

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 3/12/2025
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 February 12, 2025 ([Attachment](#))
- E2. Provide feedback on the Coleman Avenue Pilot Project ([Staff Report #25-001-CSC](#))

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: 3/6/2024)

REGULAR MEETING MINUTES – DRAFT



Date: 2/12/2025
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, Ierokomos, Cole, King, Cebrian, Rascoff
Absent: None
Staff: Senior Transportation Planner Catrine Machi

C. Reports and Announcements

Staff announced that the April 9, Complete Streets Commission meeting will be held at the Belle Haven Community Campus (BHCC).

D. Public Comment

- Nancy Larocca Hedley spoke in support of traffic calming measures on Partridge Avenue.
- Bill Kirsch spoke in support of the Slow Streets Program and a comprehensive approach to traffic calming on College Avenue, Partridge Avenue and Cambridge Avenue.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for Dec. 11, 2024 and Jan. 8, 2025 (Attachment).

ACTION: Motion and second (Cebrian/ Bailey), to accept the Complete Streets Commission minutes for December 11, 2024 and January 8, 2025, passed unanimously.

E2. Receive an update on the Middle Avenue Traffic Calming Implementation (Attachment)

Staff Machi made the presentation.

The Commission received clarification on the traffic calming elements at Blake Street, efficacy of speed feedback signs and the spacing of those signs, enforcement of speed and when vehicles are parked in the bike lanes and impact of cut-through traffic to neighboring streets to Middle Avenue.

- Laura Melahn spoke in support of moving the flashing beacons to the High Visibility Crossing at Arbor Drive, consideration of the impact of the traffic calming measures on Middle Avenue on nearby streets and pairing the Middle Avenue improvements with traffic calming experiments on

Allied Arts Streets.

- Bill Kirsch spoke in support of the Middle Avenue traffic calming plan and quick-build, trial traffic calming on College Avenue and Partridge Avenue.
- Paul Sullivan spoke in support of moving the flashing beacons to the High Visibility Crossing at Arbor Drive and simple, low-cost traffic calming on Arbor Road, College Avenue, Cambridge Avenue and Partridge Avenue.
- Michael Lambert spoke in support of increased enforcement at the stop sign on San Mateo Drive and Middle Avenue and speed cameras on Middle Avenue.

The Commission discussed stop compliance for bicyclists, project impacts to cut-through traffic in the neighborhood, safety and enforcement issues related to speeding and parking occurring in the bike lanes, additional traffic calming measures on nearby streets and bollard options to supplement the bike lane buffers on Middle Avenue.

The Commission requested more information on the placement and frequency of speed feedback signs, counts and speed data on Middle Avenue and neighboring streets, the addition of the raised crosswalk and flashing beacons at Yale Road and if the flashing beacons planned for Arbor Road crossing can be moved to the other Arbor Road crossing that does not have the raised crosswalk.

The Commission discussed the importance of addressing low-cost traffic calming on College Avenue and Partridge Avenue, further study of the installation of a stop sign at College Avenue and Arbor Road and exploring the use of bollards in the bike lane on Middle Avenue concurrent with the Middle Avenue improvements this summer.

F. Informational Items

F1. Update on major project status

The Commission received an update on the City Council action on Feb. 11, to support a grant application for future shuttle funding.

F2. Tentative Complete Streets Commission agenda

The Commission discussed adding a dialogue with the police department to share perspectives on various projects.

The Commission discussed rescheduling the April 9 meeting in Belle Haven, due to spring break for the Menlo Park School District, to April 16.

G. Committee/Subcommittee Reports

None.

H. Adjournment

Chair Cole adjourned the meeting at 8:25 p.m.

Catrine Machi, Senior Transportation Planner



STAFF REPORT

Complete Streets Commission

Meeting Date: 3/12/2025
Staff Report Number: 25-001-CSC

Regular Business: Provide feedback on the Coleman Avenue pilot project

Recommendation

Staff requests the Complete Streets Commission provide feedback on the Coleman Avenue pilot (Pilot).

Policy Issues

The Pilot is consistent with policies and programs stated in the General Plan Circulation Element (e.g., CIRC-1.7, CIRC-1.8, CIRC-2.7, etc.) These policies seek to 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

The Coleman-Ringwood Avenues Transportation Study (Study) was a joint planning effort between the City of Menlo Park and San Mateo County to identify a conceptual street design for Ringwood Avenue and Coleman Avenue. The goals of the planning effort was to improve transportation, safety and mobility for people walking, biking, driving or taking public transit.

Coleman Avenue, from Ringwood Avenue to Willow Road, is jurisdictionally divided between the City of Menlo Park and San Mateo County. Coleman Avenue is one of three roads (along with Bay Road and Middlefield Road) that connect Ringwood Avenue with Willow Road. Given its centralized location and lower traffic volumes compared to the parallel routes, Coleman Avenue serves as the most direct route for children that bicycle and walk to school.

Coleman Avenue serves as an important path of travel to nearby schools including Menlo-Atherton High School, Laurel School Lower Campus, and Laurel School Upper Campus. Laurel School Lower Campus serves kindergarten to second grade, Laurel School Upper Campus serves third grade to fifth grade, and Menlo-Atherton serves ninth grade to twelfth grade. Many students of different ages use Coleman Avenue to travel to school by walking and biking, especially during peak periods of before- and after-school travel. Additionally, Coleman Avenue serves as a connector to Willow Oaks Park, a bicycle connector between neighborhood schools and the Willows neighborhood.

The Study included substantial outreach, including a Technical Advisory Committee (TAC), a Community Advisory Committee (CAC), public engagement events, and presentations to the Complete Streets Commission (CSC) and the County Bicycle and Pedestrian Advisory Committee (BPAC). The TAC included staff representatives from public agencies, SamTrans, the Menlo Park Fire Protection District, and administrators from several schools. The CAC included a diverse set of representatives including students and parents from several schools, members of relevant commissions (City of Menlo Park CSC and County BPAC), local residents, and community-based organizations serving the Belle Haven neighborhood and

East Palo Alto. Additionally, the Study conducted pop-up events, walking tours, outreach events, and community surveys to develop long-term alternatives to the corridors. The Study conducted additional outreach and engagement to determine pilot options on Coleman Avenue. A link to the City's project website is provided in Attachment A.

On Oct. 22, 2024, City Council provided direction to staff to return with acceptance of the final report, move forward with improvements in the City section of Coleman Avenue including traffic calming measures, a stop sign at Santa Monica Avenue, and a pilot bikeway that requires removal of parking on the north side of Coleman Avenue. Additionally, the Council authorized the Mayor to approve and sign a letter supporting implementation of a one-way pilot on Coleman Avenue in the County portion.

On Nov. 19, 2024, City Council accepted the final report and adopted a resolution supporting a one-way pilot on Coleman Avenue in San Mateo County.

Analysis

The Study identified a one-way pilot in the County segment of Coleman Avenue to allow people biking and people walking to continue in both directions on the south side of the road. There is no timeline identified for the County one-way pilot at this time. At the Oct. 22, 2024 City Council meeting, City Council provided staff direction to proceed with the pilot project regardless of the timing of the one-way pilot. If the County were to install a one-way pilot, the Coleman Avenue pilot evaluation and duration may change.

Pilot and Parking removal

As directed by City Council on the Oct. 22, 2024 meeting, the pilot design includes the following proposed improvements:

- A bike lane westbound (toward Ringwood Avenue)
- A shared lane with people biking and people driving eastbound (toward Willow Road)
- Parking removal from the north side of Coleman Avenue to allow sufficient roadway space for the pilot
- A stop sign on Coleman Avenue at Santa Monica Avenue to provide clear right of way designation for those crossing Coleman Avenue to access nearby bus stop
- Traffic calming measures on Coleman Avenue to reduce speeds of people driving

Attachment B includes visual renderings of the Pilot.

To implement the pilot bikeway design, parking removal from the north side of Coleman Avenue will be required to allow for sufficient roadway space to accommodate a bike lane (westbound) and a shared lane (eastbound). Without parking removal, there is not sufficient roadway space to implement the pilot design.

Staff estimates there are about 65-80 parking spots (depending on car lengths and spacing) that would be removed. Coleman Avenue contains multi-family housing, including apartment buildings that have greater parking demand. Parking will remain available on the south side of Coleman Avenue, as well as Santa Monica Avenue and Coleman Place. Residents may purchase temporary overnight parking permits or annual overnight parking permits through the Menlo Park Police Department. Temporary overnight parking permits (up to 100 in a calendar) are available to each Menlo Park household. Annual overnight parking permits are available to apartment buildings that lack adequate off-street parking spaces (less than two spaces per unit) and are zoned R-3 (Apartment Zoning District). The apartments on Coleman Avenue are zoned R-3 (Apartment Zoning District) and qualify for annual overnight parking permits.

Pilot evaluation

Staff are proposing a pilot evaluation methodology to understand the effectiveness of the Coleman Avenue pilot. To establish the existing conditions / pre-pilot evaluation baseline, staff will collect traffic volume data at key roadway segments and intersections. The existing conditions / pre-pilot evaluation baseline will be completed during the 2024-25 school year to accurately measure students walking and biking to school. Table 1 summarizes the data type and collection period to establish the evaluation baseline. The pre-pilot data collection period is tentatively scheduled for May .

Table 1: Existing conditions / pre-pilot evaluation data methodology (tentative May 2025)	
Data type	Collection period
Roadway volume (vehicles)	Morning and afternoon peak times
Roadway volume (bicycles)	Morning and afternoon peak times
Intersection volume (vehicles)	Morning and afternoon peak times
Intersection volume (bicycles)	Morning and afternoon peak times
Vehicular speeds	Morning and afternoon peak times
Pedestrian counts	Morning and afternoon peak times
Reported collisions	Police Department to provide data from 2024-2025 school year period
Parking counts	Morning and afternoon peak times
Bike rack counts at Laurel School Lower Campus	School weekdays during school bell schedules
Bike rack counts at Laurel School Upper Campus	School weekdays during school bell schedules
Bike rack counts at Menlo-Atherton High School	School weekdays during bell schedules

Staff will repeat the methodology to evaluate the Pilot. Additionally, staff will administer a public survey to provide feedback on the pilot. Staff expects the public survey will not only capture feedback from residents living on Coleman Avenue, but also from people that use Coleman Avenue to walk, bike or drive. Table 2 summarizes the data type and collection period of pilot evaluation. The Pilot evaluation period is tentatively scheduled for May 2026.

Table 2: Pilot evaluation data methodology (tentative May 2026)	
Data type	Collection period
Roadway volume (vehicles)	Morning and afternoon peak times
Roadway volume (bicycles)	Morning and afternoon peak times
Intersection volume (vehicles)	Morning and afternoon peak times
Intersection volume (bicycles)	Morning and afternoon peak times
Vehicular speeds	Morning and afternoon peak times
Pedestrian counts	Morning and afternoon peak times

Reported collisions	Police Department to provide data from 2025-2026 school year period
Parking counts	Morning and afternoon peak times
Bike rack counts at Laurel School Lower Campus	School weekdays during school bell schedules
Bike rack counts at Laurel School Upper Campus	School weekdays during school bell schedules
Bike rack counts at Menlo-Atherton High School	School weekdays during bell schedules
Public feedback survey	Released in May 2026

Public notification for the feedback survey will include:

- Official City social media platforms
- City project update email list
- Specific stakeholder emails
- Postcards to Coleman Avenue residents
- Applicable newsletters, such as the Safe Routes to School newsletter

Metrics of success

Staff are proposing the following metrics to help determine if the pilot was successful:

- Increased number of people bicycling from volumes and bike rack counts
- Positive responses about safety from the community feedback survey
- Reduced vehicular speeds

Next steps

Staff will request from City Council to consider removing parking from the north side of Coleman Avenue to allow installation of the Pilot. If approved, the Pilot is tentatively scheduled to be installed during summer 2025.

Commission feedback

Staff is seeking commission feedback on the implementation plan for the Pilot.

Impact on City Resources

Resources for the pilot evaluation will be funded through Measure W.

Environmental Review

The project is statutorily exempt as identified by Public Resource Code Section 21080.25 which defines the California Environmental Quality Act as not applicable to “pedestrian and bicycle facilities that improve safety, access or mobility, including new facilities, within the public right-of-way.”

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

To ensure residents are aware of the proposed removal of parking, staff mailed postcards to Coleman

Avenue residents to provide notice of this CSC meeting. Staff also deployed A-frames on Coleman Avenue notifying of this CSC meeting. Additional public outreach was achieved by sharing meeting information on the project website.

Attachments

- A. Hyperlink- City project website: menlopark.gov/Coleman
- B. Renderings

Report prepared by:
Casandra Cortez, Associate Transportation Planner

Report reviewed by:
Kristiann Choy, Senior Transportation Engineer

THIS PAGE INTENTIONALLY LEFT BLANK



EXISTING CONDITION
COLEMAN AVENUE PILOT PROJECT
Menlo Park, California



REMOVE PARKING
FROM NORTH SIDE OF
COLEMAN AVENUE
6' BIKE LANE

STOP SIGN
STOP LEGEND
AND STOP
BAR

SHARED LANE WITH
PEOPLE BIKING AND
PEOPLE DRIVING

BIKE SHARROW



CITY OF
MENLO PARK

PROPOSED IMPROVEMENTS

COLEMAN AVENUE PILOT PROJECT

Menlo Park, California

MARCH 12, 2025



EXISTING CONDITION
COLEMAN AVENUE PILOT PROJECT
Menlo Park, California



REMOVE PARKING
FROM NORTH SIDE OF
COLEMAN AVENUE

BIKE SHARROW

6' BIKE LANE

TEMPORARY SPEED
REDUCTION MEASURE

SHARED LANE WITH
PEOPLE BIKING AND
PEOPLE DRIVING



CITY OF
MENLO PARK

PROPOSED IMPROVEMENTS

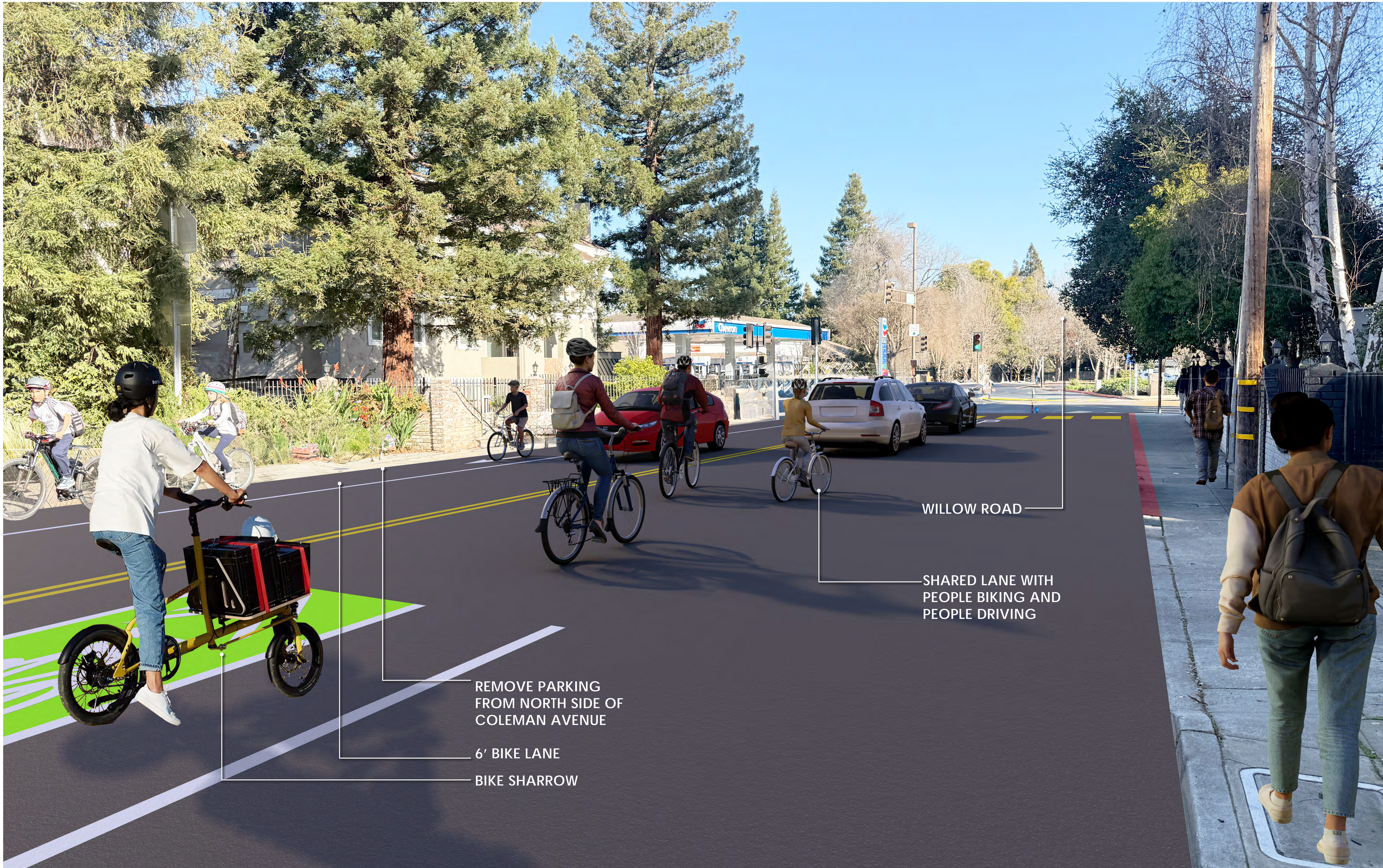
COLEMAN AVENUE PILOT PROJECT

Menlo Park, California

MARCH 12, 2025

PAGE E-2.10





REMOVE PARKING
FROM NORTH SIDE OF
COLEMAN AVENUE

6' BIKE LANE

BIKE SHARROW

WILLOW ROAD

SHARED LANE WITH
PEOPLE BIKING AND
PEOPLE DRIVING



CITY OF
MENLO PARK

PROPOSED IMPROVEMENTS

COLEMAN AVENUE PILOT PROJECT

Menlo Park, California

MARCH 12, 2025

Tentative Complete Streets Commission agenda			
#	Title	Item type	Commission action
1	Pilot Transportation Network Company Shuttle Program	Regular	Recommendation
2	Vision Zero Action Plan Strategies/Program implementation	Regular	Recommendation
3	AB 413 Daylighting Implementation Plan	Regular	Recommendation
4	Middlefield Road – Safe Streets Project	Regular	Recommendation
5	Vision Zero Implementation Plan – Slow Street Program	Regular	Recommendation
6	Grand Boulevard initiative presentation from SamTrans	Regular	No action
7	Willow Road bicycle and pedestrian improvement update	Regular	No action

THIS PAGE INTENTIONALLY LEFT BLANK