

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 10/9/2024
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

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. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas)

Regular Session

A. Call To Order

B. Roll Call

C. Reports and Announcements

Under “Reports and Announcements,” staff and Commissioners may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

D. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

E. Regular Business

- E1. Accept the Complete Streets Commission minutes for August 14, 2024 ([Attachment](#))
- E2. Adopt resolutions to install no parking zones at 4085 Campbell Ave. fronting Scott Drive ([Staff Report #24-009-CSC](#))
- E3. Provide feedback on the Complete Streets Checklist for the Willow Road (SR-114) Separated Bikeway and Pedestrian Improvements Project ([Staff Report #24-010-CSC](#))
- E4. Evaluate Commission subcommittees to support City Council and Commission priorities

F. Informational Items

- F1. Update on major project status
- F2. Tentative Complete Streets Commission agenda ([Attachment](#))

G. Committee/Subcommittee Reports

H. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 10/3/2024)

REGULAR MEETING MINUTES – DRAFT



Date: 8/14/2024
Time: 6:30 p.m.
Location: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Regular Session

A. Call To Order

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

B. Roll Call

Present: Altman, Bailey, Cebrian, Cole, Ierokomos
Absent: King, Rascoff
Staff: Assistant Engineer Matthew Hui, Senior Transportation Engineer Kevin Chen, Senior Transportation Engineer Kristiann Choy

C. Reports and Announcements

The Commission received reports on City Council actions since the July 10 Complete Streets Commission meeting.

D. Public Comment

None.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for July 10, 2024 (Attachment)

ACTION: Motion and second (Cole/ Altman), to accept the Complete Streets Commission minutes for July 10, 2024, passed 4-0 (Cebrian abstaining, King and Rascoff absent).

E2. Receive an update on Town of Atherton's El Camino Real Complete Streets Study (Presentation)

Staff Choy, San Mateo County Transportation Authority staff Carolyn Mamaradlo and WSP consultant Mikaela Sword made the presentation (Attachment).

The Commission discussed public outreach process and indicators, parking along El Camino Real (ECR), desired destinations, collision data, new bike lane efforts from neighboring agencies, potential safety impact due to speed differential between cars and bikes, alternative options such as a multi-use pathway and next steps.

- Adina Levin spoke in support of treatments to lower speed and safer bike lanes and requested information on parking needs and transit priority treatments.

- Katie Behroozi spoke in support of making ECR safer for bicyclists.

E3. Review the University of California, Berkeley’s Safe Transportation Research and Education Center safety assessments on Santa Cruz Avenue and Sand Hill Road (Staff Report #24-008-CSC)

Staff Hui made the presentation (Attachment).

The Commission discussed the outreach process, the purpose of the grants, recommended project details, future supplemental efforts, low-cost versus permanent improvements, project design considerations and costs, projects excluded from the grant application and next steps for the Safe Transportation Research and Education Center (SafeTREC) report.

The Commission discussed advantages and disadvantages of each recommended project and lessons learned from previous similar efforts.

- Adina Levin spoke in support of improvements and opposed two-way cycle track on Santa Cruz Avenue.
- Kevin Rennie spoke in support of additional outreach to Menlo Park communities, street cleaning, protection for bicyclists, treatments for cross streets and police enforcement.
- Katie Behroozi spoke in support of student bike safety education, opposed two-way cycle track on Santa Cruz Avenue and requested information for Olive Street.
- Randy Avalos spoke on concerns related to funding discrepancy between neighborhoods and to re-distribute funding more equally across both corridors.

E4. Evaluate Commission subcommittees to support City Council and Commission priorities

Staff Chen introduced the item (Attachment).

The Commission discussed the purposes of the subcommittees and opportunities to engage the public through these subcommittees.

- Adina Levin spoke in support of more safe routes to school efforts and downtown parking and access.

ACTION: By acclamation, the Commission approved the following modifications:

- Middlefield Road Safe Streets Subcommittee: remove Chair Cole, add Commissioners Cebrian and King
- Safe Routes to School Subcommittee: remove “to School” from title
- Vision Zero Subcommittee: Add Chair Cole.

F. Informational Items

F1. Update on major project status

The Commission received updates on citywide speed reduction effort, Menlo Park library bike event and signal improvement at Willow Road and Newbridge Street.

F2. Tentative Complete Streets Commission agenda

G. Committee/Subcommittee Reports

None.

H. Adjournment

Chair Cole adjourned the meeting at 9:19 p.m.

Kevin Chen, Senior Transportation Engineer

THIS PAGE INTENTIONALLY LEFT BLANK



El Camino Real Complete Streets Study

Menlo Park Complete Streets Commission

August 14, 2024

Phase 1 Summary

Study Overview

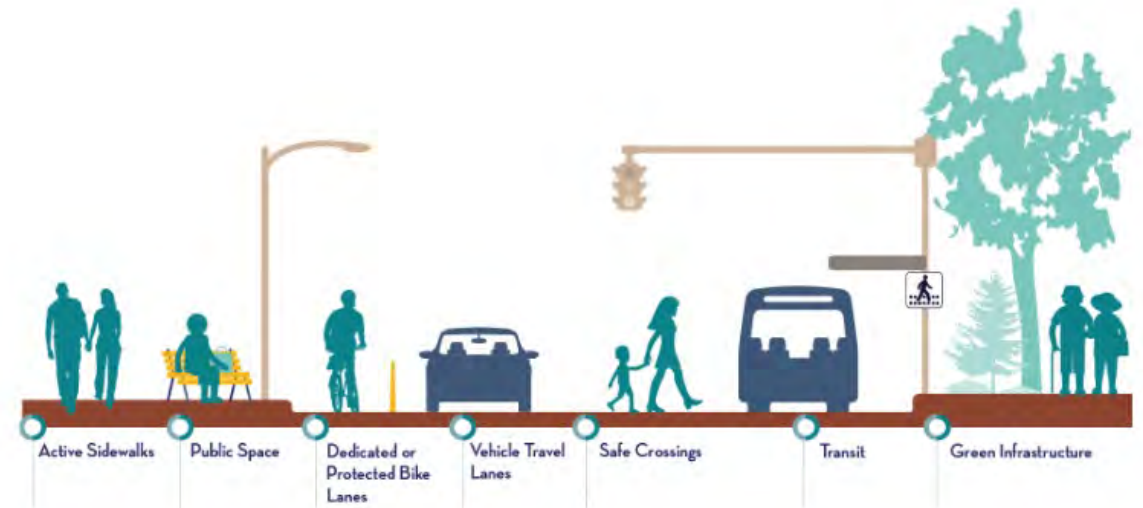
Carolyn Mamaradlo, San Mateo County Transportation Authority (SMCTA)



What are “Complete Streets”?

A complete street provides mobility options for people of all ages and abilities, particularly people who are walking, biking, using personal mobility devices, and riding transit.

Complete streets offer several benefits, including enhanced safety and quality of life by providing a balanced variety of options for travel.

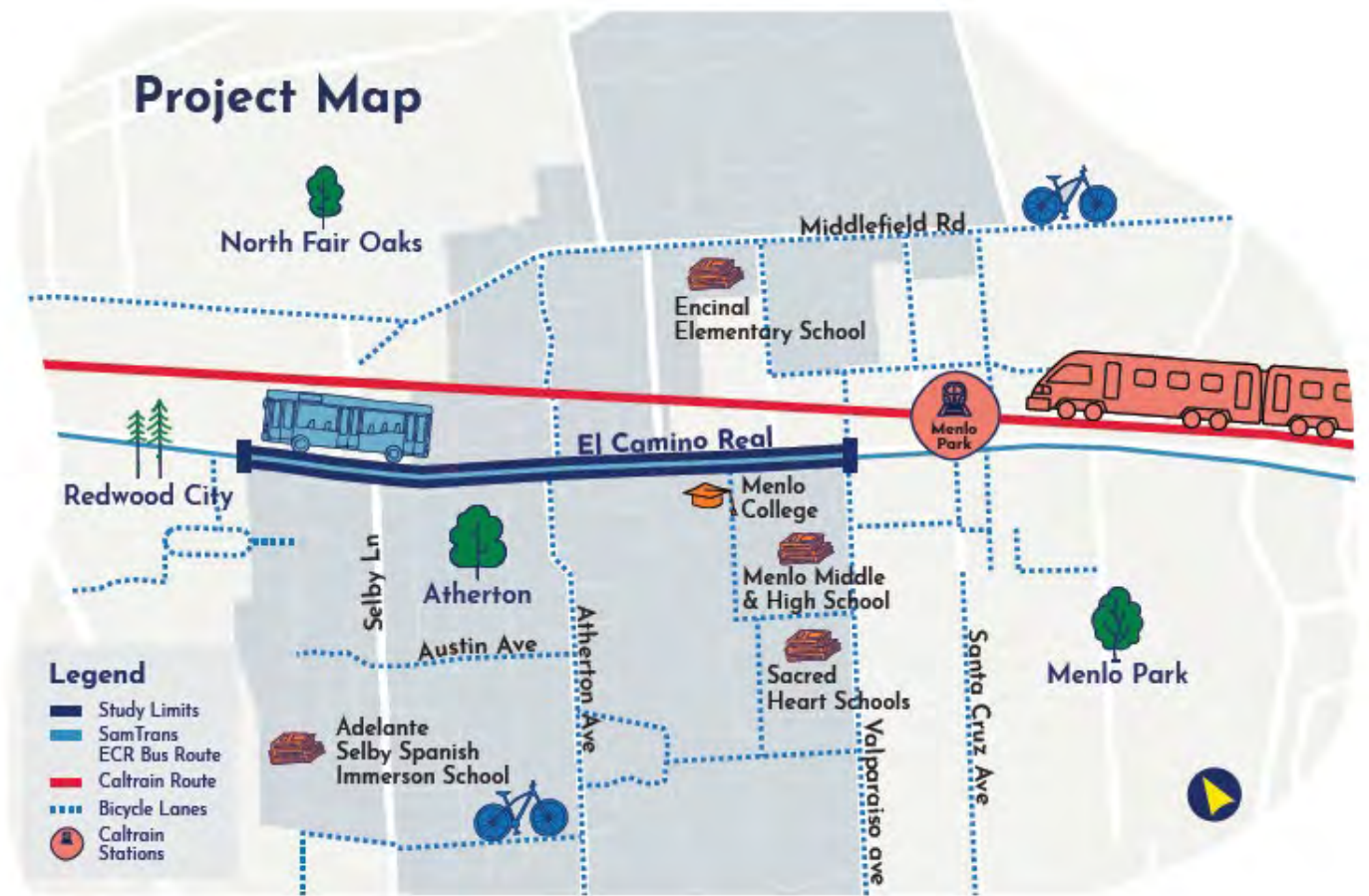


Source: City of Santa Fe, NM



Background

- Town of Atherton received Funding from TA Cycle 6 Pedestrian & Bicycle Program to Complete Street options for El Camino Real (ECR)
- ECR through Atherton lacks dedicated pedestrian and bicycle facilities
- El Camino Real is a State Highway under the purview of Caltrans
- Prepare for Project Initiation Document (PID) phase



Project Overview

Project Goals:



Improved Safety and Quality of Life



Improved Connectivity



Enhanced Equity and Access

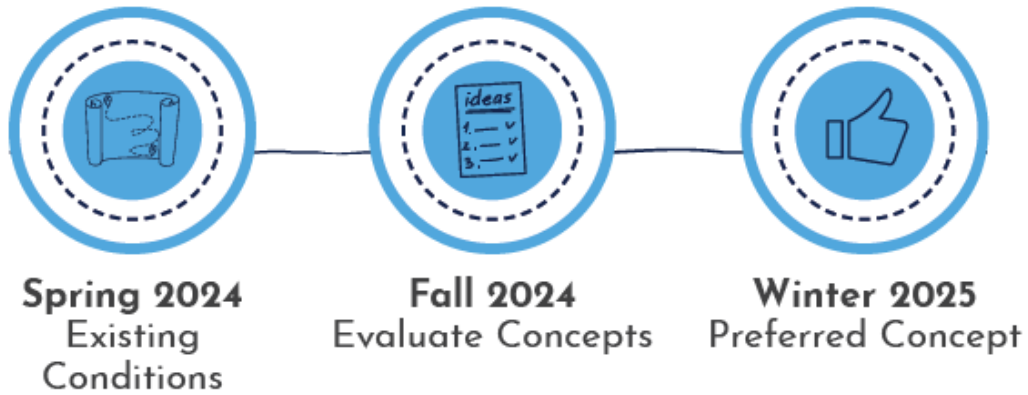


Expand Travel Options



Project Overview

Timeline:








Funding Sources:

- Measure A funding through the 2022 SMCTA Pedestrian and Bicycle Program
- Town of Atherton
- City of Menlo Park
- SamTrans



Existing Conditions



-  Vehicle Lanes
-  Sidewalk
-  No sidewalks
-  On Street Parking
-  SamTrans Bus Stop

North Bound Traffic

El Camino Real

South Bound Traffic



Oakwood Dr Selby Ln Fifth Ave Stockbridge Ave Almedral Ave Tuscaloosa Ave Atherton Ave Isabella Ave Watkins Ave Alejandra Ave Menlo College Encinal Ave Valparaiso Ave





Existing El Camino Real Roadway Characteristics



Crash Analysis



Phase 1 Engagement Results: What We Heard



Public Engagement

Engagement Tactics:

- Project webpage
- Multilingual factsheet and FAQ
- Online survey + interactive map
- 3 Focused Listening Sessions
- 3 Pop up events
- 2 CBO Meetings
- Technical Working Group Meeting #1
- Virtual Community Meeting



What We Heard: Pedestrian Safety and Infrastructure

- The quality of pedestrian infrastructure
- The risks of crossing multiple lanes of traffic and being ignored by drivers
- Walking along corridor at night and early morning



Image: Mapping Exercise at Pop Ups

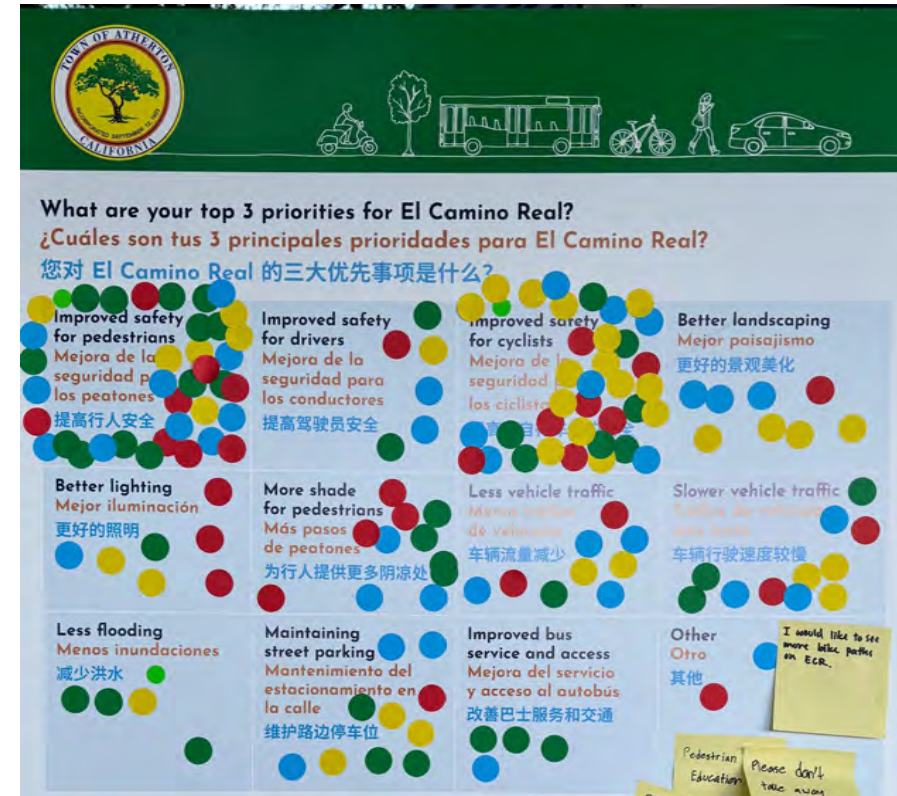


What We Heard: Bicycle Lanes and Safety

- Many community members expressed that they would travel more by bike if it felt safe to do so.
- Parents and school administrators cited safety concerns for students biking to school regardless of whether bike lanes were to be installed.

Key suggestions to make the corridor more bike-friendly include:

- Replacing dirt paths with paved sidewalks
- Improving street level lighting
- Adding protected bike lanes and improving connectivity to other segments of the corridor
- Narrowing or reducing traffic lanes to make space for bike lanes



What We Heard: Public Transportation and Bus Stops

- Many community members from North Fair Oaks and surrounding equity priority communities depend on El Camino Real bus service to commute to work and move through the larger area.
- Community members shared concerns about:
 - Lack of visibility and lighting surrounding bus stops
 - Difficulty accessing bus stops during the rain
 - Unreliable bus service, including delays and inaccurate schedules



What We Heard: Flooding on El Camino Real

- Worsens traffic and the experience commuting by car
- Forces pedestrians and cyclists onto the road from the road shoulder
- Turns the dirt paths on the corridor into mud
- Makes some of the bus stops along the corridor inaccessible



What We Heard: Traffic and the Driver Experience

- Difficulty seeing pedestrians walking along the road shoulder
- Congestion caused by drivers attempting to turn left along the corridor
- Visibility issues when turning on to El Camino Real due to parked cars, overgrown landscaping, etc.
- Unsafe driver behavior such as speeding and ignoring pedestrian hybrid beacons
- Parking on the corridor



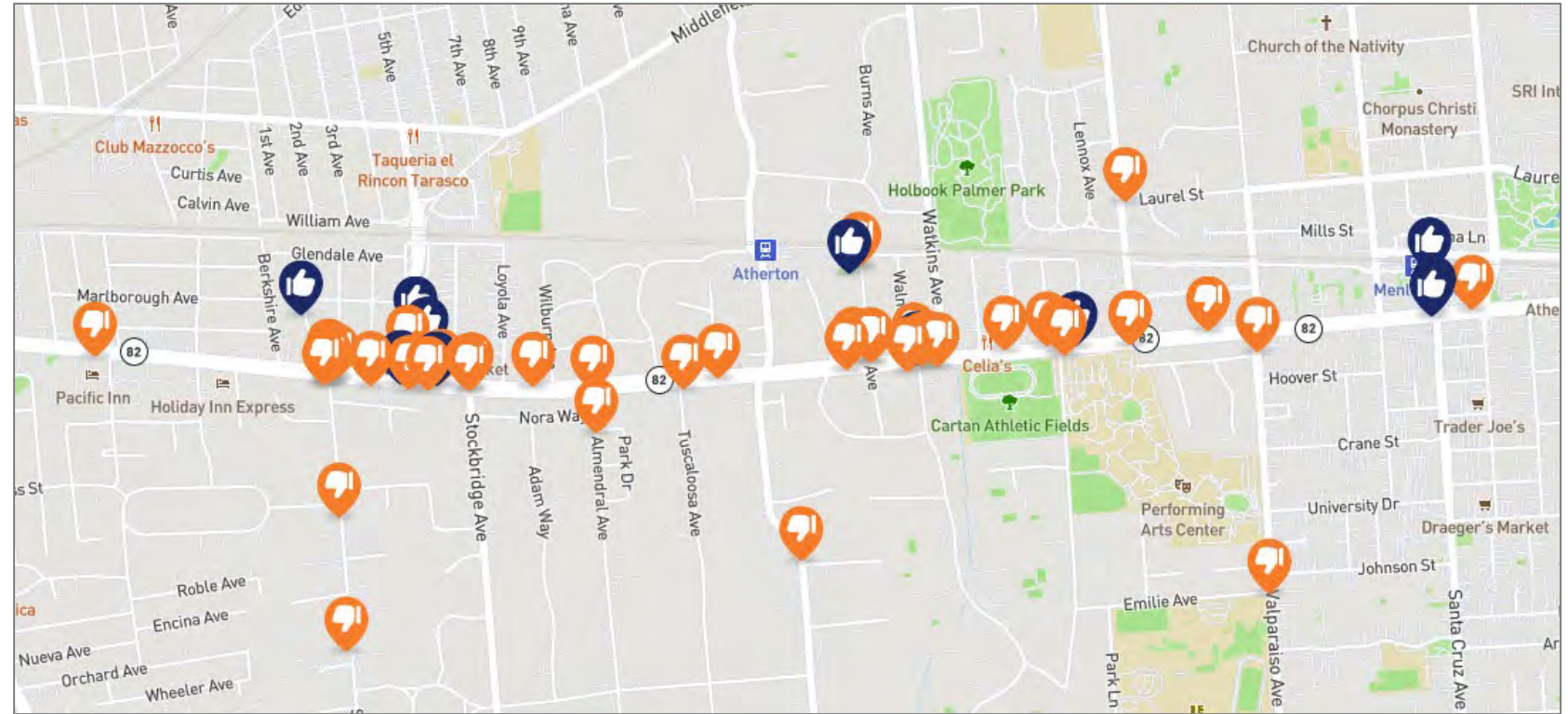
Survey and Activity Map



April to June 2024



59 markers added to the map



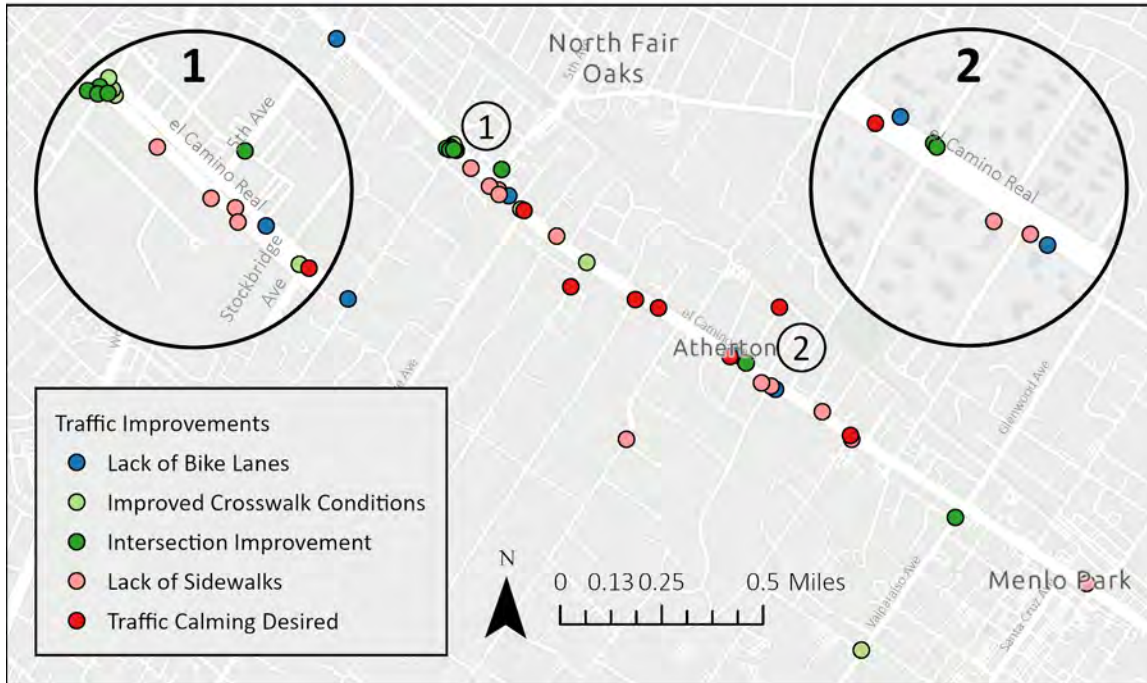
Activity Map

Atherton Phase 1 Survey Responses: Collisions & Near Misses

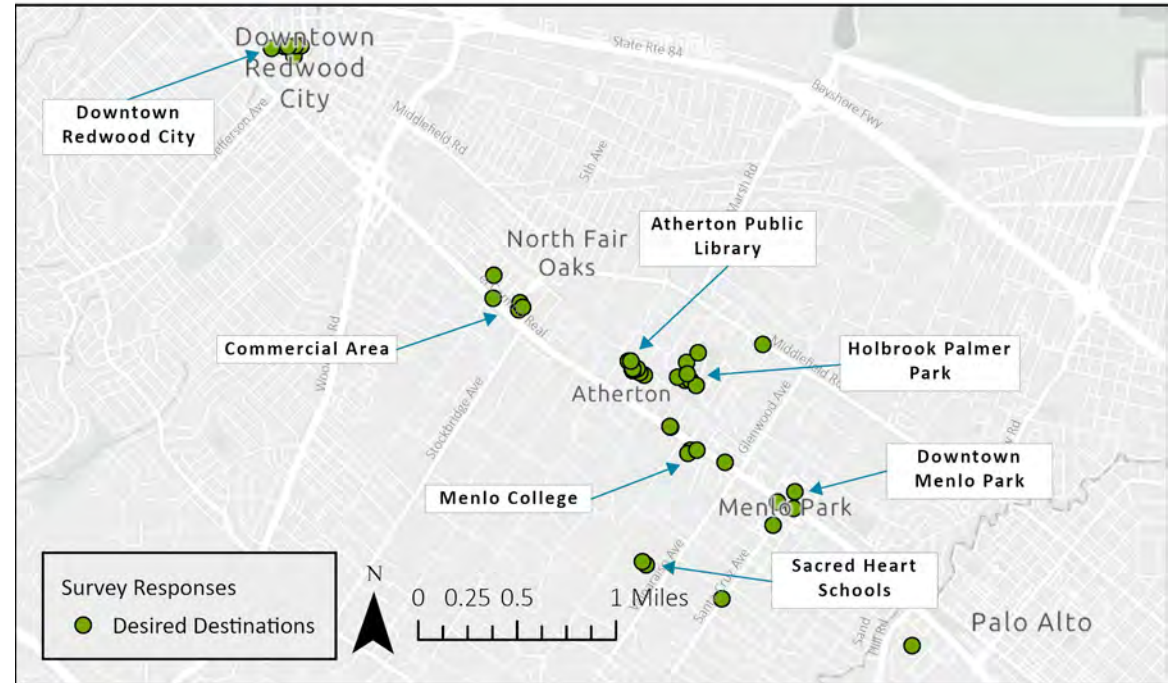


Activity Map

Atherton Phase 1 Survey Responses: Traffic Improvements

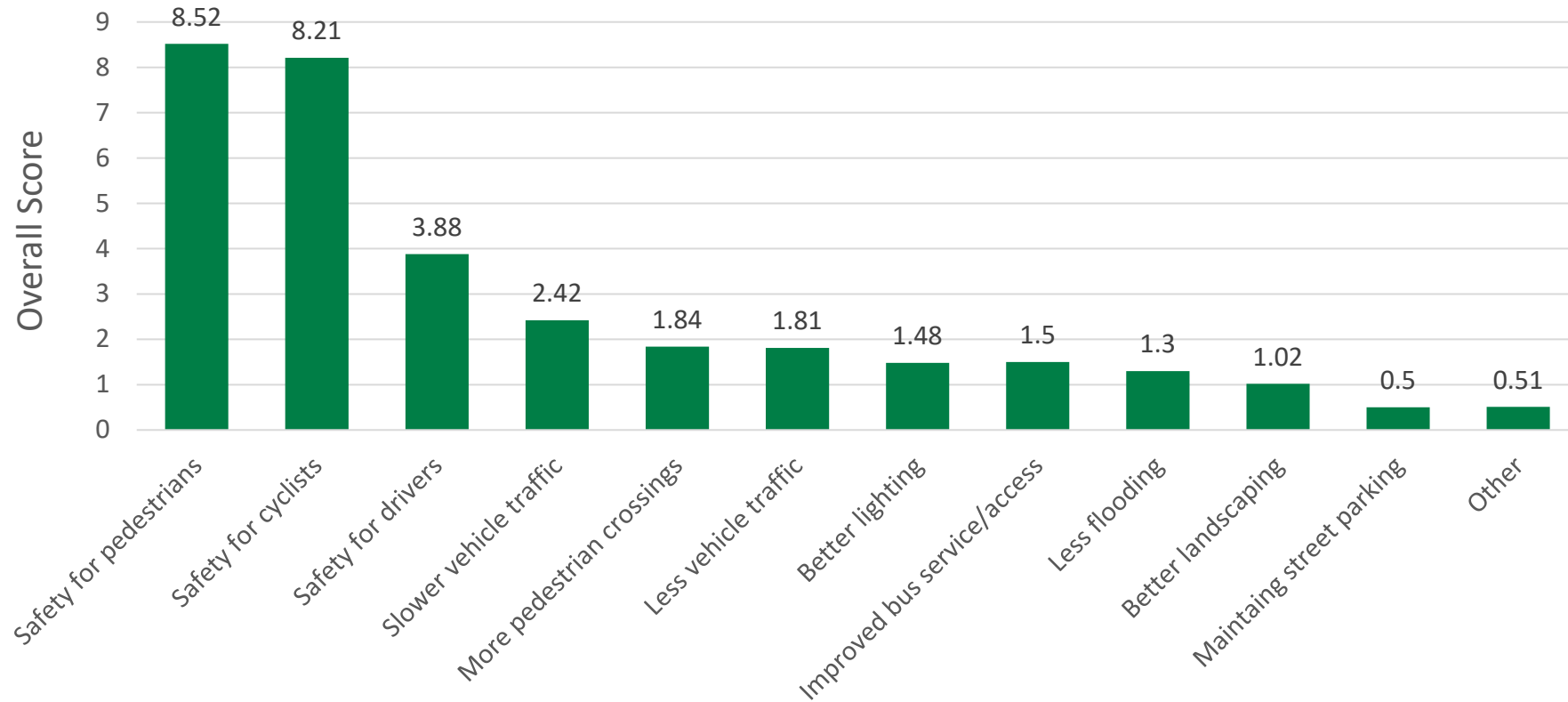


Atherton Phase 1 Survey Responses: Desired Destinations



Survey

Top Priorities for Travel on El Camino Real



Next Steps



Next Steps

- The project team is preparing a report of the Existing Conditions and Mobility Profile analysis.
- In Phase 2 of engagement, the project team will ask for feedback on concept design alternatives.





Thank You!

Carolyn Mamaradlo
Senior Project Manager
MamaradloC@samtrans.com



SUBCOMMITTEES (MEMBERS)

- Bike Rack Subcommittee (Bailey, Ierokomo)
- Middle Avenue Complete Streets Project Subcommittee (Cole, King)
- Middlefield Road Safe Streets Subcommittee (Cole, Ierokomos)
- Safe Routes to School Subcommittee (Bailey, Cebrian, Rascoff)
- Vision Zero Subcommittee (Altman, Rascoff)

THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT

Complete Streets Commission

Meeting Date: 10/9/2024
Staff Report Number: 24-009-CSC

Regular Business: Adopt resolutions to install no parking zones at 4085 Campbell Avenue fronting Scott Drive

Recommendation

Staff recommends that the Complete Streets Commission (Commission) adopt resolutions to install no parking zones by eliminating on-street parallel parking spaces next to the following driveways:

- 4085 Campbell Avenue: Scott Drive – northern driveway (Attachment A)
- 4085 Campbell Avenue: Scott Drive – southern driveway (Attachment B)

Policy Issues

These alterations are consistent with the City's 2016 General Plan Circulation Element policies (e.g., CIRC-1.1 and CIR-4.4). These policies seek to provide and maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe, and active community and quality of life throughout Menlo Park.

Background

On June 14, 2023, at the request of the business owner at 4085 Campbell Ave., the Complete Street Commissions approved new no parking zones adjacent to their driveway located on Campbell Avenue to improve driveway sight visibilities.

Since then, the parking demand near the site has increased and the owner expressed concerns with driveway sight visibilities at their remaining two driveways located on Scott Drive. The requests cited that due to inadequate driveway line of sight, exiting vehicles often have to pull into the Scott Drive to observe for oncoming traffic.

These driveways are located in a commercial area bounded by US 101 to the north, Dumbarton rail tracks to the south, Bohannon Drive to the east and Marsh Road to the west.

Relevant City Council actions

On March 28, 2023, the City Council upheld an appeal against removing on-street parking adjacent to a residential driveway and directed staff to return with mitigations to address similar future requests. These new requests involve driveways located in a commercial area and are therefore in compliance with past City Council actions.

Table 1 summarizes their existing conditions.

Table 1: Driveway sight distance requests		
Locations	Existing conditions	Existing red curb
4085 Campbell Ave (northern driveway)	<ul style="list-style-type: none"> Commercial building Two-way access Curve road north of driveway Local access road¹ 25 mph (prima facie) 	Northside: none Southside: none
4085 Campbell Ave (southern driveway)	<ul style="list-style-type: none"> Commercial building Two-way access Local access road 25 mph (prima facie) 	Northside: 8' Southside: 8'
Notes: mph = miles per hour		
1. See Attachment C for street classification definitions.		

According to the American Association of State Highway and Transportation Officials' (AASHTO) Policy on Geometric Design of Highway and Streets, a minimum of 155 feet of stopping sight distance is required for a 25 mph roadway.

Analysis

Based on field investigations, to get a clear view of approaching vehicles on Scott Drive, vehicles exiting these driveways have to cross beyond the edge of parked vehicles before receiving the minimum clear lines of sight.

Table 2 summarizes staff's recommendations to achieve the minimum required driveway lines of sight without needing vehicles to encroach beyond the edge of parked vehicles:

Table 2: No parking zone recommendations	
Locations	Proposed additional red curbs
4085 Campbell Ave. (northern driveway)	Northside: 50' new (i.e., 2 space) Southside: 20' new (i.e., 1 space)
4085 Campbell Ave. (southern driveway)	Northside: 8' existing + 50' new (i.e., 2 space) Southside: 8' existing + 40' new (i.e., 2 space)

Next steps

Per Municipal Code Section 11.24.028, if the Commission approves these alterations, any Menlo Park resident, business owner, or property owner may appeal to the City Council in writing within fifteen (15) days after the decision, by Oct. 23. If no appeal is received, work orders will be prepared for implementation.

Impact on City Resources

These alterations will be implemented through the City's signing and striping on-call service contractor or the City's Public Works Department - Maintenance Division.

Environmental Review

These alterations are categorically exempt pursuant to California Environmental Quality Act (CEQA) Guidelines §15301(c) existing facilities.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additional public outreach was achieved by sending notification postcards to businesses/property owners within 500 feet of the proposed “No Parking Zones”. Large posters were also placed at the site prior to the meeting.

Attachments

- A. Resolution – 4085 Campbell Ave. (northern driveway)
- B. Resolution – 4085 Campbell Ave. (southern driveway)
- C. Street Classifications

Report prepared by:
Kevin Chen, Senior Transportation Engineer

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION NO. XXXX

RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF NO PARKING ZONES ADJACENT TO THE 4085 CAMPBELL AVENUE NORTHERN DRIVEWAY LOCATED ON SCOTT DRIVE

WHEREAS, the City of Menlo Park received a request to evaluate the adequacy of driveway sight distance at the 4085 Campbell Avenue northern driveway located on Scott Drive; and,

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

WHEREAS, to achieve at least 155 feet stopping sight distance, no parking zones adjacent to both sides of the driveway on Scott Drive are recommended (i.e., 50 feet of new red curb to the north, 20 feet of new red curb to the south); and,

WHEREAS, California Vehicle Code section 22507 authorizes local jurisdictions to install parking restrictions on local streets; and,

WHEREAS, Section 11.24.026 of the Menlo Park Municipal Code authorizes the Complete Streets Commission to designate no parking zones of up to five spaces outside of the "Downtown/Station Area" in the El Camino Real/Downtown Specific Plan; and,

WHEREAS, the City of Menlo Park, acting by and through its Complete Streets Commission, having considered and been fully advised in the matter and good cause appearing therefore.

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park does hereby authorize the installation of no parking zones adjacent to the 4085 Campbell Avenue northern driveway on Scott Drive, as depicted on Exhibit A.

I, Kevin Chen, City staff liaison to the Complete Streets Commission of Menlo Park, do hereby certify that the above and foregoing Commission Resolution was duly and regularly passed and adopted at a meeting by said Commission on the ninth day of October, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of October, 2024.

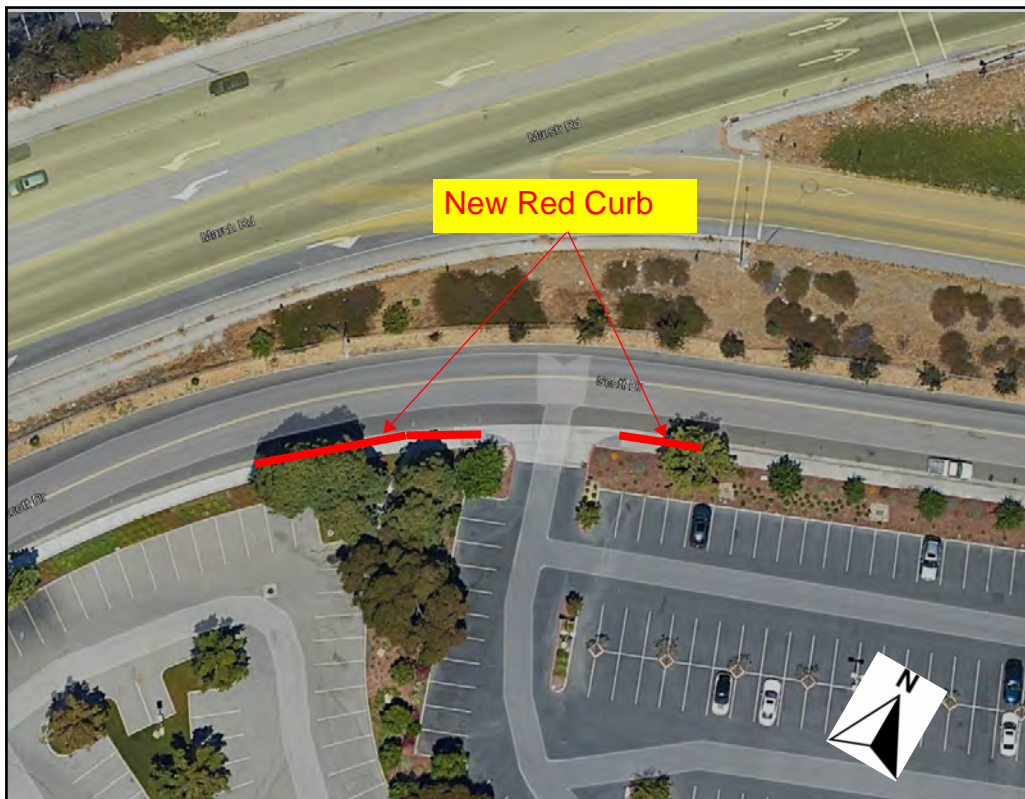
Kevin Chen
Complete Streets Commission Liaison

Exhibit

A. Proposed no parking zones adjacent to the 4085 Campbell Avenue northern driveway



Existing condition at 4085 Campbell Avenue (facing Scott Drive) - Northern driveway



Propose work

RESOLUTION NO. XXXX

RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF NO PARKING ZONES ADJACENT TO THE 4085 CAMPBELL AVENUE SOUTHERN DRIVEWAY LOCATED ON SCOTT DRIVE

WHEREAS, the City of Menlo Park received a request to evaluate the adequacy of driveway sight distance at the 4085 Campbell Avenue southern driveway located on Scott Drive; and,

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

WHEREAS, to achieve at least 155 feet stopping sight distance, no parking zones adjacent to both sides of the driveway on Scott Drive are recommended (i.e., 50 feet of new red curb with 8 feet of existing red curb to the north, 40 feet of new red curb with 8 feet of existing red curb to the south); and,

WHEREAS, California Vehicle Code section 22507 authorizes local jurisdictions to install parking restrictions on local streets; and,

WHEREAS, Section 11.24.026 of the Menlo Park Municipal Code authorizes the Complete Streets Commission to designate no parking zones of up to five spaces outside of the "Downtown/Station Area" in the El Camino Real/Downtown Specific Plan; and,

WHEREAS, the City of Menlo Park, acting by and through its Complete Streets Commission, having considered and been fully advised in the matter and good cause appearing therefore.

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park does hereby authorize the installation of no parking zones adjacent to the 4085 Campbell Avenue southern driveway on Scott Drive, as depicted on Exhibit A.

I, Kevin Chen, City staff liaison to the Complete Streets Commission of Menlo Park, do hereby certify that the above and foregoing Commission Resolution was duly and regularly passed and adopted at a meeting by said Commission on the ninth day of October, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of October, 2024.

Kevin Chen
Complete Streets Commission Liaison

Exhibit

A. Proposed no parking zones adjacent to the 4085 Campbell Avenue southern driveway



Existing condition at 4085 Campbell Avenue (facing Scott Drive) - Southern driveway



Propose work

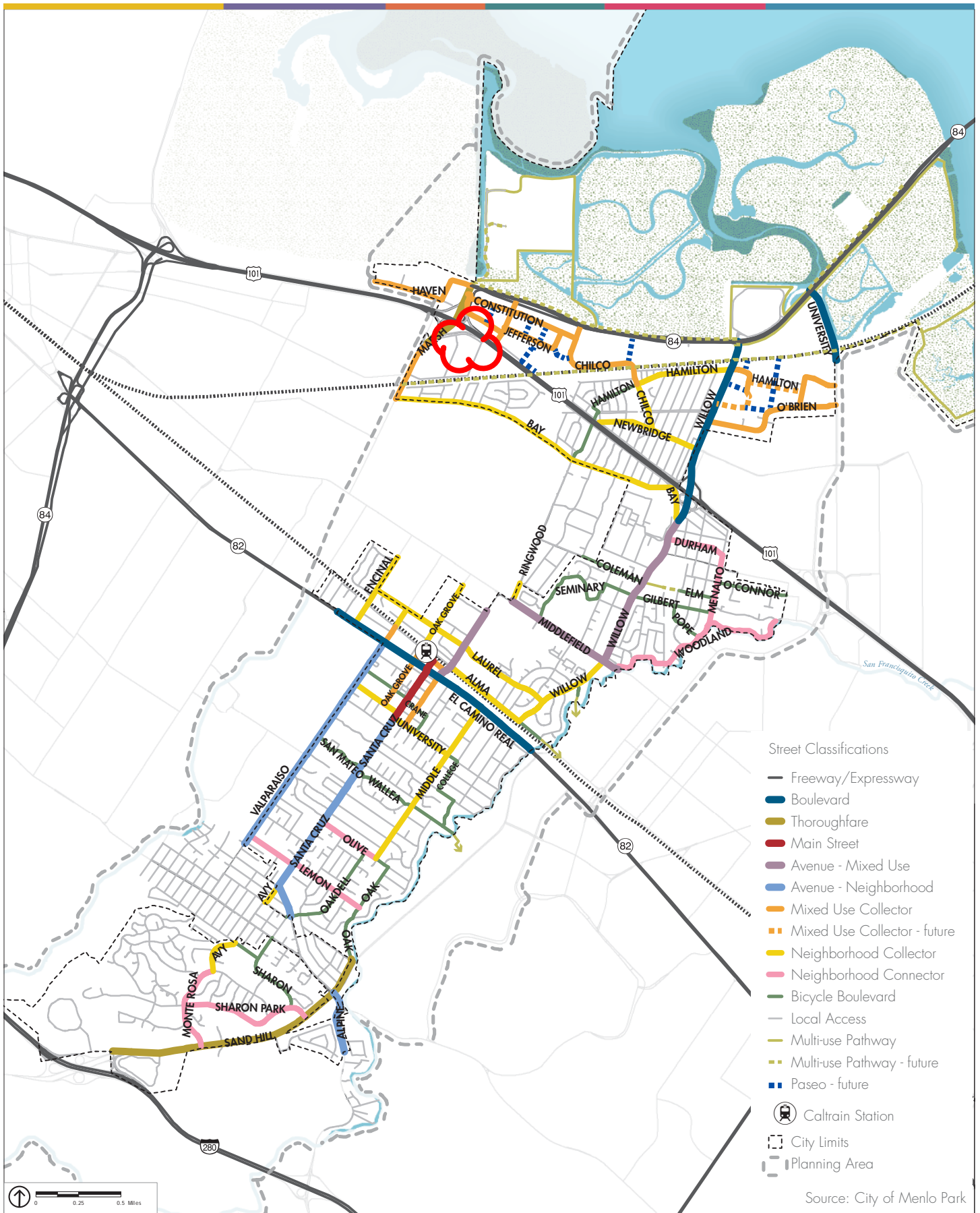


TABLE 1 DESCRIPTION OF STREET CLASSIFICATIONS (CONTINUED)

Classification	Mode Priority	Description and Guidelines	Examples	FHWA Category
Avenue – Neighborhood	Bicycle: ● Pedestrian: ● Transit: ● Vehicle: ●	<i>Streets with residential frontages that serve as a main route for multiple modes.</i> Distributes trips to residential areas. Provides a balanced level of service for vehicles, transit, bicycles, and pedestrians, wherever possible. Bicycle priority is greater along identified bicycle corridors. Pedestrian improvements are comfortable to walk along, and provide safe crossings at designated locations.	Santa Cruz Avenue (south of University Drive), Valparaiso Avenue	Minor Arterial
Mixed-Use Collector	Bicycle: ● Pedestrian: ● Transit: ● Vehicle: ●	<i>Mixed-use street that serves a significant destination.</i> Prioritizes walking and bicycling. Accommodates intra-city trips while also distributing local traffic to other streets and areas.	Chilco St (north of rail corridor), O'Brien Drive, Haven Avenue	Collector
Neighborhood Collector	Bicycle: ● Pedestrian: ● Transit: ● Vehicle: ●	<i>Primarily residential street that serves a significant destination.</i> Prioritizes walking and bicycling. Accommodates intra-city trips while also distributing local traffic to other streets and areas. Accommodating vehicle traffic while ensuring a high quality of life for residents is a key design challenge.	Bay Road, Laurel Street, Hamilton Avenue	Collector
Neighborhood Connector	Bicycle: ● Pedestrian: ● Transit: ○ Vehicle: ●	<i>Low-medium volume residential through street.</i> Primarily serves residential neighborhoods. Provides high quality conditions for walking and bicycling and distributes vehicle, pedestrian, and bicycle trips to and from other streets.	Monte Rose Avenue, Woodland Avenue	Local
Bicycle Boulevard	Bicycle: ● Pedestrian: ● Transit: ○ Vehicle: ●	<i>Low volume residential street, serving mostly local traffic, connecting key bicycle facilities.</i> Provides access primarily to abutting uses. These streets should offer safe and inviting places to walk and bike.	San Mateo Drive, Hamilton Avenue	Local
Local Access	Bicycle: ● Pedestrian: ● Transit: ○ Vehicle: ●	<i>Low volume residential street, serving mostly local traffic.</i> Provides access primarily to abutting uses. These streets should offer safe and inviting places to walk and bike.	San Mateo Drive	Local
Multi-Use Pathway	Bicycle: ● Pedestrian: ● Transit: N/A Vehicle: N/A	<i>Pedestrian and bicycle pathway.</i> Provides priority access to pedestrians and bicycles only, per Caltrans pathway minimum standards. Multi-use pathways feature high-quality crossings where they traverse major roadways.	Bay Trail	N/A

● = High Priority ● = Medium Priority ○ = Low Priority



STAFF REPORT

Complete Streets Commission

Meeting Date: 10/9/2024
Staff Report Number: 24-010-CSC

Regular Business: Provide feedback on the Complete Streets Checklist for the Willow Road (SR-114) Separated Bikeway and Pedestrian Improvements Project

Recommendation

Review and provide feedback on the Complete Streets Checklist (Attachment A) for the Willow Road (SR-114) Separated Bikeway and Pedestrian Improvements project (Project) in order to submit for the Metropolitan Transportation Commission (MTC) Safe Routes to Transit and Bay Trail (SR2TBT) Grant.

Policy Issues

This Project is consistent with the City's 2016 General Plan Circulation Element policies (e.g., CIRC-1.7 and CIR-1.8). This Project is also consistent with Menlo Park's Vision Zero Action Plan (2024), Transportation Master Plan (2020), the City/County Association of Governments (C/CAG) of San Mateo County Comprehensive Bicycle and Pedestrian Plan (2021), and the Caltrans Bay Area Bike Plan (2018). These plans and policies seek to improve comfort and safety of roadway users of all ages and abilities along Willow Road along the project corridor.

Background

MTC released a call for projects for the Regional Measure 3 SR2TBT Grant on July 17. This grant program includes \$150 million in funding over two cycles for projects that improve walking and biking to transit and connections to the San Francisco Bay Trail. The first round of the grant cycle will distribute \$75 million (i.e., a base funding of \$50 million plus \$25 million in reserve) for transformative active transportation projects.

Eligible projects include infrastructure, plans and quick build projects with no maximum limit or local match required. MTC's Complete Street (CS) Policy requires that all projects applying for regional discretionary transportation funding must submit a Complete Streets Checklist to MTC.

MTC's Complete Streets Checklist is used to ensure that projects are consistent with MTC's CS Policy and their goal of accommodating the modes of walking, biking, rolling and using transit within the transportation network. The checklist includes questions on consistency with other plans, location, safety and comfort, design, transit coordination, and equity. One element of the checklist requires the City's BPAC or Complete Streets Commission to review the checklist.

Analysis

The Project proposes to construct Class IV separated bikeways, enhance pedestrian facilities and improve transit operations on Willow Road. The Project limits extend from O'Keefe Street to Bayfront Expressway and will reduce high-stress bicycle conditions and improve pedestrian crossings on Willow Road to create a more accessible, more comfortable, and lower-stress corridor for Menlo Park and East Palo Alto residents,

workers, and visitors, especially residents in the Belle Haven neighborhood (i.e., an equity priority community) nestled between the US 101, Bayfront Expressway (Highway 84), and Willow Road (Highway 114).

Willow Road links people to community resources on both sides of US 101. This Project will tie into recent safety improvements from Caltrans on the Willow Road/US 101 overpass to create a continuous low-stress bikeway with enhanced pedestrian crossings. This Project will also improve the O'Brien Drive and Newbridge Street intersections, which have known safety issues and provide barriers for students and families who must cross Willow Road to reach Belle Haven Elementary School. The school's enrollment boundary extends on both sides of Willow Road and includes both Menlo Park and East Palo Alto residents. Many students must cross Willow Road to reach the school. In addition to directly serving the Belle Haven school community, this Project will also benefit the students and families at ten other (public and private) schools who also use or cross Willow Road.

In addition, SamTrans, AC Transit and Menlo Park shuttles have bus stops along Willow Road. The Project would upgrade existing bus stops to conform with Samtrans and AC Transit's latest design standards for safe and efficient bus circulation.

This Project is a critical link for regional bicycling connections and will provide low-stress connections to multiple trails including the Bay Trail, Dumbarton Bridge Trail, and the Peninsula Bikeway. Connecting these regional trail systems can help encourage mode shifts from vehicles to bicycling and bicycle-transit trip chaining by expanding the low-stress network to serve more destinations.

Impact on City Resources

The estimated cost to complete design and construction for this project is approximately \$14 million. Partial funding for the project is being provided via a grant from the San Mateo County Transportation Authority for \$3.5 million with local matching funds from Transportation Impact Fees of \$3.1 million. If awarded, the grant would fund the remainder of the estimated construction costs. There are no matching funds required by the MTC SR2TBT Grant.

Environmental Review

This action 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.

The proposed Project will undergo required environmental clearance before implementation.

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. Complete Streets Checklist for the Willow Road (SR-114) Separated Bikeway and Pedestrian Improvements Project

Staff Report #: 24-010-CSC

Report prepared by:

Catrine Machi, Senior Transportation Planner

Kristiann Choy, Senior Transportation Engineer

Report reviewed by:

Azalea Mitch, Public Works Director

THIS PAGE INTENTIONALLY LEFT BLANK

Complete Streets Checklist
Implementation of MTC’s Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC’s Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC’s OBAG 2 requirements.)

Requirements

MTC’s CS Policy requires that all projects (with a total project cost of \$250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493** at mtc.ca.gov/planning/transportation/complete-streets.

This form may be downloaded at mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title:
Project Area/Location(s): Attach map if available.

PROJECT DESCRIPTION: (300-word limit)

Please indicate project phase (Planning, PE, ENV, ROW, **CON**, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	Contact Email:	Contact Phone:
Agency:		

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	<p>Does Project implement relevant Plans, or other locally adopted recommendations?</p> <p>Plan examples include:</p> <ul style="list-style-type: none"> • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date.</p> <p>If Project is inconsistent with adopted Plans, please provide explanation.</p>	
2. Active Transportation Network	<p>Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See <i>All Ages and Abilities and Design Guidelines</i> below.</p>	

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	<input type="checkbox"/>	<input type="checkbox"/>	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	<input type="checkbox"/>	<input type="checkbox"/>	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS .	
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	List transit facilities (stop, station, or route) and all affected agencies.	
	B. Have all potentially affected transit agencies had the opportunity to review this project?	<input type="checkbox"/>	<input type="checkbox"/>	Please attach confirmation email from transit operator(s) to email.	

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	<input type="checkbox"/>	<input type="checkbox"/>	Please provide Class designation for bikeways. Cite design standards used.	
6. Equity	Will Project improve active transportation in an Equity Priority Community?	<input type="checkbox"/>	<input type="checkbox"/>	Please list EPC(s) affected.	
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	<input type="checkbox"/>	<input type="checkbox"/>	Please provide meeting date(s) and a summary of comments, if any.	

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	<input type="checkbox"/>

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	<input type="checkbox"/>	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	<input type="checkbox"/>	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	<input type="checkbox"/>	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	<input type="checkbox"/>	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A [CS Checklist Transit Agency Contact List](#) is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:

Title:

Date:

Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

[Designing for All Ages & Abilities, Contextual Guidance for High-Comfort Bicycle Facilities, National Association of Transportation Officials, December 2017](#)

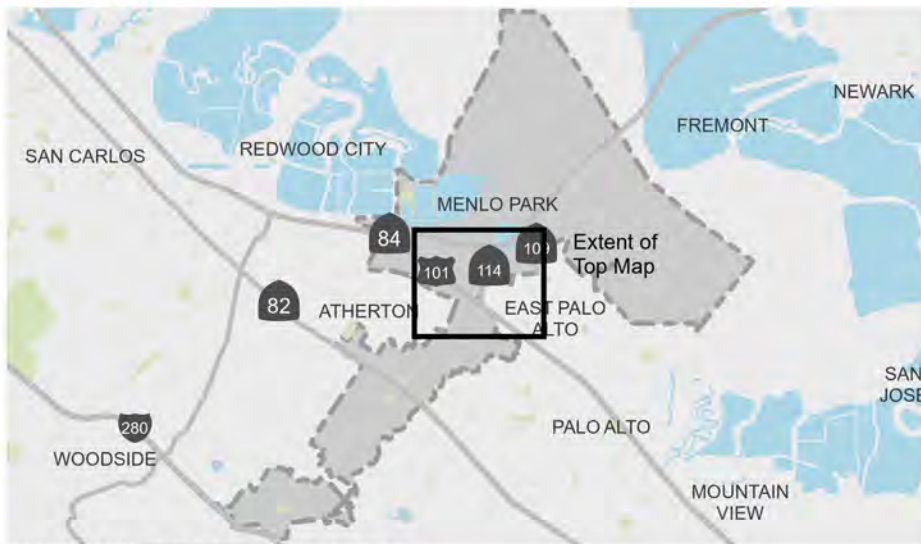
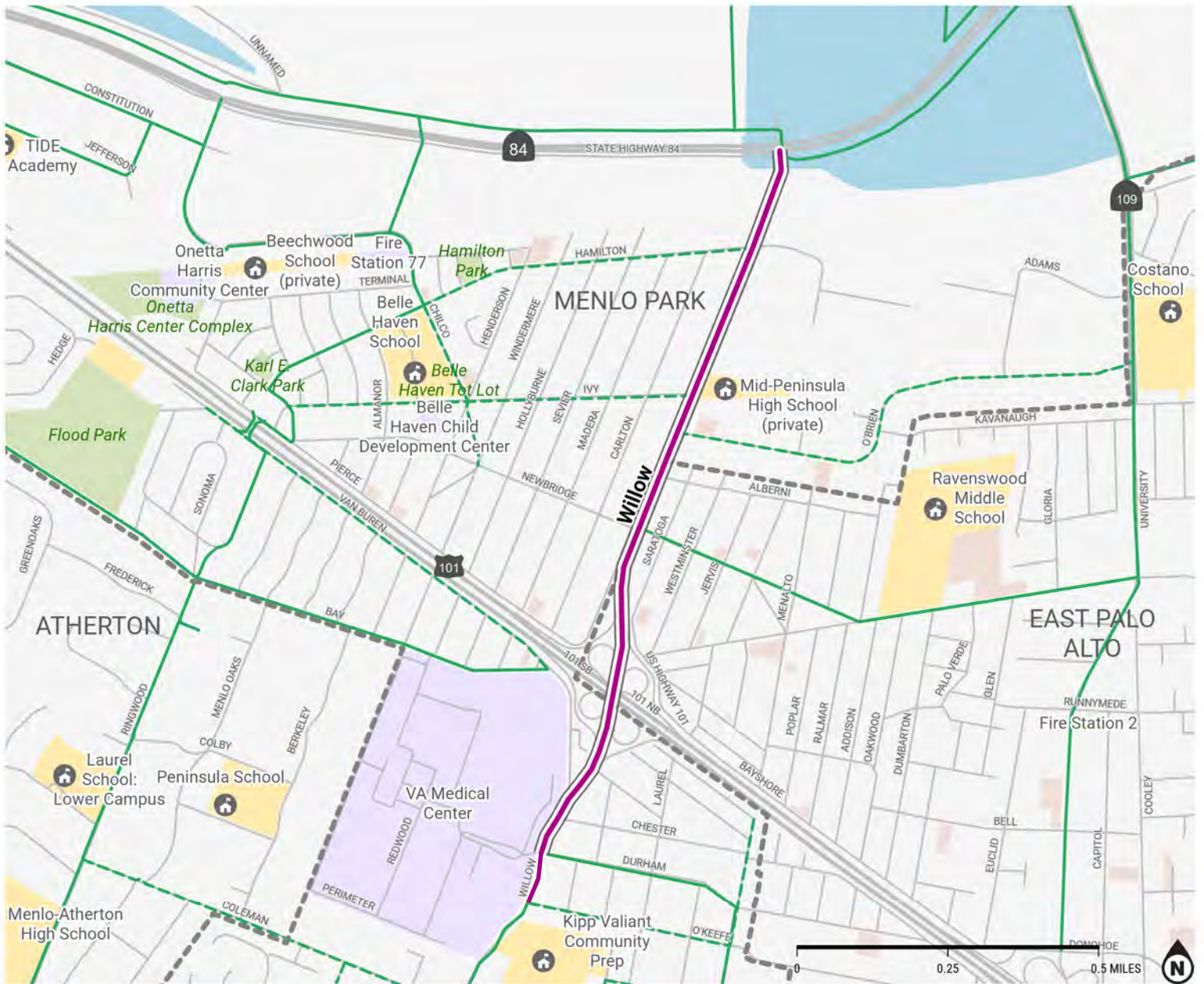
Projects on the AT Network shall incorporate design principles based on designing for “All Ages and Abilities,” contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves “all ages and abilities” is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

Contextual Guidance for Selecting All Ages & Abilities Bikeways				
Roadway Context				All Ages & Abilities Bicycle Facility
Target Motor Vehicle Speed*	Target Max. Motor Vehicle Volume (ADT)	Motor Vehicle Lanes	Key Operational Considerations	
Any		Any	Any of the following: high curbside activity, frequent buses, motor vehicle congestion, or turning conflicts [†]	Protected Bicycle Lane
< 10 mph	Less relevant	No centerline, or single lane one-way	Pedestrians share the roadway	Shared Street
≤ 20 mph	≤ 1,000 – 2,000		< 50 motor vehicles per hour in the peak direction at peak hour	Bicycle Boulevard
≤ 25 mph	≤ 500 – 1,500	Single lane each direction, or single lane one-way	Low curbside activity, or low congestion pressure	Conventional or Buffered Bicycle Lane, or Protected Bicycle Lane
	≤ 1,500 – 3,000			Buffered or Protected Bicycle Lane
	≤ 3,000 – 6,000			Protected Bicycle Lane
	Greater than 6,000	Multiple lanes per direction	Protected Bicycle Lane	
Greater than 26 mph [†]	≤ 6,000	Single lane each direction	Low curbside activity, or low congestion pressure	Protected Bicycle Lane, or Reduce Speed
		Multiple lanes per direction		Protected Bicycle Lane, or Reduce to Single Lane & Reduce Speed
	Greater than 6,000	Any	Any	Protected Bicycle Lane, or Bicycle Path
High-speed limited access roadways, natural corridors, or geographic edge conditions with limited conflicts		Any	High pedestrian volume	Bike Path with Separate Walkway or Protected Bicycle Lane
			Low pedestrian volume	Shared-Use Path or Protected Bicycle Lane

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets*, *Guide for the Development of Bicycle Facilities*, *Guide for the Planning, Design, and Operation of Pedestrian Facilities*; *Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide*.



WILLOW ROAD SEPARATED BIKEWAY AND PEDESTRIAN IMPROVEMENTS

PROJECT AREA
Menlo Park, CA

Project Extent

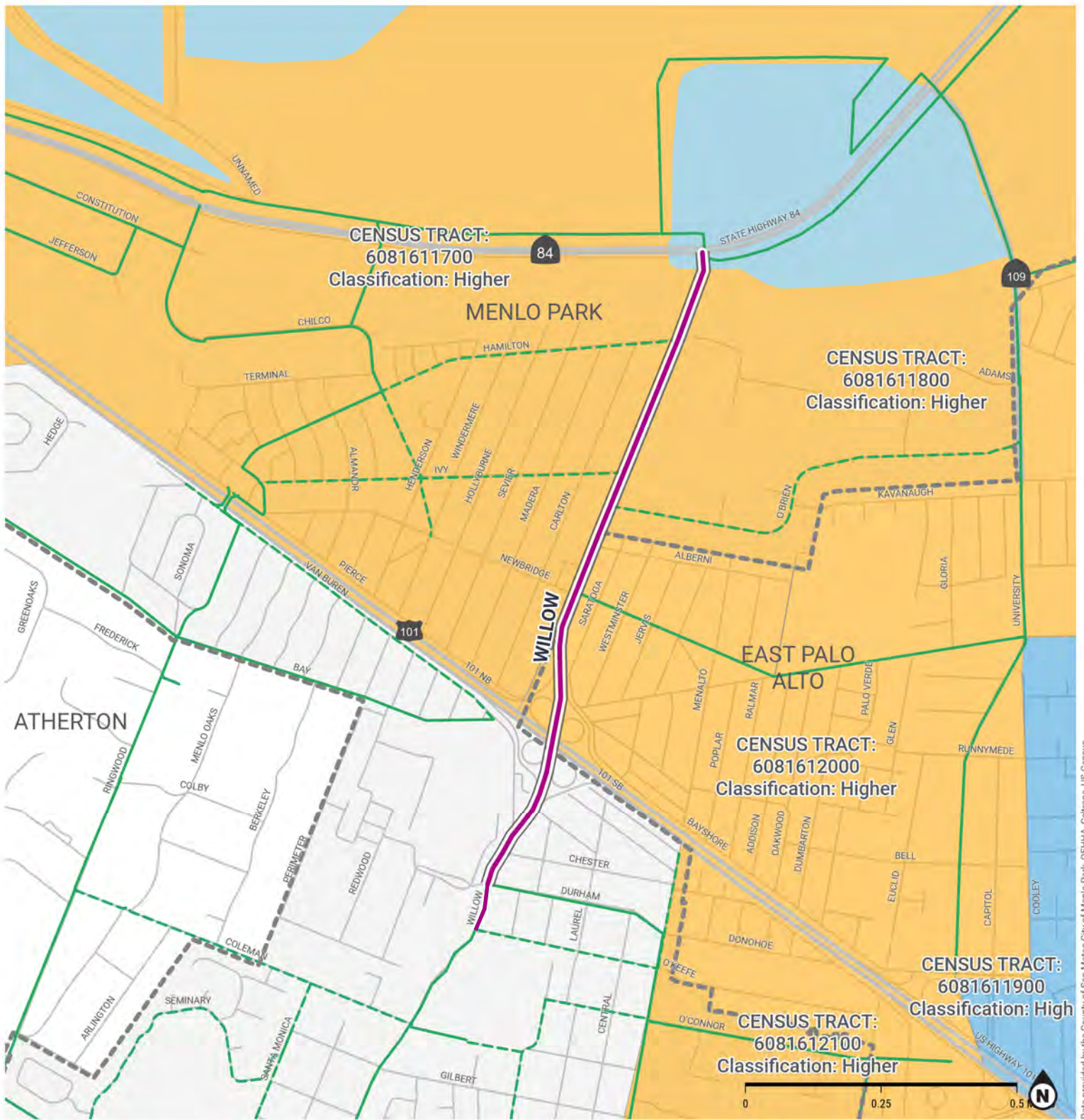
BIKEWAY NETWORK

- Proposed Bike Facilities
- Current Bike Route Network

DESTINATIONS + BOUNDARIES

- School
- Churches
- School Boundary
- Parks
- Public Facilities
- City Boundary

Data provided by the County of San Mateo, City of Menlo Park, Caltrans, US Census.



Data provided by the County of San Mateo, City of Menlo Park, OEHHA, Caltrans, US Census.

EQUITY PRIORITY COMMUNITIES

WILLOW ROAD SEPARATED BIKEWAY AND PEDESTRIAN IMPROVEMENTS
Menlo Park, CA

EQUITY PRIORITY COMMUNITIES

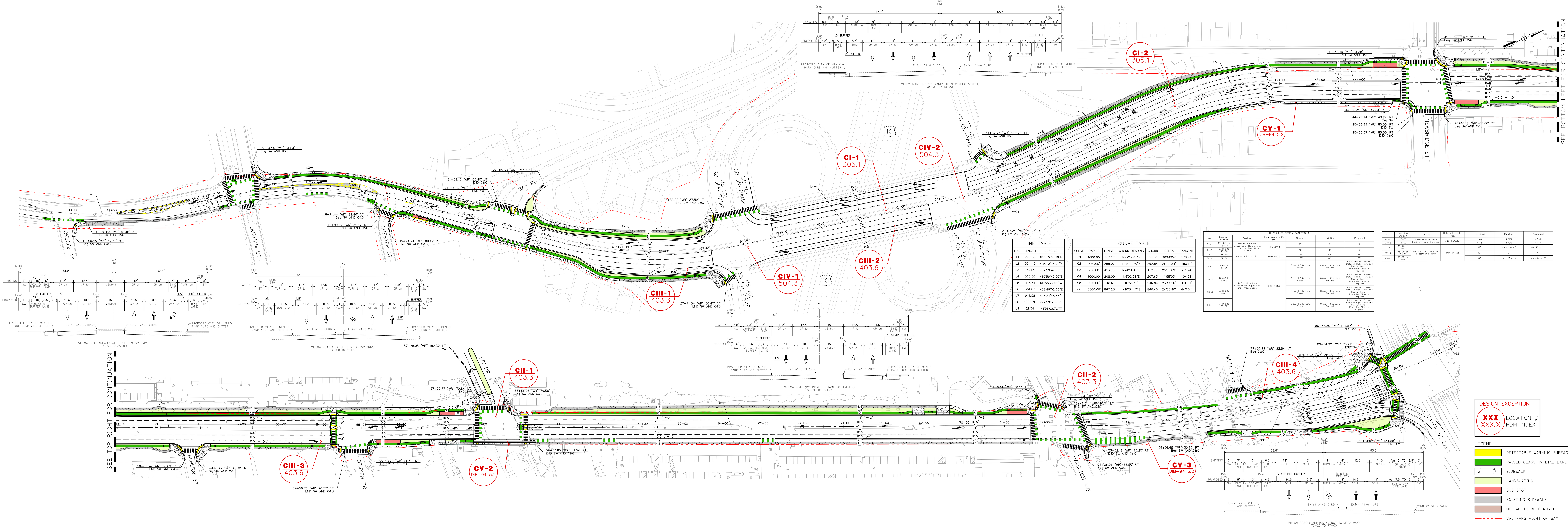
- High
- Higher

BIKEWAY NETWORK

- Current Bike Route Network
- Proposed Bike Facilities

DESTINATIONS + BOUNDARIES

- Project Extent
- School
- City Boundary



LINE TABLE

LINE	LENGTH	BEARING
L1	220.66	N121°03'16"E
L2	334.43	N38°10'36.72"E
L3	152.69	N37°29'48.00"E
L4	565.36	N10°59'40.00"E
L5	415.81	N02°52'00.00"W
L6	351.87	N22°49'02.00"E
L7	918.58	N23°24'48.88"E
L8	1880.70	N22°59'37.06"E
L9	21.54	N1°51'02.72"W

CURVE TABLE

CURVE	RADIUS	LENGTH	CHORD BEARING	CHORD	DELTA	TANGENT
C1	1000.00'	353.16'	N221°7'05"E	351.32'	201°4'04"	178.44'
C2	650.00'	295.07'	N25°10'20"E	292.54'	26°00'34"	150.12'
C3	900.00'	416.30'	N24°44'45"E	412.60'	26°30'09"	211.84'
C4	1000.00'	208.00'	N6°02'08"E	207.63'	11°55'03"	104.38'
C5	600.00'	248.61'	N10°56'51"E	246.84'	23°44'26"	126.11'
C6	2000.00'	867.23'	N10°34'17"E	860.45'	24°30'40"	440.54'

DESIGN EXCEPTIONS

No.	Location Station	Feature	HDM Index, DIB, etc.	Standard	Existing	Proposed
CI-1	335.00 to 335.00	Median Width for Class IV Bike Lane	Index 305.1	12'	8'	8'
CI-2	385.00 to 385.00	Median Width for Class IV Bike Lane	Index 305.1	12'	8'	8'
CI-3	385.00 to 385.00	Median Width for Class IV Bike Lane	Index 305.1	12'	8'	8'
CI-4	385.00 to 385.00	Median Width for Class IV Bike Lane	Index 305.1	12'	8'	8'
CV-1	480.00 to 480.00	Minimum Total Width of Pedestrian Facility	DIB-94 5.2	12'	Var 4' to 12'	Var 4' to 12'
CII-1	403.3	Design Exception	403.3	12'	Var 4' to 12'	Var 4' to 12'
CIII-1	403.6	Design Exception	403.6	12'	Var 4' to 12'	Var 4' to 12'
CIII-2	403.3	Design Exception	403.3	12'	Var 4' to 12'	Var 4' to 12'
CIII-3	403.6	Design Exception	403.6	12'	Var 4' to 12'	Var 4' to 12'
CIII-4	403.6	Design Exception	403.6	12'	Var 4' to 12'	Var 4' to 12'
CV-2	480.00 to 480.00	Minimum Total Width of Pedestrian Facility	DIB-94 5.2	12'	Var 4' to 12'	Var 4' to 12'
CV-3	480.00 to 480.00	Minimum Total Width of Pedestrian Facility	DIB-94 5.2	12'	Var 4' to 12'	Var 4' to 12'

DESIGN EXCEPTION

XXX LOCATION #
XXX.X HDM INDEX

LEGEND

- DETECTABLE WARNING SURFACE
- RAISED CLASS IV BIKE LANE
- SIDEWALK
- LANDSCAPING
- BUS STOP
- EXISTING SIDEWALK
- MEDIAN TO BE REMOVED
- CALTRANS RIGHT OF WAY

WILLOW ROAD CLASS IV BIKE LANE PROJECT LAYOUT DESIGN EXCEPTIONS

SCALE: 1" = 50'

Tentative Complete Streets Commission agenda			
#	Title	Item type	Commission action
1	Comprehensive shuttle study – outreach memo	Informational	No action
2	Comprehensive shuttle study – draft recommendations	Regular	Recommendation
3	Vision Zero Action Plan strategies/program implementation	Regular	Recommendation
4	SamTrans presentation – Active 101 project	Regular	Provide feedback
5	ECR/Middle Avenue intersection improvement	Regular	Recommendation
6	Middlefield Road safe streets project	Regular	Recommendation
7	Vision Zero Implementation Plan – slow street program	Regular	Recommendation

THIS PAGE INTENTIONALLY LEFT BLANK