



REGULAR MEETING MINUTES

Date: 3/8/2023
Time: 6:30 p.m.
Location: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Cole called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Altman, Behroozi, Cebrian, Cole, King, Kollmann
Absent: None
Staff: Assistant Public Works Director – Transportation Hugh Louch, Engineering Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen

C. Reports and Announcements

- Staff Chen reported on City Council actions related to transportation since the February 8, 2023 Commission meeting.

D. Public Comment

- Virginia Portillo requested more communication to the Belle Haven neighborhood about upcoming City meetings and events.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for February 8, 2023

ACTION: Motion and second (Behroozi/ Cebrian), to accept the Complete Streets Commission minutes for February 8, 2023, passed 5-0 (Altman abstaining).

E2. Provide feedback on proposed pilot quick build intersection improvements at Menlo Avenue and University Drive (Staff Report #23-002-CSC)

Staff Louch made the presentation (Attachment).

- Marijane Leonard spoke in opposition of bulbouts on University Drive for residents living on the cul-de-sac portion of Menlo Avenue.
- Adina Levin spoke in support of the project.
- Cherie spoke on concerns related to bulbouts and requested removal of “KEEP CLEAR” striping on University Drive.
- John Draeger spoke in support of the project for safety and driveway access.
- Catherine Milton spoke in support of the project and in opposition of removing “KEEP CLEAR”

striping on University Drive.

- Marge Gordon spoke concerns related to access from Santa Cruz Avenue to Menlo Avenue and in opposition of removing “KEEP CLEAR” striping on University Drive.
- Michael Closson spoke on concerns related to conflicts between traffic and pedestrian and suggested a roundabout.

The Commission discussed bulbout versus median design options, phasing the project, crosswalk location and treatments, safety options, and project timeline.

The Commission directed staff to proceed with Option 1 and evaluate other enhancements such as: 1) increase crosswalk visibility through lighting and other treatments, 2) additional public outreach during the pilot, 3) explore “stop ahead” signs for Menlo and University crosswalks.

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on the citywide all-way stop installation, Caltrain Quiet Zone Implementation Plan, the Comprehensive Shuttle Program evaluation, and El Camino Real/ Ravenswood Avenue crosswalk improvement project.

Commissioner Behroozi requested clarification on the left turn operation at El Camino Real/ Middle Avenue.

F2. Update on AB 2449 – meeting participation

Staff Chen provided updates on the latest meeting procedures (Attachment).

G. Committee/Subcommittee Reports

None.

H. Adjournment

Chair Cole adjourned the meeting at 8:36 p.m.

Kevin Chen, Senior Transportation Engineer



MENLO UNIVERSITY INTERSECTION

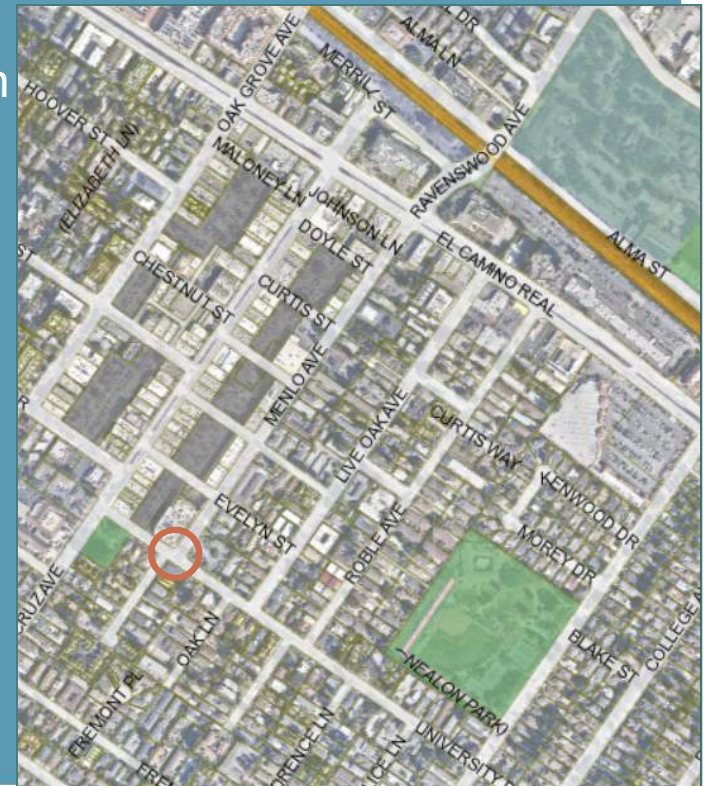
Complete Streets Commission – March 8, 2023

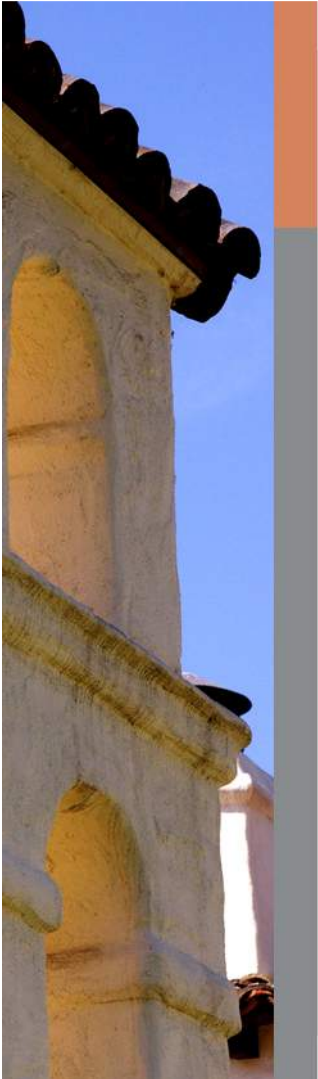




AGENDA

- Request for Commission
- Existing conditions
- Safety analysis
- Quick build options
- Traffic analysis





REQUEST FOR COMPLETE STREETS COMMISSION



- Provide direction on potential quick build project to improve safety at the Menlo Avenue-University Drive intersection
- Quick build projects use striping, posts, and other temporary materials to implement improvements that can be tested and adjusted before installing permanent infrastructure

EXISTING CONDITIONS

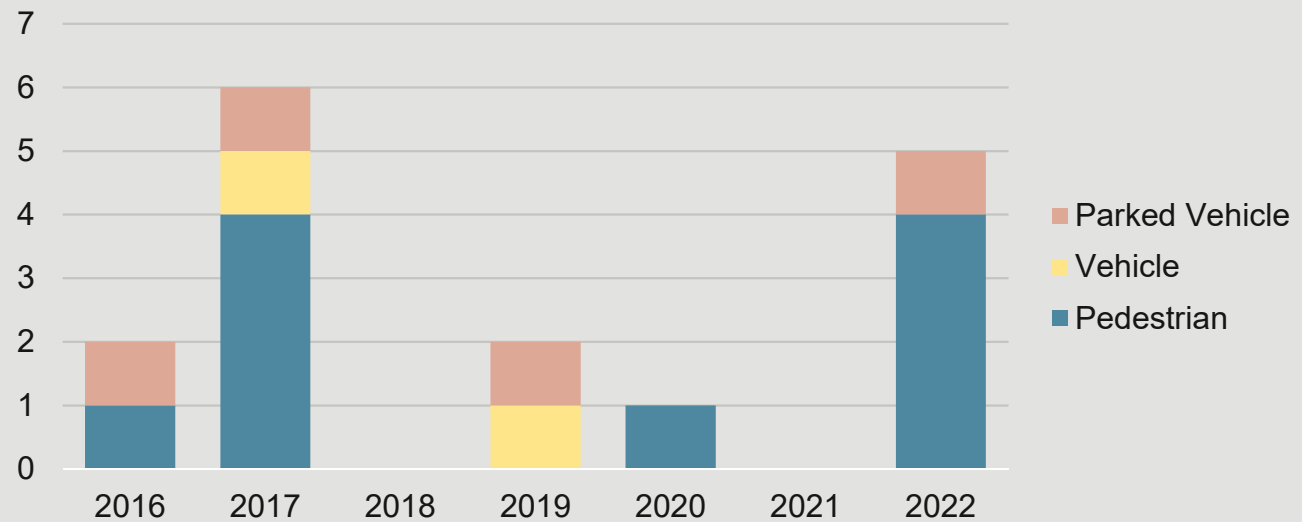




SAFETY ANALYSIS

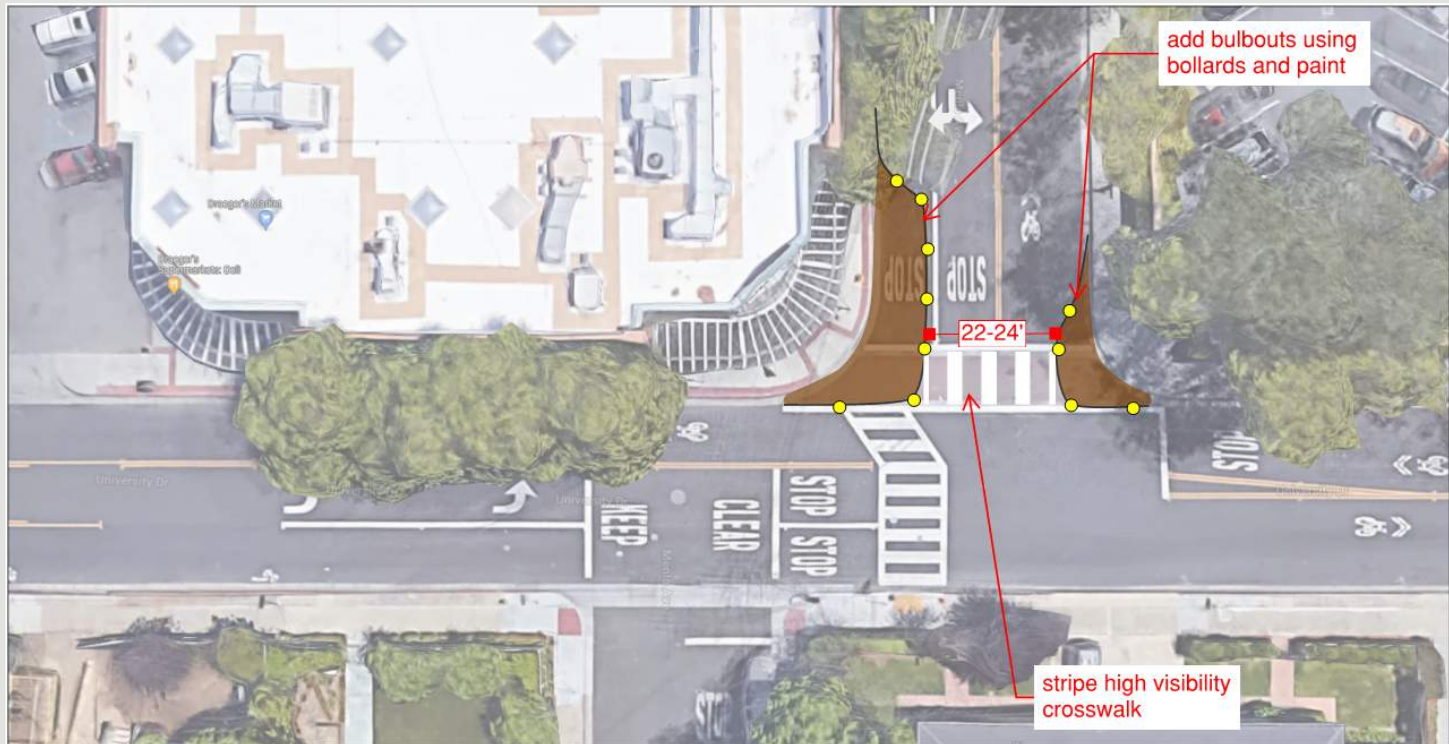
- In 2022, one quarter of all pedestrian collisions in the City were located at this intersection

Collisions at Menlo Avenue and University Drive



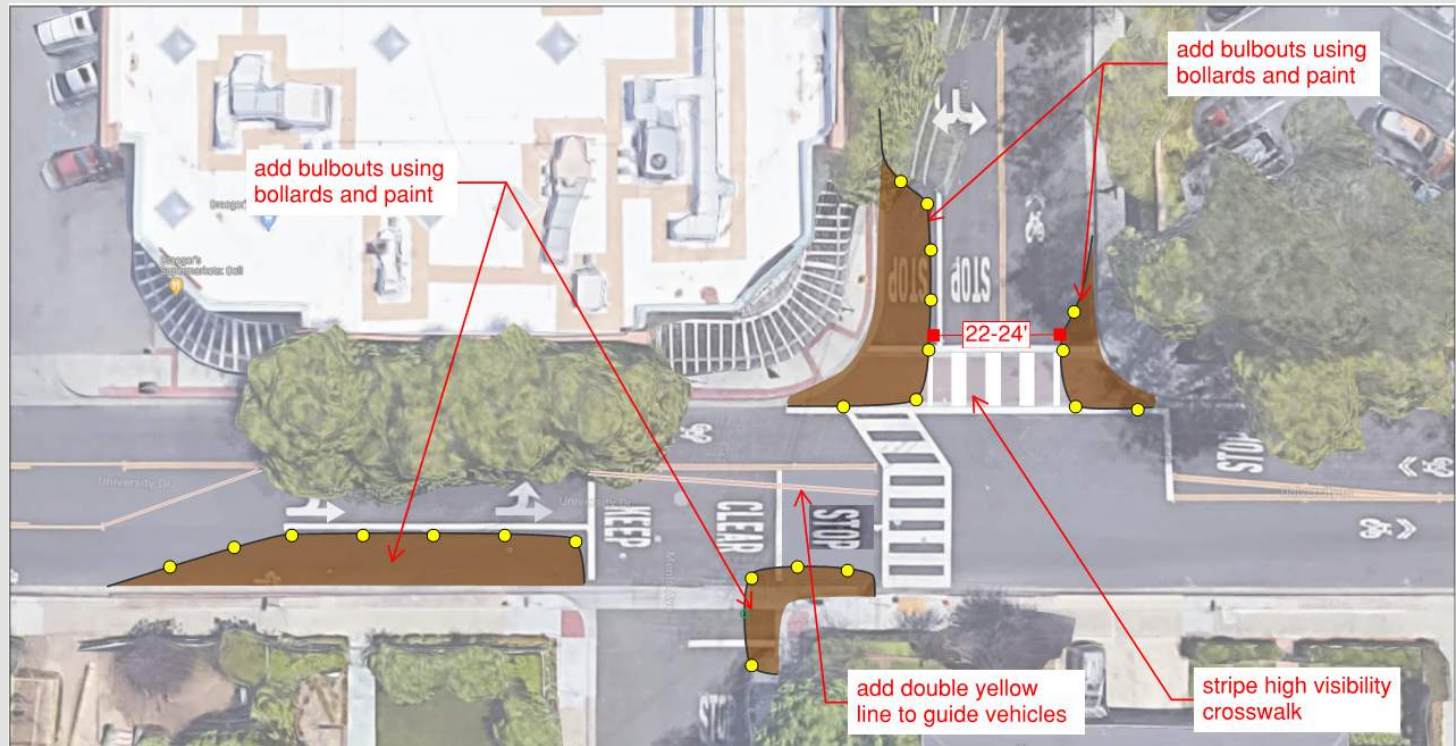


QUICK BUILD CONCEPTS OPTION 1 – MENLO AVE ONLY





QUICK BUILD CONCEPTS OPTION 2 – MENLO AVE + UNIVERSITY DR





TRAFFIC ANALYSIS MENLO AVENUE ONE LANE

- AM peak hour
 - 1.4 more seconds of delay per vehicle
 - 10 to 20 feet of queue length (one vehicle or less)
- PM peak hour
 - Just under 3 more seconds of delay per vehicle
 - 30 to 55 feet more queuing (2 to 3 vehicles)

Table 1: Menlo Avenue lane reduction					
Peak hour	LOS (Sec/veh delay)		Queue (ft)		
	2019	w/lane reduction	2019		w/lane reduction
	WB	WB	Left	Right	Shared left/right
AM	A (9.86)	B (10.26)	10	22	31
PM	B (12.22)	C (15.19)	21	43	78



TRAFFIC ANALYSIS MENLO AVE & UNIVERSITY DR ONE LANE

- AM peak hour
 - 3.1 more seconds of delay per vehicle
 - 40 to 80 feet of queue length (~ 2 to 4 vehicles)
- PM peak hour
 - Just under 5 more seconds of delay per vehicle
 - 55 to 83 feet more queuing (~ 3 to 4 vehicles)

Table 1: University Drive lane reduction					
Peak hour	LOS (Sec/veh delay)		Queue (ft)		
	2019	w/lane reduction	2019		w/lane reduction
	WB	WB	Left	Right	Shared left/right
AM	B (12.06)	C (15.19)	60	25	104
PM	B (13.16)	C (18.07)	55	27	110

OTHER COMMON REQUESTS



Rectangular Rapid Flashing Beacon (RRFB)
Only for uncontrolled crossings



Signal
Longer term project
May not meet signal warrant



REQUEST FOR COMPLETE STREETS COMMISSION



- Provide direction on a potential quick build project to improve safety at the Menlo Avenue-University Drive intersection

- Next steps
 - Additional outreach – pop up event at the intersection in late March/early April
 - City Council



THANK YOU

Beginning March 1, 2023, the procedure for participating in meetings will change per AB (Assembly Bill) 2449. The City will continue teleconference meetings for all legislative bodies.

- “Teleconference” = in-person and remote participation
- “Legislative bodies” = City Council, advisory bodies, commissions, committees, and standing sub-committees.

As of March 1, 2023, all *legislative body members*, will need to participate **in-person** unless the following is met. Please note, that the public’s participation is not impacted (e.g., the public can attend/participate in-person or remotely).

If a legislative body member participates **remotely**, *one* of the three following *must* occur:

1. Traditional Brown Act requirements (Gov. Code sec. 54953(b)(3)) – **these were used pre-COVID**
 - a. A quorum of the legislative body must be in-person
 - i. City Council Chambers, City Hall conference room, City library, etc.
 - b. The address of where the remote legislative body member is participating from
 - i. Home address, hotel, etc.
 - c. The agenda must be posted to the door of where the remote legislative body member is participating from, in the public view
 - d. Members of the public must be allowed into the location where the remote legislative body member is participating from
 - i. If member is participating from home, then the public must be allowed access to participate in the meeting at the home of the legislative body member
2. AB 2449 “Just Cause” – **can be used up to two meetings per calendar year (January – December)**
 - childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely
 - a contagious illness that prevents a member from attending in person
 - a need related to a physical or mental disability
 - travel while on business of the legislative body or another state or local agency

In order to use “Just Cause”:

 - a. A quorum of the legislative body must be in-person
 - i. City Council Chambers, City Hall conference room, City library, etc.
 - b. Notify your legislative body at the earliest possible opportunity of the need to participate remotely
 - i. The earliest possible opportunity can be, but is not required to be, at the start of the meeting
 - c. Provide a general description of the circumstances related to one of the four items above (e.g., childcare, illness, disability, travel)
3. AB 2449 “Emergency Circumstances” – **can be used up to 20% of a legislative body’s regular meetings per calendar year (January – December) and cannot exceed three consecutive meetings**
 - Physical or family medical emergency that prevents a legislative body member from attending in-person
 - If the regular meeting schedule is once a month: 20% = 2 meetings
 - If the regular meeting schedule is twice a month: 20% = 4 meetings

In order to use “Emergency Circumstances”:

- a. At the start of the meeting, the remote legislative body member must request that the legislative body allow them to participate remotely because of an emergency circumstance
- b. Remote legislative body member must provide a general description of the circumstances relating to the legislative body member’s need to appear remotely
 - i. This description should be 20-words or less
 - ii. The legislative body member does *not* have to disclose any personal medical information
- c. Remote legislative body member must also disclose whether any other people over 18 years old are present in the room and the general nature of the legislative body member’s relationship with the individual
- d. The legislative body must vote to add the emergency circumstance to the agenda for consideration
 - i. Majority vote required
- e. If approved (e.g., add the consideration of an emergency circumstance to the agenda), the legislative body must vote to approve the remote legislative body member’s participation
 - i. These steps are required before the commencement of the business meeting

Additional rules for remote legislative body member participation

- Remote legislative body members must participate through both visual and audio
 - a. Cameras and mics engaged
- Rollcall voting required if one or more member is participating remotely
 - a. Robert’s Rules of Order (45:48) requires that:
 - i. A verbal rollcall vote be done in alphabetical order, with the presiding officer (e.g., mayor or chair) last
 - ii. Legislative body members can vote “yes”, “no”, “abstain”, or “pass”
 - If “pass”, following the remainder of the rollcall vote, the vote will return to that member