



REGULAR MEETING MINUTES

Date: 3/13/2024
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 6:34 p.m.

B. Roll Call

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

C. Reports and Announcements

Staff Chen reported out on City Council goal setting workshop.

D. Public Comment

None.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for February 14, 2024

ACTION: Motion and second (Cole/ King), to accept the Complete Streets Commission minutes for February 14, 2024, passed 4-0 (Behroozi absent).

E2. Provide feedback on updates to the transportation impact analysis and transportation demand management policies (Staff Report #24-003-CSC)

Staff Choy made the presentation (Attachment).

- Adina Levin spoke in support of a higher vehicle trip reduction target through transportation mode shift.
- Kevin Rennie spoke in support of a higher vehicle trip reduction target through objective data collection.

The Commission discussed the site access area and evaluation methodology, intersection improvement and transportation demand management (TDM) monitoring examples, the City/County Association of Governments of San Mateo County's responsibilities with future monitoring, transportation management association, connectivity between trip rates, trip reductions and vehicle

miles traveled, TDM targets based on land use types, future opportunity to adjust trip reduction target.

The Commission provided feedback:

- Transportation impact analysis guidelines:
 - Proceed per staff recommendations
- Transportation demand management guidelines:
 - Reach out to neighboring agencies with higher trip reduction targets for feedback.
 - TDM monitoring may sunset after a maximum of twenty years.
 - Provide clarity on transit oriented developments and land use types.
 - Increase vehicle trip reduction targets by 5% or more, where feasible.
 - Prioritize a feasibility assessment for higher vehicle trip reduction rates.

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on the Middle Avenue Complete Streets project and Belle Haven Traffic Calming Plan construction.

G. Committee/Subcommittee Reports

None.

H. Adjournment

Chair Cebrian adjourned the meeting at 8:32 p.m.

Kevin Chen, Senior Transportation Engineer

The background of the slide is a photograph of a brick building with a prominent covered entrance. The building is illuminated from within, and the sky is a deep blue, suggesting dusk. The entrance has a dark wooden frame and is lit with warm, yellow lights. A large, semi-transparent blue banner is overlaid across the middle of the image, containing the title and date.

LEVEL OF SERVICE AND TRANSPORTATION DEMAND MANAGEMENT UPDATES

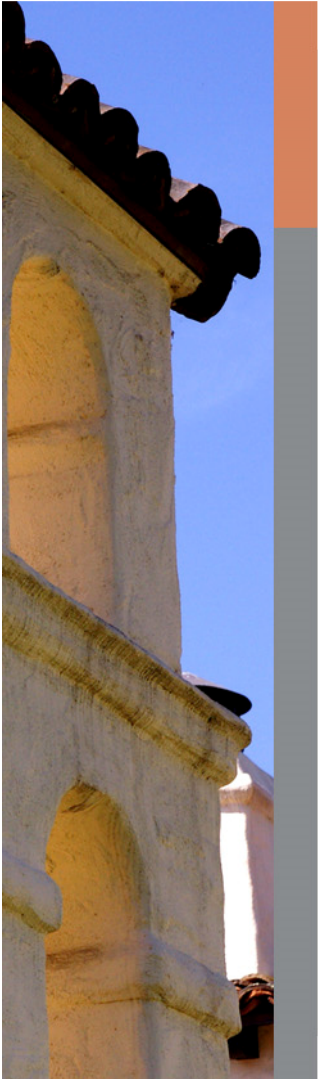
Complete Streets Commission – March 13, 2024



AGENDA

- Policy Context
- Transportation Impact Analysis (TIA) Guidelines
- Transportation Demand Management (TDM) Guidelines
- Requested feedback from Commission

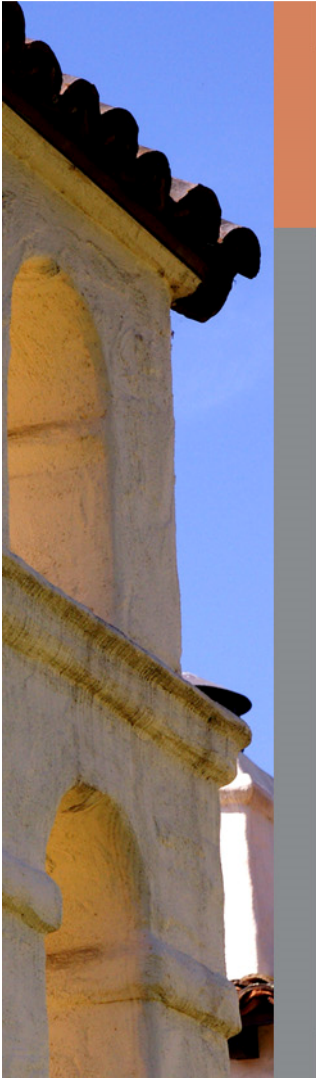




POLICY CONTEXT

- Development can impact key City concerns:
 - Congestion
 - Climate mitigation
 - Safety

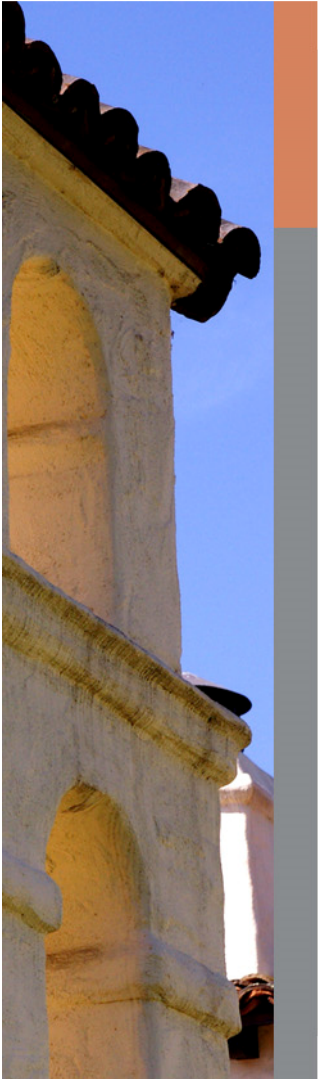
- City policy levers
 - Transportation impact analysis – level of service (LOS) and vehicle miles of travel (VMT)
 - Transportation demand management (TDM) – strategies to reduce automobile trips modes



WHY REVISIT TRAFFIC IMPACT ANALYSIS (TIA) GUIDELINES?



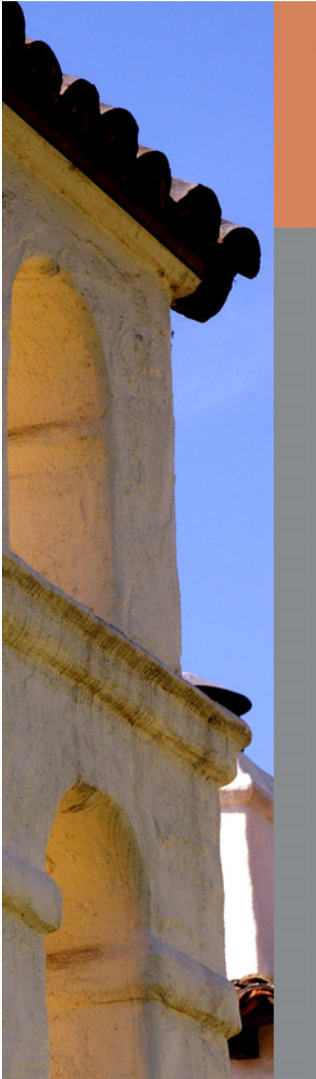
- LOS evaluation tends to recommend adding capacity
- Limited right-of-way means few intersection capacity additions are possible
- Capacity additions do not reduce congestion
 - Traffic increases as quickly as capacity is added
 - Wider intersections can create safety challenges, other impacts
- City Council direction



TIA GUIDELINES

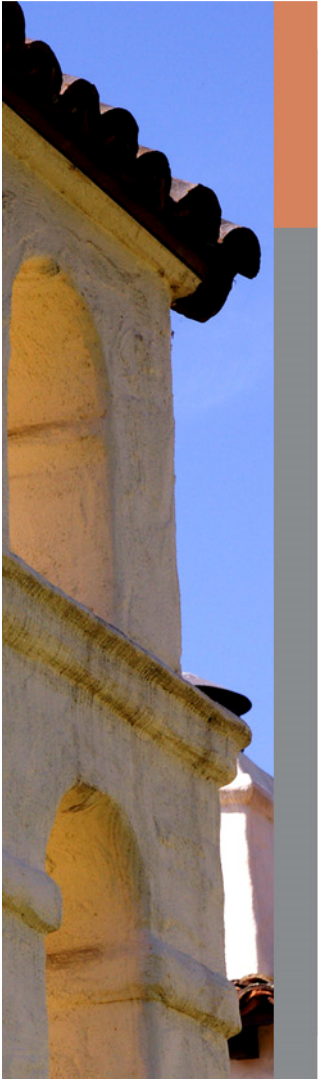
- Main Components
 - VMT analysis including mitigation measures, if required
 - LOS analysis for site access and circulation only
- Transportation Impact Fee is still required





WHY REVISIT TDM GUIDELINES?

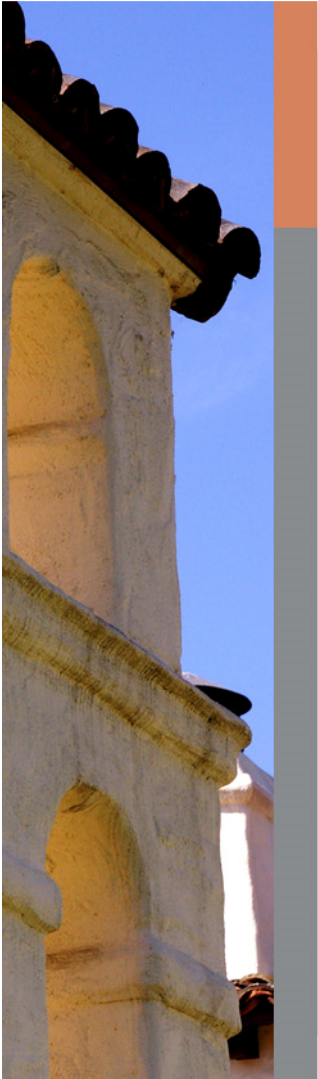
- Inconsistent TDM policy citywide
 - City TDM ordinance in effect for three zoning districts in the Bayfront
- C/CAG TDM policy supersedes existing guidelines; updates would clarify direction on how the TDM ordinance is applied



TDM GUIDELINES

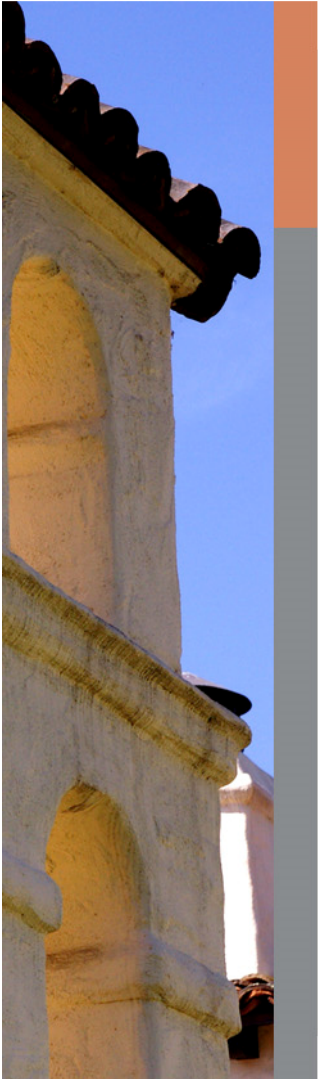
- Updated TDM guidelines to be consistent with C/CAG
- Currently conduct annual monitoring for life of project





NEXT STEPS

- Prepare Circulation Element update for Planning Commission
- Present updated TIA and TDM guidelines to City Council for approval and adoption



REQUESTED FEEDBACK FROM COMMISSION

- TIA Guidelines
- TDM Guidelines
 - Provide feedback on monitoring





THANK YOU