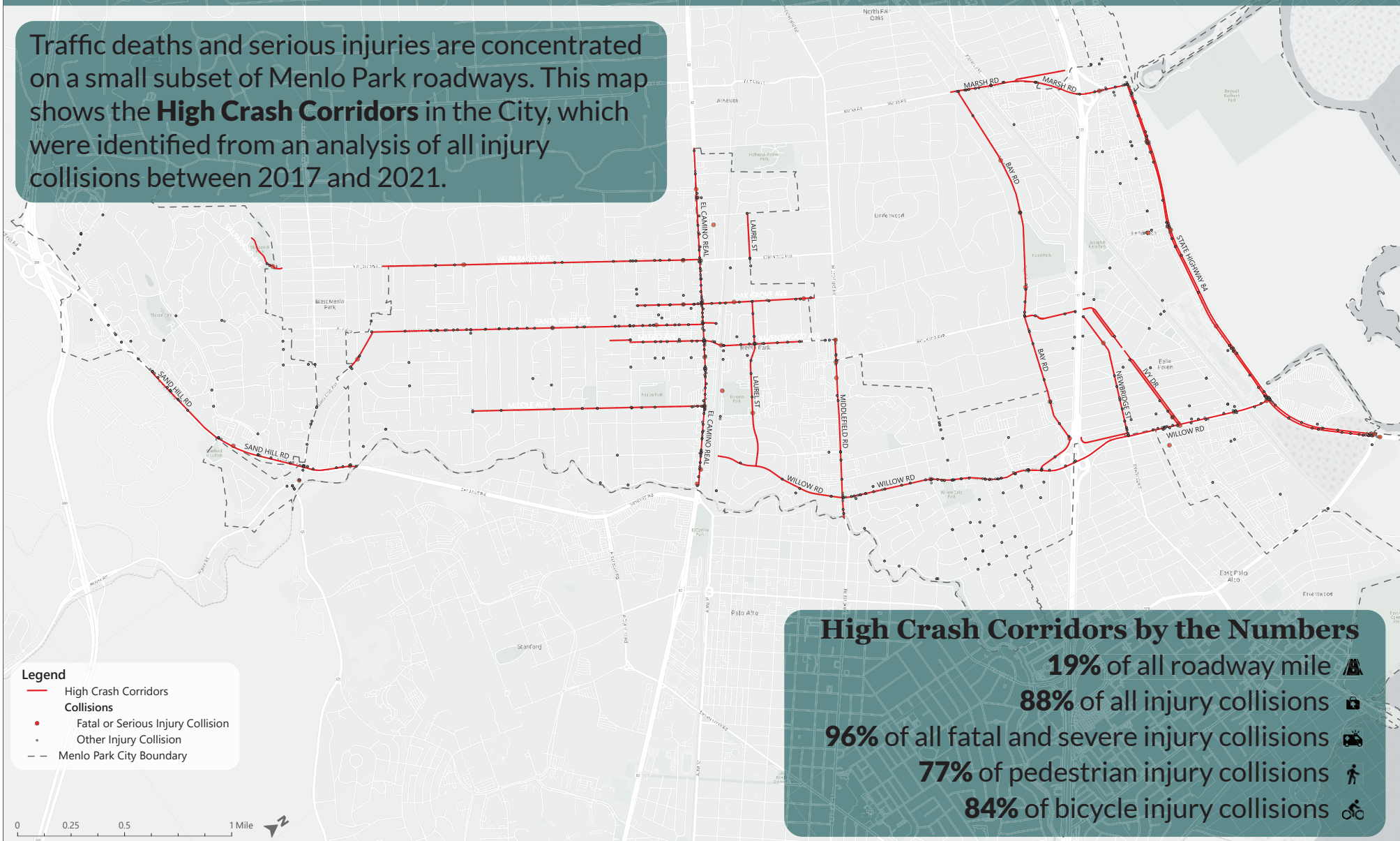
THIS PAGE INTENTIONALLY LEFT BLANK

# Menlo Park Vision Zero Action Plan



Menlo Park is committed to eliminating traffic deaths and serious injuries. Help us determine how.

Traffic deaths and serious injuries are concentrated on a small subset of Menlo Park roadways. This map shows the **High Crash Corridors** in the City, which were identified from an analysis of all injury collisions between 2017 and 2021.



- Legend**
- High Crash Corridors
  - Collisions
  - Fatal or Serious Injury Collision
  - Other Injury Collision
  - - - Menlo Park City Boundary






**High Crash Corridors by the Numbers**

- 19%** of all roadway mile
- 88%** of all injury collisions
- 96%** of all fatal and severe injury collisions
- 77%** of pedestrian injury collisions
- 84%** of bicycle injury collisions





THIS PAGE INTENTIONALLY LEFT BLANK

This handout provides examples of safety improvements, called countermeasures that the City could use. Where do you think these are appropriate? What other ideas do you have?



**TRAFFIC CONTROL OPTIONS**

	All-Way Stop Control	Organizes conflicts at intersections
	Roundabout	Eliminates crossing and left turn conflicts
	Traffic Signal	Reduces intersection conflicts, but turning conflicts can remain

**TRAFFIC SIGNAL CHANGES**






	Improve Signal Timing	Changing timing and signal phases can reduce conflicts and red light running
	Protected Left Turns	Reduces conflicts between turning and through vehicles, which are often severe
	Leading Pedestrian Interval	Allows pedestrians to start crossing 3 to 7 seconds before vehicles
	Red light cameras	Enforce illegal movements through an intersection

**PEDESTRIAN SIGNALS**







	Pedestrian Hybrid Beacon	Pedestrian activated signal used on uncontrolled crossings of multilane roads
	Rectangular Rapid Flashing Beacon	Alerts drivers of pedestrians crossing at an uncontrolled crossing







**PAVEMENT MARKING CHANGES**

	Lane Narrowing	Narrower lanes result in slower vehicle travel
	Road Diet	Reduces roadway for vehicles, creates room for bicycle lanes, sidewalks, and center turn lanes
	Widen Shoulder	Create space for bicycle lanes, vehicle break downs, emergency vehicles
	Daylight intersection	Improve sight lines (no parking, trim bushes, remove signs)
	Striping through intersection	Designate turning lanes or bike lanes through intersection can reduce conflicts






**PHYSICAL OR GEOMETRIC CHANGES**

	Median	Separates directions of traffic. Reduces head on collisions
	Median Barriers	More robust directional separation. Reduces pedestrian mid-block crossings
	Medians turn restrictions	Restricts certain turning movements to reduce potential conflicts.
	Reconstruct Intersection	Removing slip lanes or 'squaring up' intersections can reduce high speed turns
	Centerline hardening	Bollards and rubber curbs make turns slower and make pedestrians more visible to turning vehicles
	Speed feedback sign	Increases awareness of speeding

**PEDESTRIAN AND BICYCLE PAVEMENT MARKINGS**

	Advance Stop Bar	Reduces vehicles encroaching into crosswalk
	High-Visibility Crosswalk	Horizontal bars increase visibility of pedestrian crossing locations
	Green Conflict Striping	Green 'skip boxes' mark bicycle-vehicle conflict areas, increasing awareness
	Markings at uncontrolled pedestrian crossings	Marked crosswalk, yield lines, and similar pavement markings increase driver awareness of pedestrians

**PEDESTRIAN AND BICYCLE PHYSICAL CHANGES**

	Curb Extensions	Widen sidewalk into intersection, makes pedestrians more visible to drivers
	Median with refuge	Provide a waiting place for pedestrians who need time to cross
	Raised Crosswalk	Typically used at a mid-block crosswalk to increase awareness of pedestrians
	New or wider sidewalk or side path	Separate place for people to walk
	Separated Bike Lanes	Separate space for bicyclists with dividers from traffic using concrete islands or posts

THIS PAGE INTENTIONALLY LEFT BLANK



## STAFF REPORT

### City Council

Meeting Date:

8/24/2023

Staff Report Number:

23-012-CSC

Regular Business:

**Recommend to City Council to approve the Complete Streets Commission 2023-2024 work plan**

### Recommendation

Staff recommends the Complete Streets Commission (Commission) review and recommend to the City Council to approve the Commission 2023-2024 work plan (Attachment A).

### Policy Issues

The approval of the Commission work plan is consistent with City Council Policy CC-23-004 (Attachment B), Commissions/Committees policies and procedures and roles and responsibilities. Each commission is required to develop an annual work plan and seek City Council approval no later than September 30 of each year.

### Background

#### Commission charges

The Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide transportation related input on major land use and development projects. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City.

#### Complete Streets Commission meeting

On July 12, the Commission received information and evaluated their 2023-2024 work plan based on previously approved work plan and the City Council's five confirmed high-level priorities for fiscal year 2023-2024:

- Housing
- Emergency Preparedness
- Climate action
- Activating downtown/economic development
- Safe streets

A hyperlink to the Commission staff report is provided in Attachment C.

### Analysis

#### 2023-2024 work plan discussion topics and feedback

The discussions at the July 12 Commission meeting centered on the following high-level topics:

- Commission/City Council priorities alignment

- Origin of the near-term actionable tasks
- Roles of the Commission
- Methods to evaluate and prioritize the work plan
- Opportunities to add new policies/project to the work plan
- Subcommittee responsibilities and interests

Additionally, the Commission inquired and received information on its responsibilities regarding major development reviews and agreed to add or continue the following near-term actionable tasks to the 2023-2024 work plan:

- Evaluate and confirm key north-south, east-west corridors for Transportation Master Plan project prioritization
- Advise the Council on Middle Avenue pedestrian and bicycle rail crossing and Middle Avenue complete streets project
- Evaluate citywide driveway stopping sight distance policy
- Update the transportation impact analysis guidelines to include multimodal study metrics
- Evaluate the current state of the safe routes to school program

After several recommended edits to the draft work plan, the Commission voted to select Vice Chair Cole and Commissioner Silverstein to work with staff on revising the draft work plan for the next Commission meeting.

#### Recommendations

Staff recommends the Commission review and recommend to the City Council to approve the Commission 2023-2024 work plan (Attachment A).

#### Next steps

The Commission 2023-2024 work plan will be presented to the City Council on September 26<sup>th</sup> for adoption.

#### **Impact on City Resources**

Resources expended for the completion of the Commission work plan is considered part of the City's baseline operations.

#### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Article 20 §15378. Any projects identified through the Commission's pursuit of these goals and priorities would be subject to environmental review under CEQA in the future.

#### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

#### **Attachments**

- A. Draft Commission 2023-2024 work plan
- B. City Council Policy CC-23-004 – Commission/Committees policies and procedures, roles and

Staff Report #: 23-012-CSC

responsibilities

C. Hyperlink – Complete Streets Commission July 12 staff report:  
[menlopark.gov/files/sharedassets/public/agendas-and-minutes/complete-streets-commission/2023-meetings/agendas/20230712-complete-streets-commission-agenda-packet.pdf#page=23](https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/complete-streets-commission/2023-meetings/agendas/20230712-complete-streets-commission-agenda-packet.pdf#page=23)

Report prepared by:  
Kevin Chen, Senior Transportation Engineer

Report reviewed by:  
Hugh Louch, Assistant Public Works Director – Transportation

THIS PAGE INTENTIONALLY LEFT BLANK

# Complete Streets Commission

Public Works Department  
701 Laurel Street, Menlo Park CA 94025  
Adopted August 24, 2023



## Work plan goals

The Complete Streets Commission provides advice and recommendations to the City Council on realizing the City's adopted goals for Complete Streets, Vision Zero, and the Climate Action Plan. It provides transportation-related input on major land use and development projects, to promote safe transportation infrastructure and alternative modes of transportation.

1. Advise the City Council on the implementation of the Transportation Master Plan:
  - Evaluate and propose key transportation corridors for project prioritization
  - Advise and make recommendations on the Middle Avenue Complete Streets Project and the pedestrian and bicycle rail crossing
2. Provide input and recommendations on the City's major development projects by evaluating them based on impact on public streets, safety, and transportation accessibility, especially bicycle/pedestrian/public transportation accessibility.
3. Advise and provide input to the City Council on citywide transportation policies/programs:
  - Evaluate driveway stopping sight distance policy
  - Update the transportation impact analysis guidelines to include multimodal study metrics
4. Support the Council's ongoing initiatives to improve access to Downtown and support downtown businesses.
5. Support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and design implementation:
  - Evaluate the current state of the Safe Routes to School program
6. Advise on the City Council's role as a stakeholder with regard to regional multimodal and transportation demand management programs projects to increase sustainable transportation for Menlo Park.

## Work plan history

Action	Date	Notes
Work plan recommended	August 24, 2023	Recommended (e.g., "Commission approved")



THIS PAGE INTENTIONALLY LEFT BLANK

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803



<p><b>Purpose</b></p> <p>To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.</p>
<p><b>Authority</b></p> <p>Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”</p>
<p><b>Background</b></p> <p>The City of Menlo Park currently has seven active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<p><b>Policies and Procedures</b></p> <p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

2

parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

3

provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

4

### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

### 6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

5

### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

#### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however,

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

6

members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

**Roles and Responsibilities**

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising 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. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities



**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

**Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

**Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631
Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-23-004

Adopted January 10, 2023

Resolution No. 6803

Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803