

Complete Streets Commission

REGULAR MEETING MINUTES



Date: 6/12/2024
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 6:37 p.m.

B. Roll Call

Present: Altman, Bailey, Cebrian, Cole, Ierokomos, King, Rascoff (Remote – AB 2449 Just Cause)
Absent: None
Staff: Assistant Engineer Matthew Hui, Senior Transportation Engineer Kevin Chen

C. Reports and Announcements

The Commission received reports on City Council actions since the May 8, 2024, Complete Streets Commission meeting.

The Commission received clarifications on Middle Avenue Complete Streets Project, street light luminaire conversion and 4085 Campbell Ave. driveway red curb installation.

D. Public Comment

None.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for May 8, 2024 (Attachment)

ACTION: Motion and second (Cebrian/ Bailey), to accept the Complete Streets Commission minutes for May 8, 2024, passed 5-0-2 (Altman and Rascoff abstaining).

E2. Complete Streets Commission 2024-25 work plan review (Staff Report #24-005-CSC)

Staff Chen made the presentation (Attachment).

The Commission discussed City Council priorities, Commissions goals and responsibilities, scope of development project review, additional projects and policies for the work plan, subcommittee responsibilities and potential text edits.

ACTION: By acclamation, the Commission selected Commissioner Cebrian to attend the Aug. 27 City

Council meeting to report out on the 2023-24 work plan, and Chair Cole to attend the Sept. 24 City Council meeting to present the 2024-25 work plan, if required.

E3. Evaluate Commission subcommittees to support City Council and Commission priorities

The Commission postponed the item to next month.

F. Informational Items

F1. Update on major project status

The Commission received updates on the Belle Haven Traffic Calming Plan construction and Caltrain Electrification service schedule.

G. Committee/Subcommittee Reports

None.

H. Adjournment

Chair Cole adjourned the meeting at 9:06 p.m.

Kevin Chen, Senior Transportation Engineer

The background of the slide is a wide landscape photograph. It shows a river or stream winding through a lush green valley. The sky is filled with large, white and grey clouds, suggesting a bright but slightly overcast day. The foreground shows some dry grass and reeds along the water's edge.

COMPLETE STREETS COMMISSION 2024-25 WORK PLAN

June 12, 2024



AGENDA

- Roles and responsibilities
- Commission work plan process
- City Council goals
- Supporting transportation tasks
- 2023-24 commission work plan and progress
- 2024-25 commission work plan tasks
- Recommendations
- Actions
- Next steps



ROLES AND RESPONSIBILITIES

- Roles
 - Hear public testimony on projects
 - Provide project recommendations to City Council

- Responsibilities
 - “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.”



COMMISSION WORK PLAN PROCESS

- Development
- Commission approval
- City Council adoption (prior to Sept. 30)
- Report out (at least annually, recommended twice a year)



CITY COUNCIL GOALS

- Climate action
- Emergency and disaster preparedness
- Housing
- Safe routes



SUPPORTING TRANSPORTATION TASKS

- Maintain existing transportation assets, continue to integrate safety features into regular repaving and other City-led projects.
- Advance safe, connected multimodal networks by implementing the Transportation Master Plan (TMP).
- As an extension of the TMP, advance safety by implementing Vision Zero Action Plan (VZAP) strategies and programs.
- Review and update key transportation policies and guidelines



2023-24 WORK PLAN AND PROGRESS

Table 1: Commission work plan

Ref #	Goals/priorities	Tasks	Action
1	Transportation Master Plan (TMP)	<ul style="list-style-type: none"> Evaluate key corridors for TMP project prioritization Advise on Middle Avenue Complete Streets Project 	<ul style="list-style-type: none"> Advised on quick-build projects Advised on Middle Avenue Complete Streets Project
2	Development projects	<ul style="list-style-type: none"> Provide input on impact to transportation networks 	<ul style="list-style-type: none"> Advised on Belle Haven Community Campus parking management plan
3	Citywide transportation policies/programs	<ul style="list-style-type: none"> Evaluate driveway stopping sight distance Advise on transportation impact analysis guidelines 	<ul style="list-style-type: none"> Advised on Vision Zero Action Plan Advised on transportation impact analysis guidelines
4	Downtown access programs	<ul style="list-style-type: none"> Improve access and support downtown businesses 	<ul style="list-style-type: none"> El Camino Real SamTrans bus stop relocation (SamTrans-led)
5	Safe Routes to School (SRTS) program	<ul style="list-style-type: none"> Provide guidance for the program 	<ul style="list-style-type: none"> Participated in SRTS Task Force meetings Advised on SRTS program
6	Multimodal and transportation demand management (TDM) programs	<ul style="list-style-type: none"> Advise on regional multimodal and TDM projects 	<ul style="list-style-type: none"> Advised on Coleman-Ringwood report (San Mateo County-led) Advised on TDM guidelines



2024-25 WORK PLAN TASKS

- Ongoing
 - Middle Avenue Complete Streets project pilots
 - Driveway stopping sight distance policy
 - Safe routes to school program
- New
 - Vision Zero Action Plan strategies and programs
 - Middlefield Road Safe Streets project
 - Citywide bike rack inventory (City Council)

RECOMMENDATIONS

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 – ongoing pilots for Nealon Park frontage parking and Blake St. temporary closure and the pedestrian and bicycle rail crossing
 - Advise and make recommendations on the Middlefield Road Safe Streets Project
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
 - Evaluate and recommend bike rack inventory
 - Advise Vision Zero strategies and programs implementation
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 Participate in the Safe Routes to School program task force meetings
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.



ACTIONS

- Review relined work plan
- Confirm ongoing and new tasks
- Designate a commissioner for presentation
 - Aug. 27: report out on current 2023-24 work plan
 - Sept. 24: present on 2024-25 work plan, if required



NEXT STEPS

- CSC approval (July/August)
- City Council adoption (September)



THANK YOU



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)

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