

# Complete Streets Commission

## REGULAR MEETING MINUTES



**Date:** 10/9/2024  
**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 6:33 p.m.

#### B. Roll Call

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

#### C. Reports and Announcements

The Commission received reports on City Council actions since the Aug. 14 Complete Streets Commission meeting.

The Commission received information on Caltrain electrification service and FLOCK fixed automated license plate readers.

#### D. Public Comment

- Bill Kirsch spoke in support of implementing traffic calming measures on Partridge Avenue and in the Allied Arts neighborhood.

#### E. Regular Business

E1. Accept the Complete Streets Commission minutes for August 14, 2024 (Attachment)

**ACTION:** Motion and second (Bailey/ Ierokomos), to accept the Complete Streets Commission minutes for August 14, 2024, passed 5-1-1 (King abstaining, Rascoff absent).

E2. Adopt resolutions to install no parking zones at 4085 Campbell Ave. fronting Scott Drive (Staff Report #24-009-CSC)

Staff Chen made the presentation (Attachment).

The Commission discussed the evaluation roadway speed, safety project prioritization process, parking demand and capacity in the business district and the outreach process.

**ACTION:** Motion and second (Cebrian/ King), to adopt resolutions to install no parking zones at 4085 Campbell Ave. fronting Scott Drive, passed 5-1-1 (Altman dissenting, Rascoff absent).

- 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)

Staff Machi made the presentation (Attachment).

The Commission discussed Caltrans' roles and responsibilities, grant timelines, Class IV bike lanes design qualifications, street cleaning, bike connection gap from O'Keefe Street to Durham Street and coordination with nearby development projects.

**ACTION:** Motion and second (Cole/ Bailey), to approve the Complete Streets Checklist for the Willow Road Separated Bikeway and Pedestrian Improvements Project, passed 6-0-1 (Rascoff absent).

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

The Commission continued this item to a future meeting.

#### **F. Informational Items**

- F1. Update on major project status

The Commission received updates on ongoing project grant timelines, Nealon Park parking construction, Caltrain quiet zone project, El Camino Real crossing improvements, ongoing San Mateo County projects, and upcoming citywide activities/ events.

- F2. Tentative Complete Streets Commission agenda

#### **G. Committee/Subcommittee Reports**

The Commission received information about a previous meeting with an Environmental Quality Commission subcommittee on transportation projects with environmental benefits.

#### **H. Adjournment**

Chair Cole adjourned the meeting at 8:14 p.m.

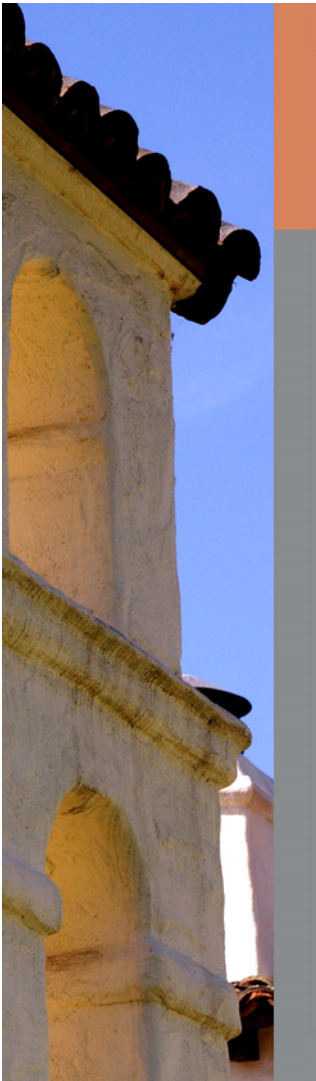
Kevin Chen, Senior Transportation Engineer



# ADOPT RESOLUTIONS TO INSTALL NO PARKING ZONES AT 4085 CAMPBELL AVENUE

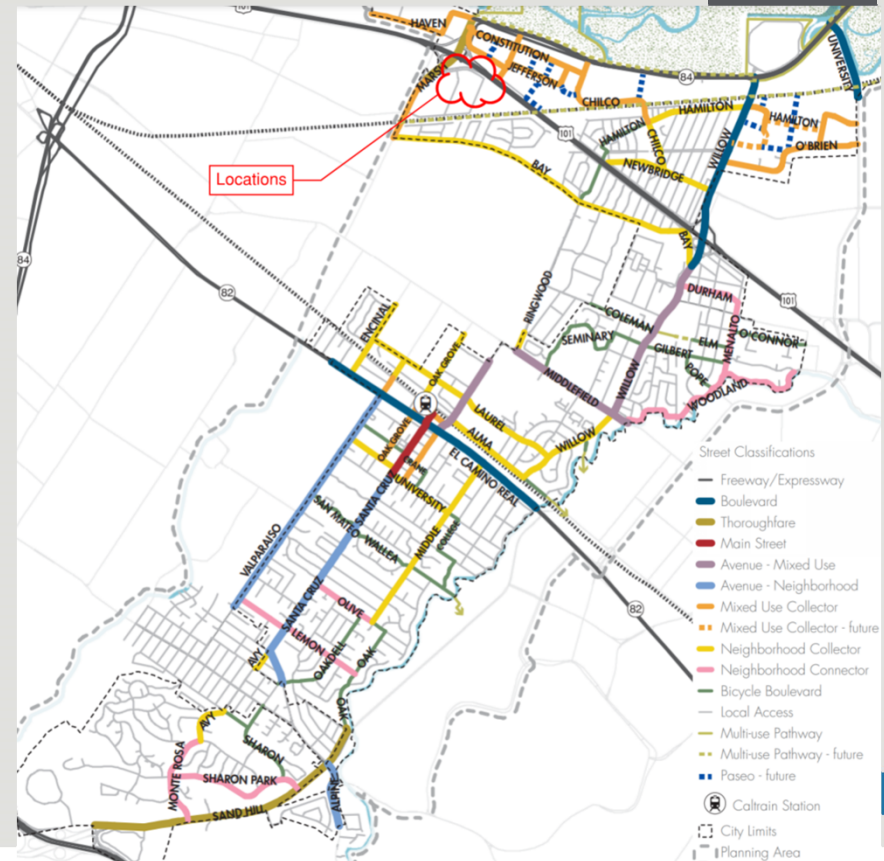
Complete Streets Commission Meeting: October 9, 2024

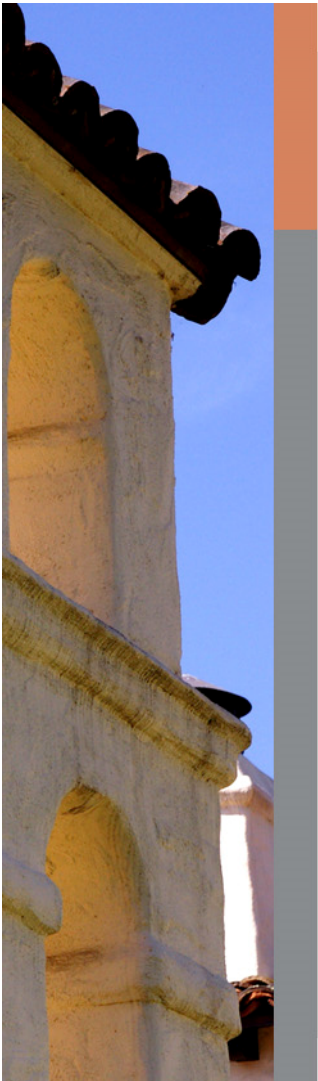
ARRIAGA FAMILY  
GYMNASIUM



## AGENDA

- Background
- Evaluation
- Recommendations

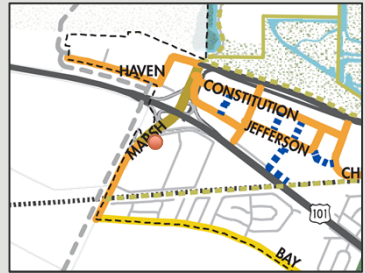


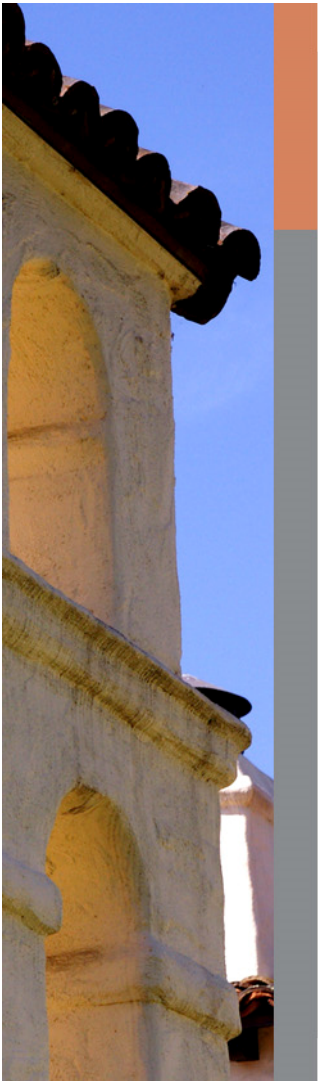


# BACKGROUND (4085 CAMPBELL AVE – NORTHERN DRIVEWAY)



View from Scott Drive

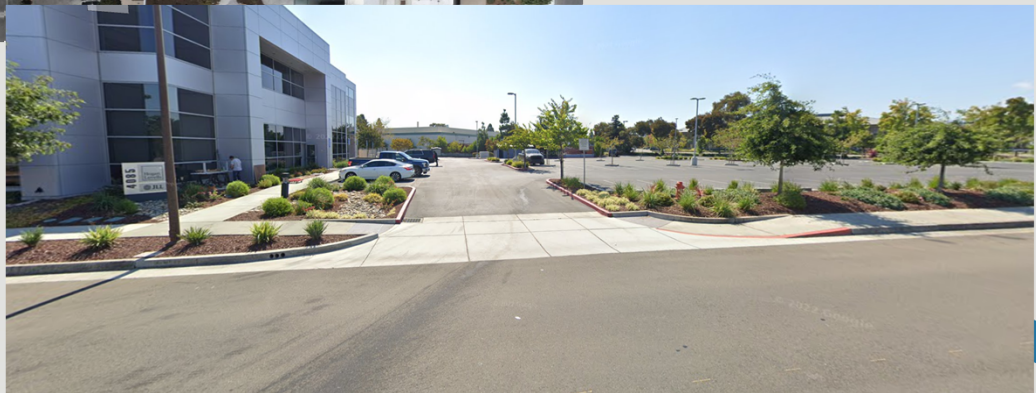
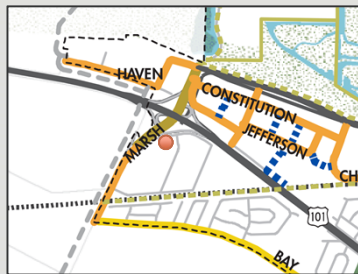




# BACKGROUND (4085 CAMPBELL AVE – SOUTHERN DRIVEWAY)



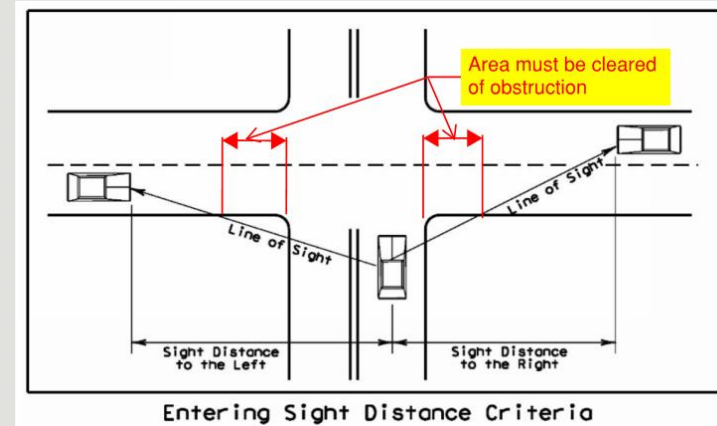
View from Scott Drive



## BACKGROUND

- Minimum stopping sight distance for 25 mph: 155 feet

US Customary				
Design speed (mph)	Brake reaction distance (ft)	Braking distance on level (ft)	Stopping sight distance	
			Calculated (ft)	Design (ft)
15	55.1	21.6	76.7	80
20	73.5	38.4	111.9	115
25	91.9	60.0	151.9	155
30	110.3	86.4	196.7	200
35	128.6	117.6	246.2	250
40	147.0	153.6	300.6	305
45	165.4	194.4	359.8	360
50	183.8	240.0	423.8	425
55	202.1	290.3	492.4	495
60	220.5	345.5	566.0	570
65	238.9	405.5	644.4	645
70	257.3	470.3	727.6	730
75	275.6	539.9	815.5	820
80	294.0	614.3	908.3	910





## EVALUATION (C)

- Existing line of sight

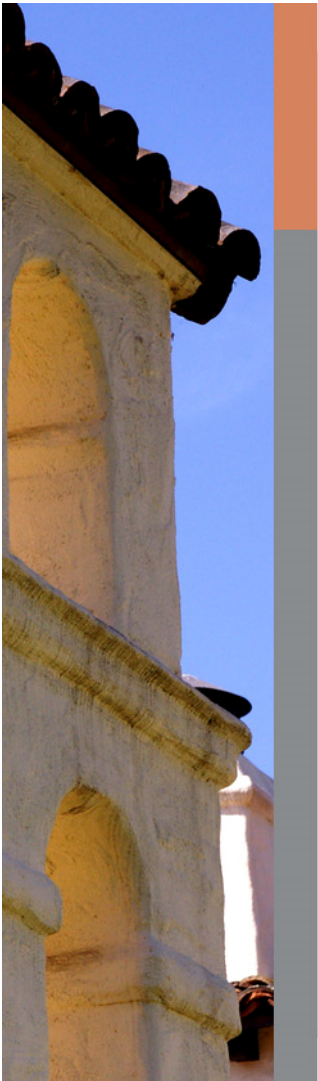


Left of driveway



Right of driveway





## EVALUATION (4085 CAMPBELL AVE – SOUTHERN DRIVEWAY)



- Existing line of sight



Left of driveway

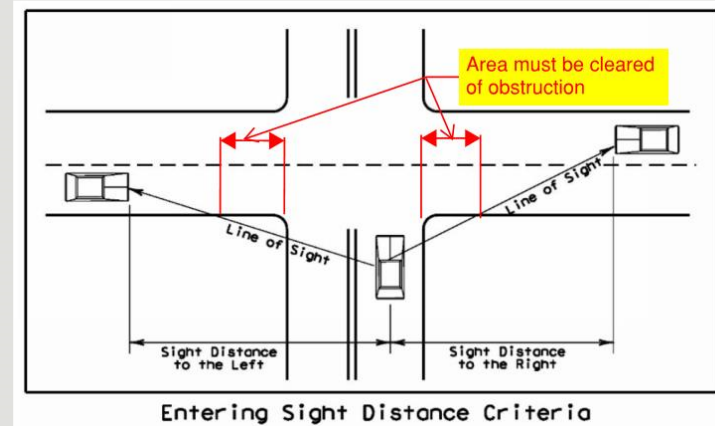


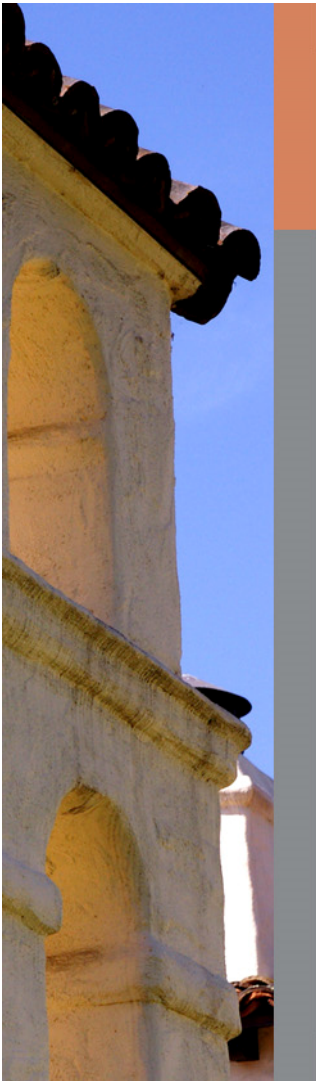
Right of driveway

## EVALUATION

- Current speed: 25 mph
- 155 feet of stopping sight distance needed

US Customary				
Design speed (mph)	Brake reaction distance (ft)	Braking distance on level (ft)	Stopping sight distance	
			Calculated (ft)	Design (ft)
15	55.1	21.6	76.7	80
20	73.5	38.4	111.9	115
25	91.9	60.0	151.9	155
30	110.3	86.4	196.7	200
35	128.6	117.6	246.2	250
40	147.0	153.6	300.6	305
45	165.4	194.4	359.8	360
50	183.8	240.0	423.8	425
55	202.1	290.3	492.4	495
60	220.5	345.5	566.0	570
65	238.9	405.5	644.4	645
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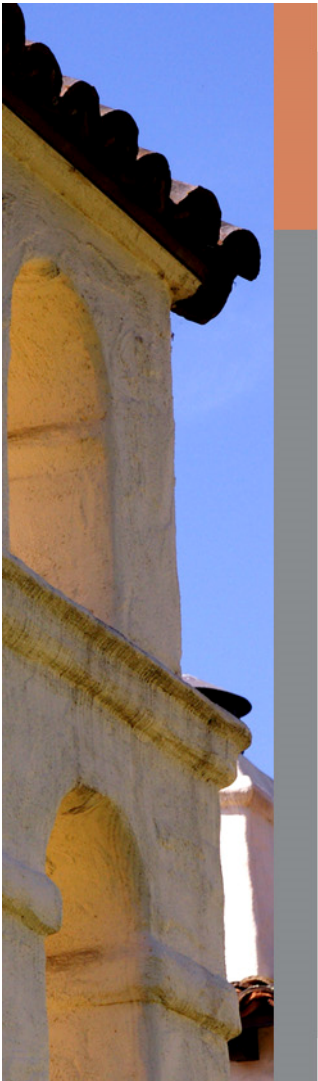


## RECOMMENDATIONS (4085 CAMPBELL AVE – NORTHERN DRIVEWAY)



- North side: 50' new red curb (i.e., 2 parking space)
- South side: 20' new red curb (i.e., 1 parking space)





## RECOMMENDATIONS (4085 CAMPBELL AVE – SOUTHERN DRIVEWAY)

- North side: 8' existing + 50' new red curb (i.e., 2 parking space)
- South side: 8' existing + 40' new red curb (i.e., 2 parking space)





## NEXT STEPS

- 15-day appeal period
- Implementation schedule

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)



**THANK YOU &  
QUESTIONS**



# COMPLETE STREETS CHECKLIST FOR THE WILLOW ROAD (SR-114) SEPARATED BIKEWAY AND PEDESTRIAN IMPROVEMENTS PROJECT

Complete Streets Commission – October 9, 2024

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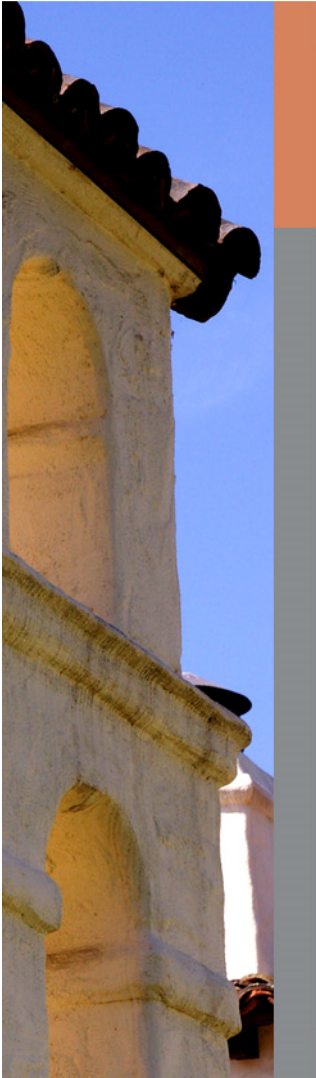


# AGENDA

- Background
- Checklist
- Requested feedback from Commission





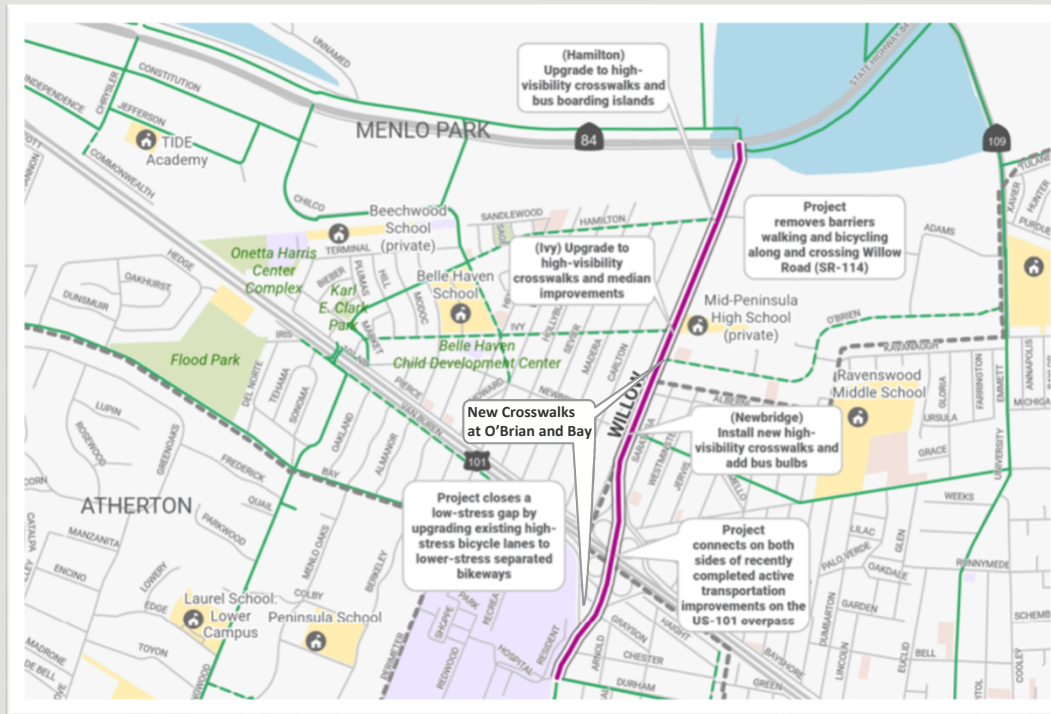


## BACKGROUND

- Metropolitan Transportation Commission (MTC) released a call for projects for the Regional Measure 3 Safe Routes To Transit Bay Trail (SR2TBT) Grant
  - \$150 million for projects that improve biking and walking to transit and connections to the Bay Trail, \$75 million for the first round grant cycle
  - Eligible projects include infrastructure, plans and quick build projects
  - No max limit or local match required
  
- Complete Streets Checklist
  - Required for every project applying for regional discretionary transportation funding
  - The checklist requires the City’s BPAC or Complete Streets Commission review
  - Used to ensure that projects are consistent with the MTC’s CS Policy and goal of accommodating the modes of walking, biking, rolling and using transit within the transportation network.



## CURRENT STATUS



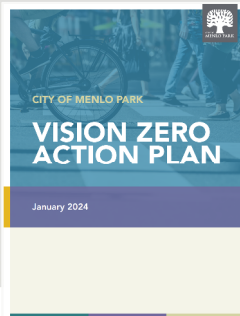
Working with Caltrans, SMCTA and consultant team on preliminary design.

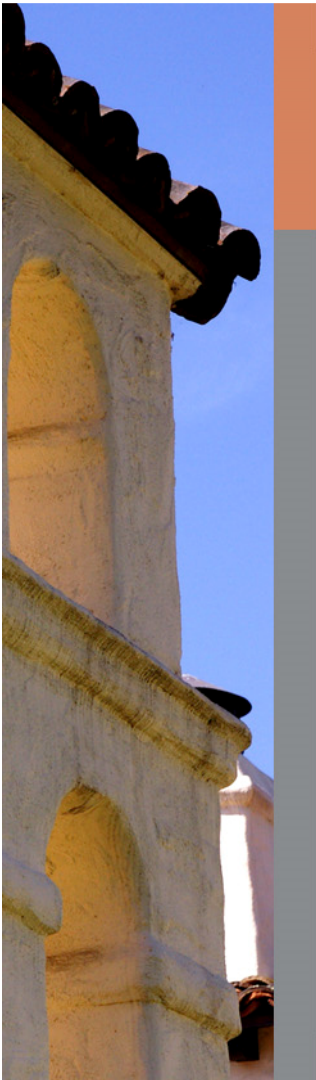


# CHECKLIST

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. <b>Bicycle, Pedestrian and Transit Planning</b>	<p>Does Project implement relevant Plans, or other locally adopted recommendations?</p> <p>Plan examples include:</p> <ul style="list-style-type: none"> <li>• City/County General + Area Plans</li> <li>• Bicycle, Pedestrian &amp; Transit Plan</li> <li>• Community-Based Transportation Plan</li> <li>• ADA Transition Plan</li> <li>• Station Access Plan</li> <li>• Short-Range Transit Plan</li> <li>• Vision Zero/Systematic Safety Plan</li> </ul>	<input checked="" 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>	

This project is directly recommended in four plans. Both the Class IV recommendation and multiple intersection improvements are recommended in Menlo Park's Vision Zero Action Plan (2024), Transportation Master Plan (2020) and the Class IV is recommended in the C/CAG San Mateo Countywide Bicycle and Pedestrian Plan (2021) and the Caltrans District 4 Bay Area Bike Plan (2018).





# CHECKLIST

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the <a href="#">MTC Complete Streets webpage</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See <i>All Ages and Abilities Design Guidelines</i> below.	

This project will install Class IV separated bikeways on Willow Road. Class IV facilities are the appropriate facility type based on roadway characteristics per the All Ages and Abilities Guide.

The project will also improve intersection crossings at multiple locations along the corridor, enhancing the safety of crossings and turning on the corridor for people bicycling.



# CHECKLIST

Topic	CS Policy Consideration	YES	NO	Required Description	Description
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The <a href="#">Bay Area Vision Zero System</a> may be a resource.	Willow Road is identified as a High Collision Corridor in the Menlo Park Vision Zero Action Plan (2024). The southern portion of this project is located on the San Mateo County Youth High Injury Network, developed by C/CAG and the San Mateo County Office of Education. Willow Road is an important safe routes to school corridor serving multiple schools in the area, including Belle Haven Elementary.

Figure 5: High Collision Corridors



Willow Road averages about 3 bicycle- and 3 pedestrian-involved collisions per year. Most of these collisions occurred at marked crossing locations.

This project will install Class IV separated bikeway, providing physical separation between people bicycling and driving. The project will also install new and upgrade multiple crosswalks to high-visibility crosswalks. The project will expand the pedestrian island at Ivy Drive and provide signal timing enhancements (like lead pedestrian intervals) at signalized locations.

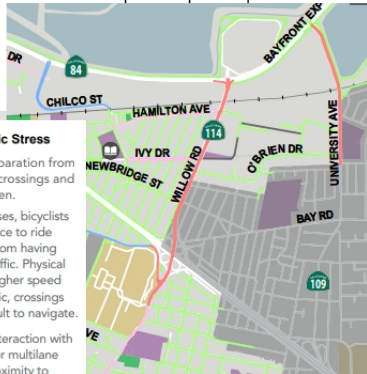


# CHECKLIST

Topic	CS Policy Consideration	YES	NO	Required Description	Description
3. Safety and Comfort	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's <a href="#">LTS</a> .	

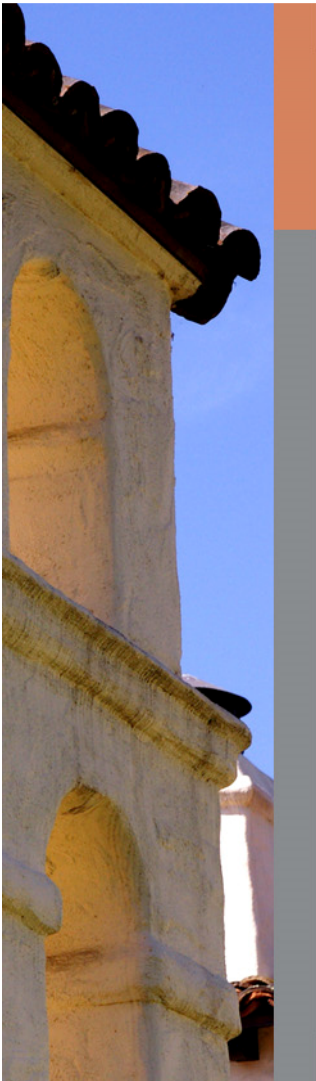
Willow Road currently has Class II bicycle lanes. As a state highway and direct connection to multiple highways, Willow Road is a high-volume and high-speed roadway; a very stressful place for someone bicycling. The project corridor was a Bicycle LTS 4 (highest) in the 2020 Transportation Master Plan and the 2021 Countywide Bicycle and Pedestrian Plan.

The project will construct separated bikeways, providing a safer and much lower-stress bicycling experience for a wider range of people. Physically separating people bicycling and driving is a critical component of the safety and comfort improvements this project is striving to create.



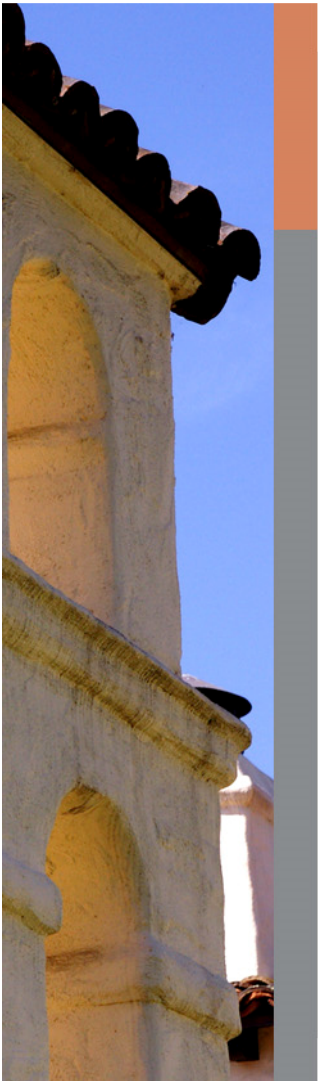
**Bicycle Level of Traffic Stress**

- Level 1 Strong separation from all traffic. Simple crossings and suitable for children.
- Level 2 In most cases, bicyclists have their own place to ride that keeps them from having to interact with traffic. Physical separation from higher speed and multilane traffic, crossings are easy for an adult to navigate.
- Level 3 Involves interaction with moderate speed or multilane traffic, or close proximity to higher speed traffic.
- Level 4 Involves interaction with higher speed traffic or close proximity to high speed traffic.



# CHECKLIST

Topic	CS Policy Consideration	YES	NO	Required Description	Description
4. <b>Transit Coordination</b>	A. Are there existing public transit facilities (stop or station) in the project area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	List transit facilities (stop, station, or route) and all affected agencies.	<p>Four bus stops along the corridor: at Chester (346181), Durham (53471), Hamilton (57761) and Newbridge (55804). Bus stops are used by AC Transit for Dumbarton Express service and will not be changed by the project. (Note, AC Transit is removing one other stop as part of their Dumbarton Transit Priority project)</p> <p>This project will not impact transit operations. The City has been partnering with AC Transit and SamTrans, and coordinating on the Dumbarton Transit Priority and Dumbarton Forward projects.</p>
	B. Have all potentially affected transit agencies had the opportunity to review this project?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please attach confirmation email from transit operator(s) to email.	



# CHECKLIST

Topic	CS Policy Consideration	YES	NO	Required Description	Description
4. <b>Transit Coordination</b>	C. Is there a MTC <a href="#">Mobility Hub</a> within the project area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	

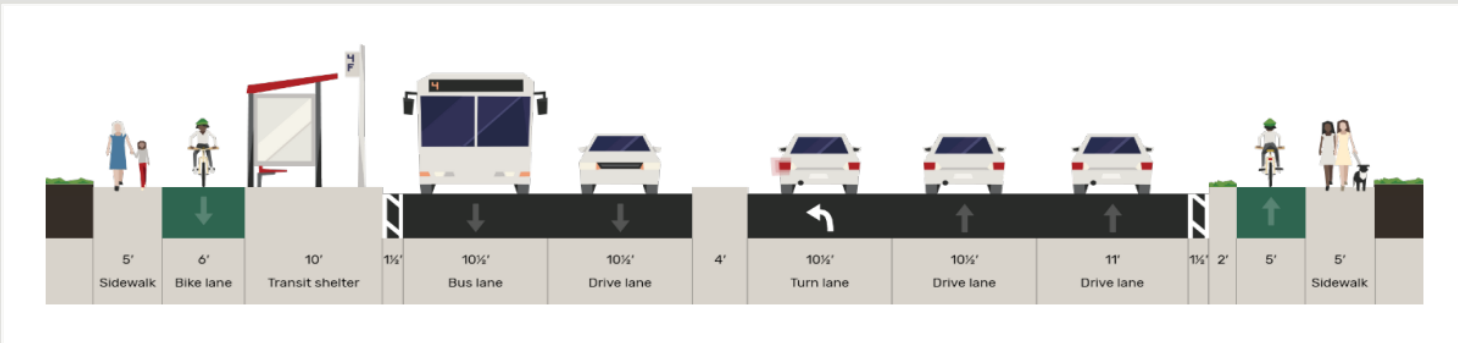




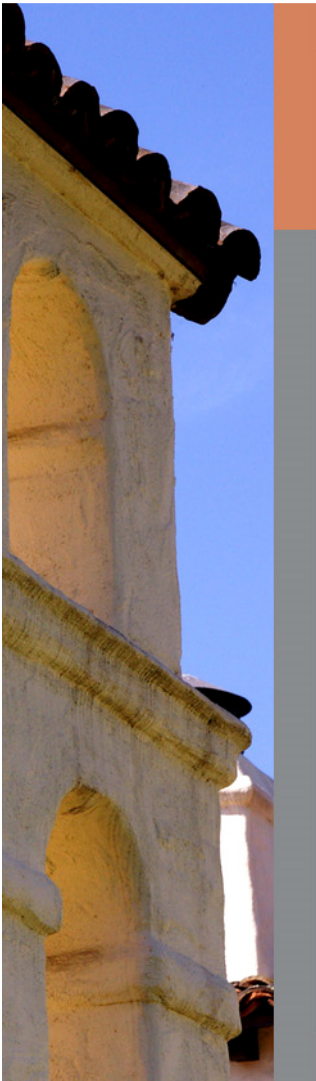
# CHECKLIST

Topic	CS Policy Consideration	YES	NO	Required Description	Description
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please provide Class designation for bikeways. Cite design standards used.	

The bike facility will be a Class IV separated bikeway. The design is consistent with guidelines provided in DIB-89, CA-MUTCD, and NACTO.



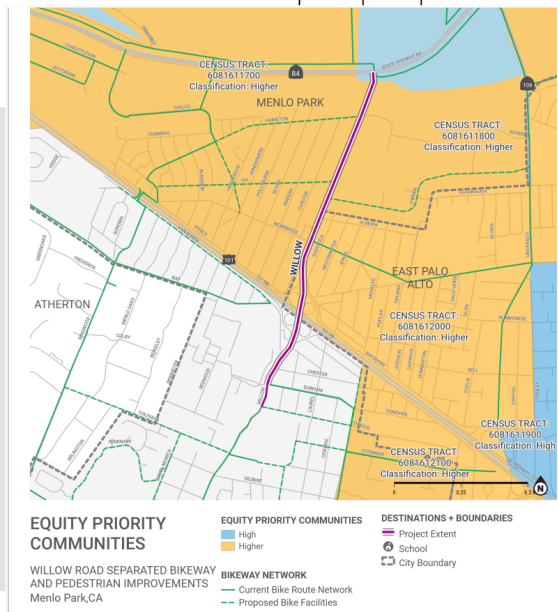
Sample Cross-section - design varies throughout the corridor

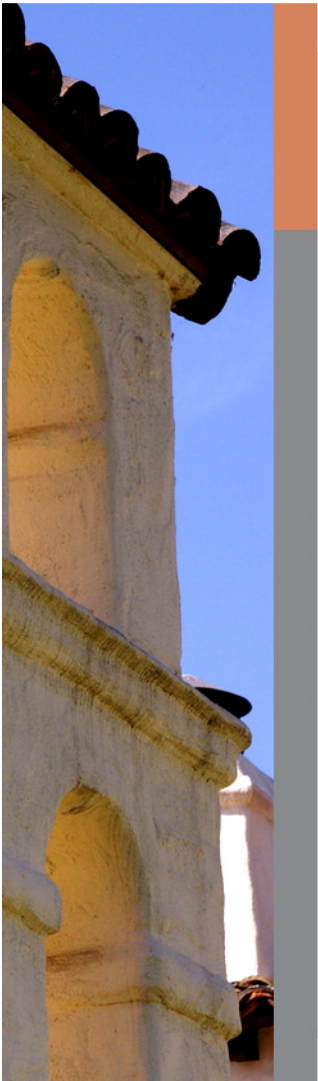


# CHECKLIST

Topic	CS Policy Consideration	YES	NO	Required Description	Description
6. Equity	Will Project improve active transportation in an Equity Priority Community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please list EPC(s) affected.	

The corridor is bordered by three Equity Priority Communities at the "Higher" ranking. The census tracts are in both Menlo Park and East Palo Alto: 6081611700, 6081611800, 6081612000.

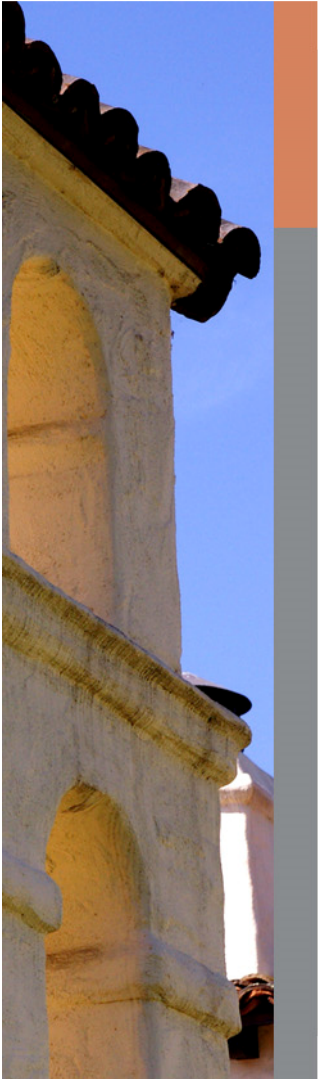




# CHECKLIST

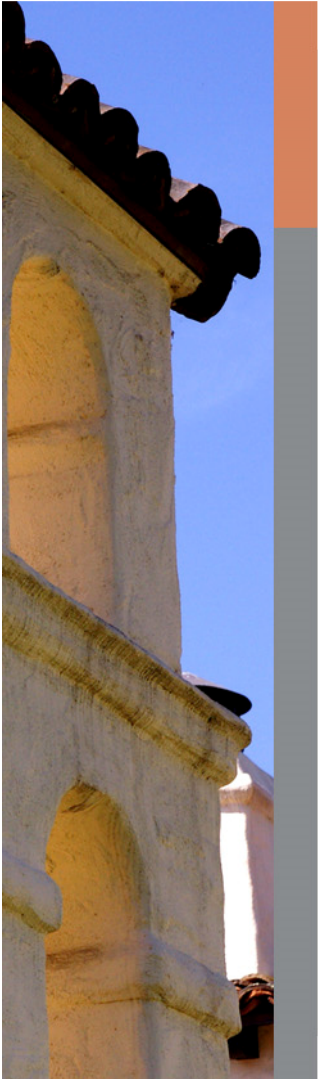
Topic	CS Policy Consideration	YES	NO	Required Description	Description
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please provide meeting date(s) and a summary of comments, if any.	The City Complete Streets Commission (serves as local BPAC) will review this checklist Oct 9, 2024.

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 checked="" type="checkbox"/>



## NEXT STEPS

- Submit for a MTC Safe Routes to Transit Bay Trail Grant (MTC SR2TBT Grant)
- Continue project design and environmental review
  - The project is currently partially funded 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.
- Caltrans Review
- Return to CSC for Review



## REQUESTED FEEDBACK FROM COMMISSION

- Questions? Comments?





**THANK YOU**

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

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