

REGULAR MEETING MINUTES



Date: 5/8/2024
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 Cebrian called the meeting to order at 6:36 p.m.

B. Roll Call

Present: Bailey, Cebrian, Cole, Ierokomos, King, Rascoff
Absent: Altman
Staff: Senior Transportation Engineer Kevin Chen

C. Reports and Announcements

The Commission received reports on City Council actions since the April 10, 2024, Complete Streets Commission meeting.

The Commission received clarification on Middle Avenue Complete Streets Project.

D. Public Comment

None.

E. Regular Business

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

ACTION: Motion and second (Cole/ King), to accept the Complete Streets Commission minutes for April 10, 2024, passed 3-0-3-1 (Bailey, Ierokomos and Rascoff abstaining, Altman absent).

E2. New commissioner onboarding (Attachment)

Staff Chen made the presentation (Attachment).

The Commission discussed participation in task force meetings, commissioner onboarding procedures and commissioner/liaison/resident communication protocols.

E3. Selection of chair and vice chair

Staff Chen introduced the item.

The Commissioner received clarification on roles/responsibilities and selection procedure.

ACTION: By acclamation, the Commission selected Sally Cole to serve as chair and Lizbeth King to serve as vice chair.

F. Informational Items

F1. Update on major project status

The Commission received updates on UC Berkeley Safe Transportation Research and Education Center (SafeTREC) assessments and the Belle Haven Community Campus.

G. Committee/Subcommittee Reports

None.

H. Adjournment

Commissioner Cebrian adjourned the meeting at 8:15 p.m.

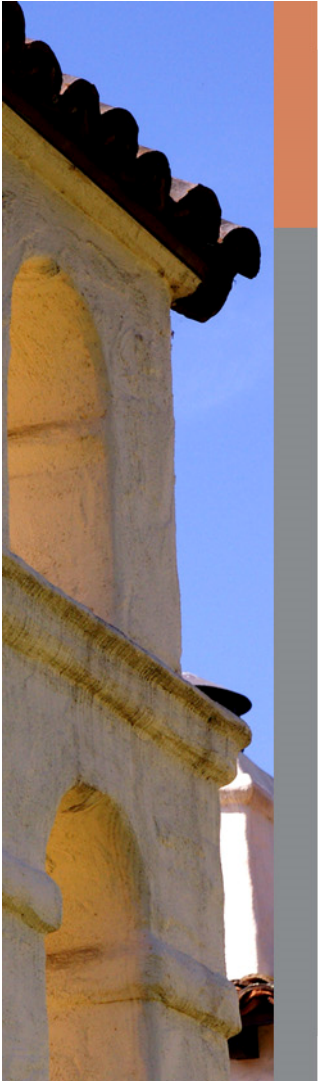
Kevin Chen, Senior Transportation Engineer



COMPLETE STREETS COMMISSION ONBOARDING

May 8, 2024

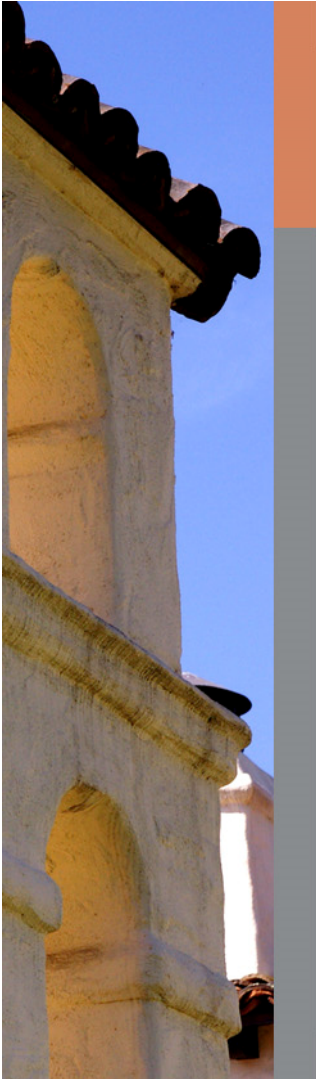
ARRIAGA FAMILY
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AGENDA

- Commission
- Transportation division
- Look ahead

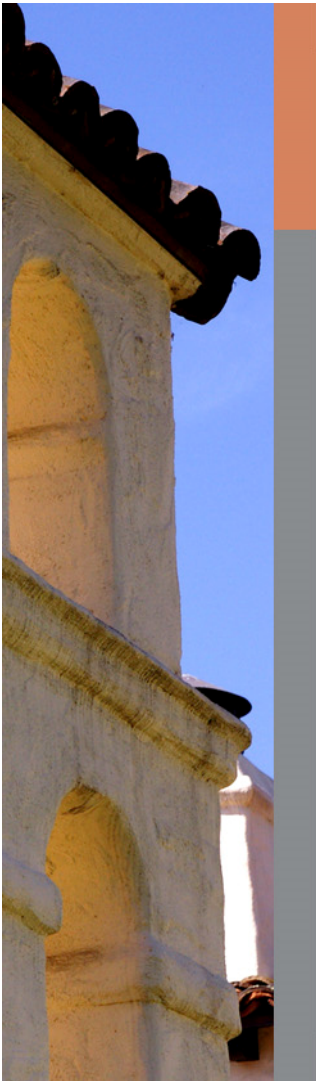




ADVISORY BODY ROLES AND RESPONSIBILITIES

- Assist in achieving City Council priorities
 - hearing public testimony on the City Council’s behalf
 - e.g., through public comment at meetings
 - study referred matters and return recommendations and advice to the City Council
 - forwarding recommendations to the City Council for its consideration
 - e.g., through the advisory body work plan that aligns with city council priorities
- Authorize to designate parking zones (Muni Code 11.24.026)
 - Downtown/Station area: up to three parking spaces
 - Other area: up to five parking spaces
- Conflict of interest

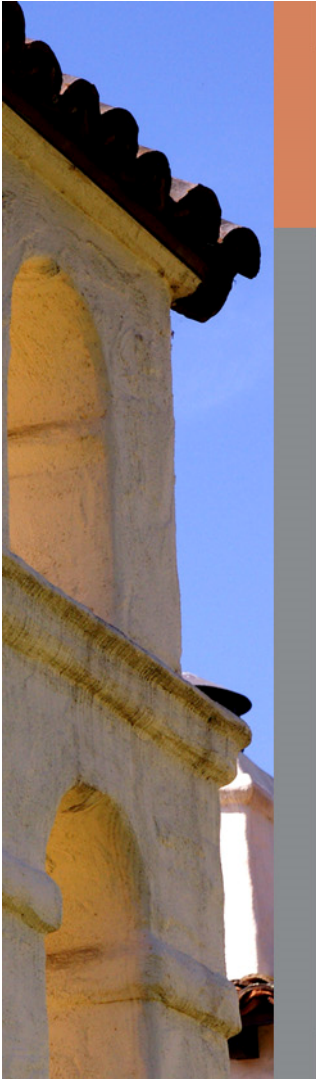




SUBCOMMITTEES (MEMBERS)

- Transportation Corridors Subcommittee (Cole)
- Safe Routes to School Program Evaluation Subcommittee (Cebrian)
- Neighborhood Traffic Management Program Subcommittee (Altman, Cebrian)
- Middle Avenue Complete Streets Project Subcommittee (Cole, King)

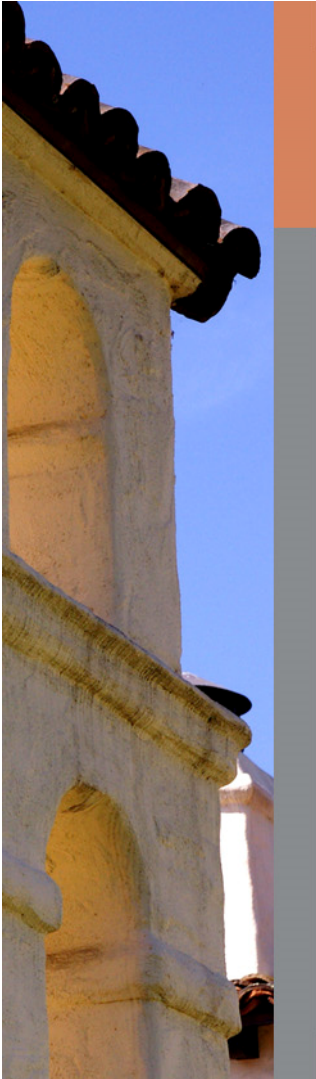




COMMISSION CHAIR AND VICE CHAIR

- Annual selection (May)
- Chair - presiding officer
 - Preserve order and decorum
 - Ensure meeting effectiveness
 - Allow for adequate public participation
- In the chair's absence, the vice chair serves as the presiding officer

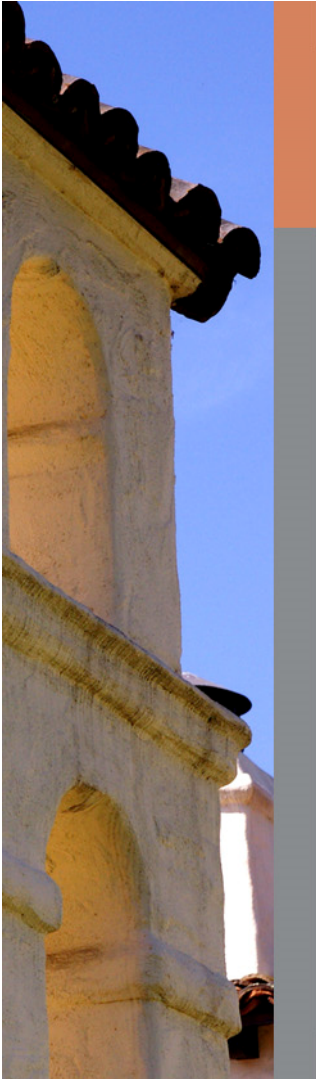




LIAISON

- City Council liaison – Cecilia Taylor
 - Facilitate communication between the City Council and the commission.
- City staff liaison – Kevin Chen
 - Advise the commission on directions and priorities of the City Council
 - Informing the commission of events, activities, policies, programs, etc. occurring within the scope of the commission’s function
 - Ensure agenda items are brought forth in a timely manner

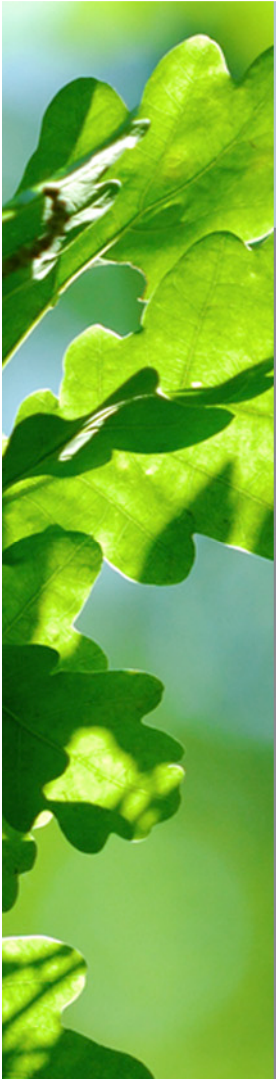




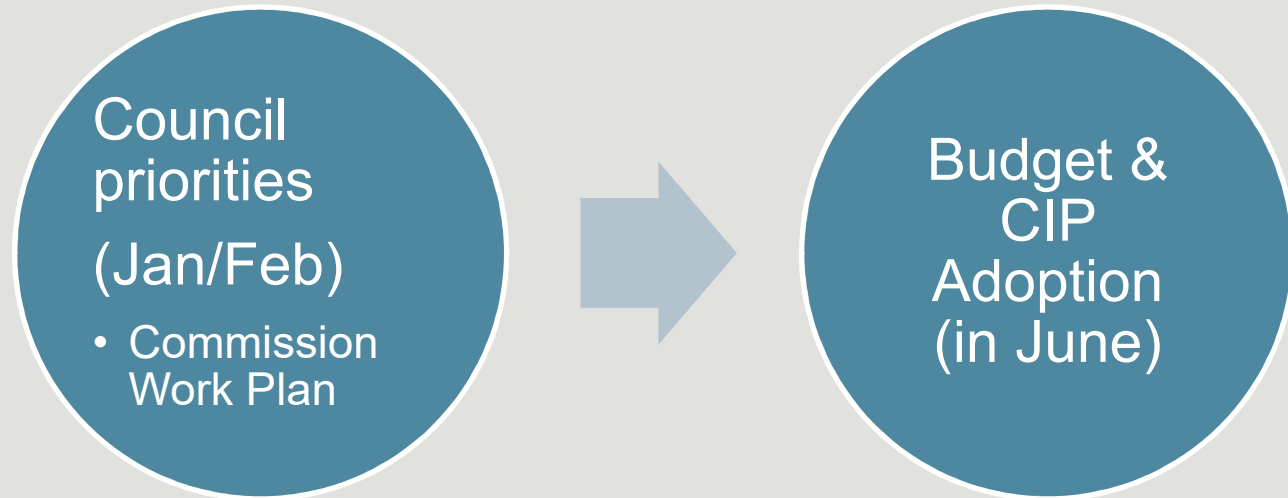
ANNUAL WORK PLAN

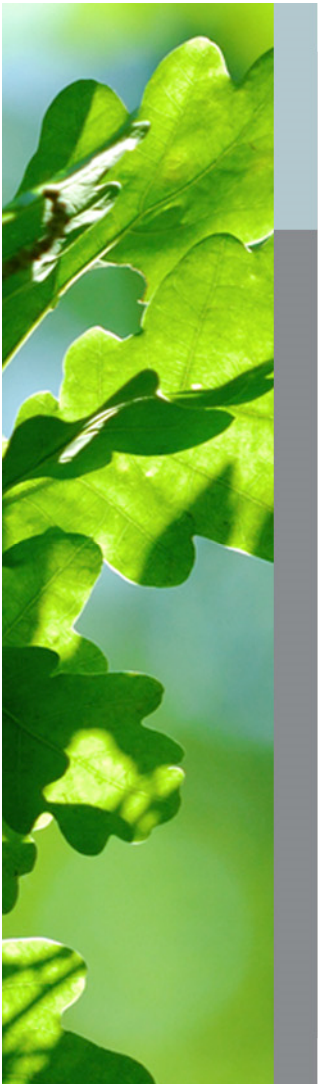
- City Council work plan / priorities
 - Lays foundation for the year
 - Housing, Emergency preparedness, Climate action, Activating downtown, **Safe streets**
- Advisory body work plan
 - Supports the goals set by the City Council
- Work plan process
 - Develop work plan
 - Approve work plan
 - Formally present to City Council (prior to Sept. 30)
 - Report out (at least annually)





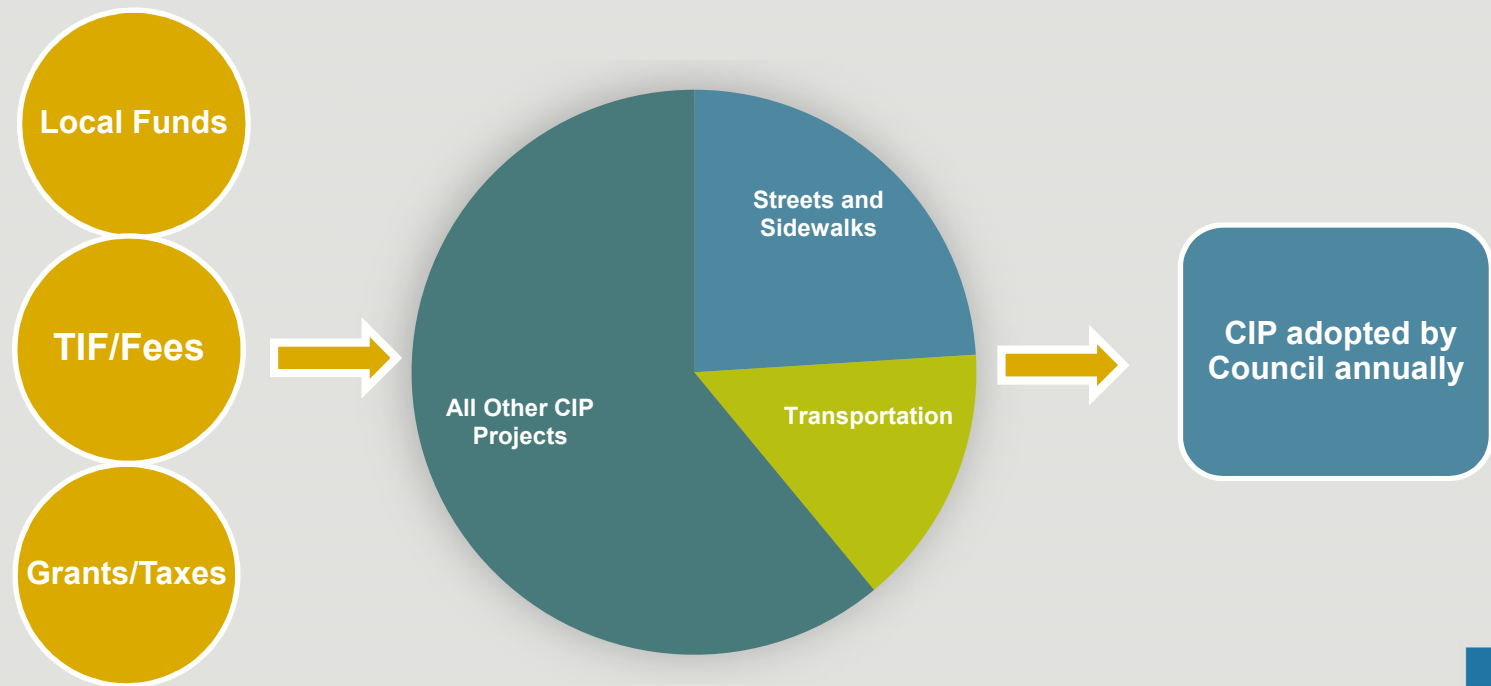
WORK PLANS AND CAPITAL IMPROVEMENT PROGRAM

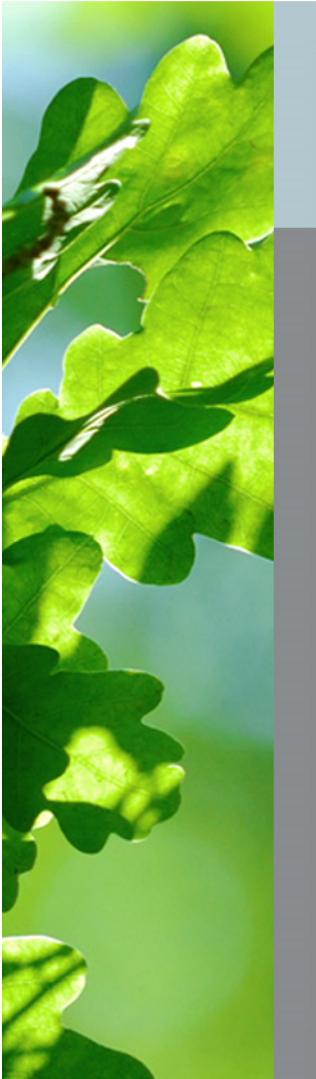




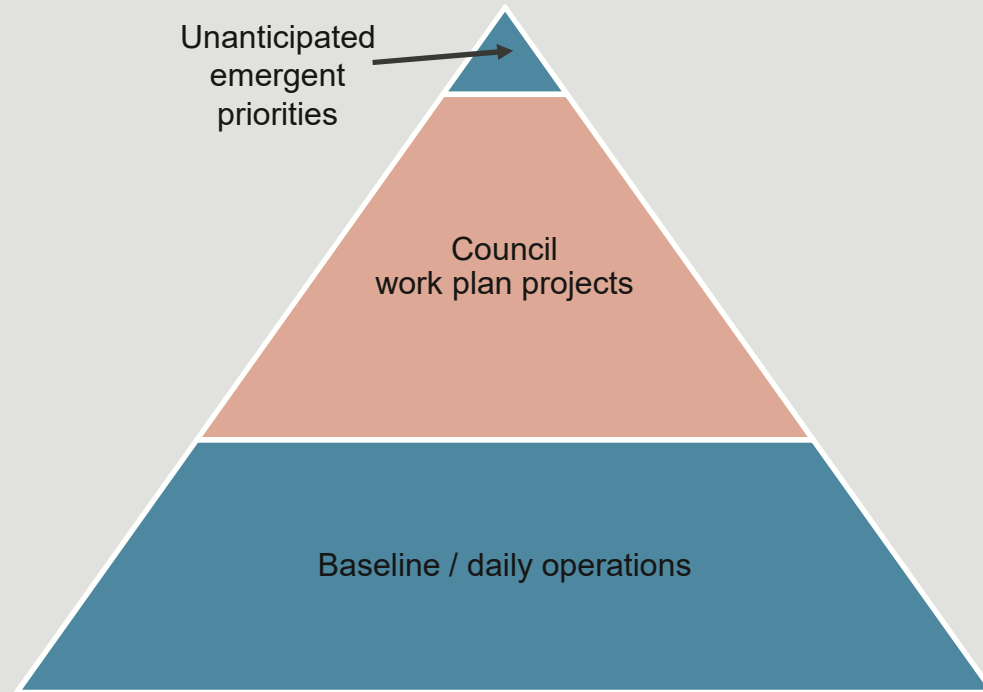
CAPITAL IMPROVEMENT PROGRAM

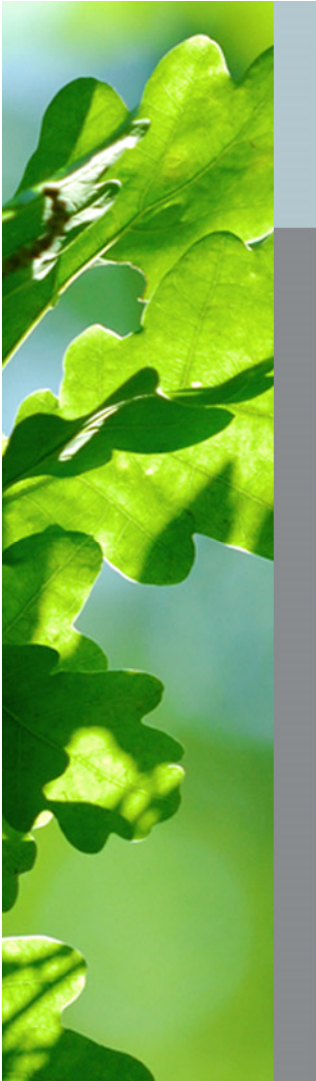
- CIP: short- / long- range plan of existing and new infrastructures





RESOURCE PRIORITIZATION

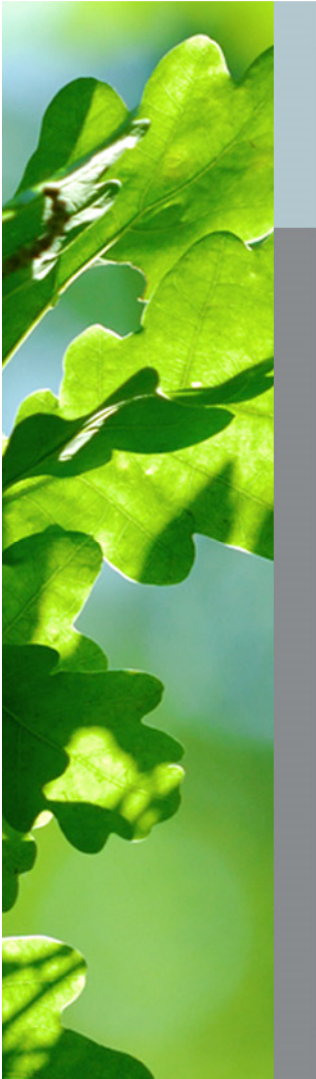




BASELINE / DAILY OPERATIONS

- Traffic control plans and field inspections
- Truck route permits
- Signing & striping maintenance program
- Signal & streetlight maintenance program
- Safe routes to school program
- City shuttle program
- Development reviews

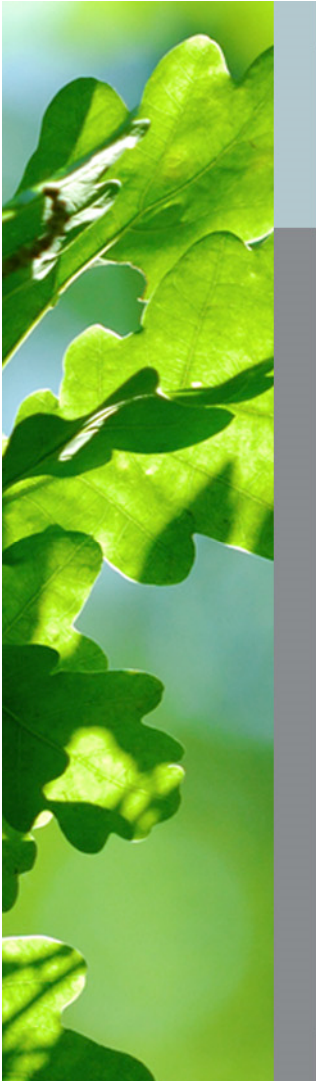




TRANSPORTATION PROJECTS – LEAD

- Belle Haven traffic calming plan (Implementation)
- Caltrain quiet zone (Design)
- El Camino Real / Ravenswood crossing (Design)
- Middle Ave. Complete Streets (Planning/Design)
- Middlefield Road safe streets (Planning)
- Shuttle study (Planning)
- Streetlight high voltage circuit replacement (Implementation)
- Willow Road ped./bike safety project (Planning)

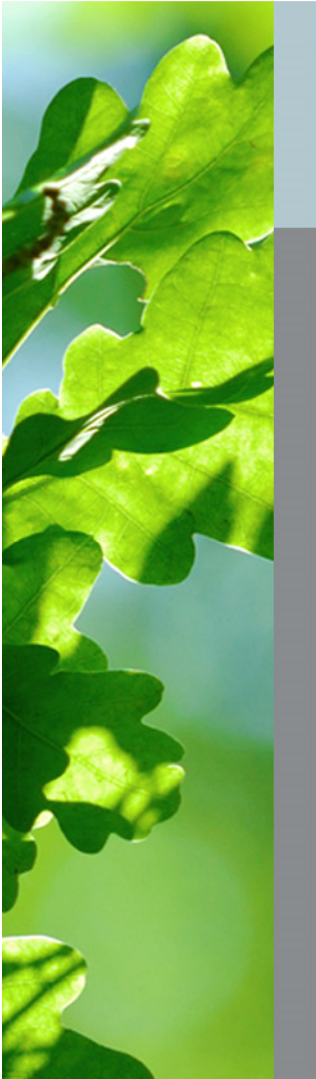
- Caltrain grade separation (Planning)
- Middle Ave. ped./bike Caltrain crossing (Planning/Design)
- Vision Zero Action Plan (e.g., slow streets program)
- Coordination with other agencies (e.g., Coleman-Ringwood study)



PROJECTS – PARTNER

- Annual street improvement program (ped./bike)
- Haven Avenue streetscape improvement (bike lanes)
- Willow Oaks Park improvements (pathway)





LOOKING AHEAD

- Chair and Vice Chair selection
- Commission work plan (July/August)
- Relevant links (Transportation Master Plan, Vision Zero Action Plan)
- Future agenda topics
 - Middlefield Road safe streets
 - Shuttle study
 - Vision Zero implementation plan



THANK YOU

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