

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 4/9/2025
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381 and
Belle Haven Community Campus
100 Terminal Ave., 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 the Belle Haven Community Campus
- 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

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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 March 12, 2025 ([Attachment](#))
- E2. Provide feedback on the Willow Road Bikeway and Pedestrian Improvements Project ([Staff Report #25-002-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.

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REGULAR MEETING MINUTES – DRAFT



Date: 3/12/2025
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 6:33 p.m.

B. Roll Call

Present: Bailey, Cebrian, Cole, Ierokomos, King
Absent: Altman, Rascoff
Staff: Senior Transportation Planner Catrine Machi, Associate Transportation Planner Casandra Cortez, Senior Transportation Engineer Kristiann Choy

C. Reports and Announcements

Staff reported out on the April 9 Complete Streets Commission meeting at the Belle Haven Community Campus (BHCC), the City Council Priority Setting Workshop March 22 and the Community Resource Fair at BHCC March 29.

D. Public Comment

None.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for Feb. 12 (Attachment).

ACTION: Motion and second (Bailey / King), to accept the Complete Streets Commission minutes for Feb. 12, passed 5-0-2 (Altman, Rascoff absent).

E2. Provide feedback on the Coleman Avenue Pilot Project (Staff Report #25-001-CSC)

Staff Cortez made the presentation.

The Commission received clarification on the project history and status of the County portion of the roadway, project design elements, pilot vs. permanent design, metrics of success and methodology.

- Don Tachis spoke on concerns related to increased parking on the asphalt shoulder on Santa Monica Avenue and parked vehicles blocking access for pedestrians.
- Kevin Rennie spoke in support of the pilot project and on concerns related to the striping design,

physical separation of the bike lane via bollards, red curbs for Assembly Bill (AB) 413 Daylighting and an additional crosswalk at Santa Monica Avenue.

- Cassandra Lopez spoke in support of the pilot project and on concerns related to the implementation timeline and parking enforcement.
- Ross Silverstein spoke in support of the pilot project and a raised crosswalk on Santa Monica Avenue and spoke on concerns related to project design, traffic enforcement and metrics of success for the project.
- Nicole Angiel spoke in support of the pilot project and spoke on concerns related to parking, narrow driveways and visibility concerns.

The Commission received clarification on timing and approval process for the additional stop sign and traffic calming and bus stop placement.

The Commission took a recess at 7:20 p.m.

The Commission reconvened at 7:23 p.m.

The Commission discussed outreach on overnight parking permits, direct coordination with property managers, the feasibility of an additional crosswalk and raised crosswalks on Santa Monica and Coleman Avenues, ensuring long-term improvements follow the pilot, incorporating public feedback on long-term improvements, early enforcement of bike lane, overnight and 72-hour parking violations, clear, temporary no-parking signage and markings, transition concerns between the city and county, vertical separation, cones for temporary separation, a yellow centerline and centerline bollards, marked parking spaces south of Coleman Avenue, parking occupancy data collection later in the evening, interest in lighting for pedestrians at Santa Monica and Coleman Avenues, use of A-frames for parking changes, inclusion of near-miss data in the evaluation, expanded outreach to apartment residents about pilot changes, parking enforcement and future improvements, including a raised crosswalk, a physical barrier and the separation of the bike lane and the use of bollards in this project and throughout the city.

ACTION: Motion and second (Cole/ Cebrian), to approve a pilot project, with the following recommendations:

- Expedite the stop sign and traffic calming sooner than the pilot installation;
- Consider temporary no parking signage and messaging, including on-site notifications, consider cones in the bike lane as a temporary physical barrier;
- Include yellow centerline, marked parking spots and green bike lane;
- Send outreach, pilot survey and SafeTREC website to residents and schools;
- Include increase of pedestrian counts in metrics;
- At the beginning of pilot coordinate with schools for messaging to students and parents and coordinate with the police department for enforcement
- For parking counts, include later measurement, around 11 p.m. passed 5-0-2 (Altman, Rascoff absent).

F. Informational Items

F1. Update on major project status

The Commission received an update on the status of the El Camino Real and Ravenswood Avenue

crossing project and the status of the San Mateo County Transportation Authority grant that will fund upcoming projects on Santa Cruz Avenue, Sand Hill Road, Sharon Road/Eastridge Avenue and Oak Avenue/Oak Knoll Lane.

F2. Tentative Complete Streets Commission agenda (Attachment)

The Commission discussed the upcoming selection of a new chair and vice chair.

G. Committee/Subcommittee Reports

The Bike Parking Ad-hoc Subcommittee reported out that the resident survey regarding bicycle rack needs is complete and ready for distribution.

H. Adjournment

Chair Cole adjourned the meeting at 8:34 p.m.

Senior Transportation Planner Catrine Machi

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STAFF REPORT

Complete Streets Commission

Meeting Date: 4/9/2025
Staff Report Number: 25-002-CSC

Regular Business: Provide feedback on the Willow Road (SR-114) Bicycle and Pedestrian Improvements project

Recommendation

Review and provide feedback on the Willow Road (SR-114) Bicycle and Pedestrian Improvements project (Project).

Policy Issues

This Project is consistent with the City's 2016 General Plan Circulation Element policies (e.g., CIRC-1.7 and CIR-1.8). This Project is also consistent with Menlo Park's Vision Zero Action Plan (2024), Transportation Master Plan (2020), the City/County Association of Governments (C/CAG) of San Mateo County Comprehensive Bicycle and Pedestrian Plan (2021), and the Caltrans Bay Area Bike Plan (2018). These plans and policies seek to improve comfort and safety of roadway users of all ages and abilities along Willow Road along the project corridor. The project is also consistent with Goal 6 and Action Item EJ6.D.2 of the Environmental Justice Element (2024) that encourages physical activity and active transportation and seeks opportunities to improve pedestrian safety, at all Willow Road intersections.

Background

Willow Road is a two to six lane roadway connecting central Menlo Park to Bayfront Expressway and carries approximately 30,000 to 50,000 vehicles per day. West of Bay Road, Willow Road is classified as an Avenue-Mixed Use roadway in the Circulation Element and a Boulevard east of Bay Road. There are bike lanes on Willow Road from Alma Street to O'Keefe Street. Sharrows are provided in the eastbound direction on Willow Road between O'Keefe Street and Bay Road and from Bay Road to Durham Street in the westbound direction. As part of the US 101 interchange improvements, bike lanes are provided on Willow Road between Bay Road and Newbridge Street. In addition, Class IV separated bikeways were added on the overpass. East of Newbridge Street, buffered bike lanes are provided on both sides of Willow Road.

Class IV bikeways are bikeways that are separated from vehicle traffic with a vertical separation such as posts, raised medians or on raised elevation from the street. Class IV bikeways on Willow Road were identified in the City's 2020 Transportation Master Plan and again in the City's 2024 Vision Zero Action Plan. In addition, the Willow Road was identified as part of the countywide backbone bikeway network in the C/CAG Comprehensive Bicycle and Pedestrian Plan in 2021.

In 2023, Caltrans completed the project initiation document for the Project east of US 101 located within their jurisdiction. This document is the first step in the approval process for Caltrans. In August 2023, the City successfully applied for grant funding through the San Mateo County Transportation Authority (SMCTA) Highway program for the design and construction phases. In December 2023, the City hired Kimley-Horn & Associates to begin the current project approval and environmental documentation (PA&ED) phase of the

Project.

Analysis

The design layout shown in Attachment A include Class IV separated bikeways, enhanced pedestrian facilities and improvements to transit operations on Willow Road. The Project limits extend from O’Keefe Street to Bayfront Expressway and will reduce high-stress bicycle conditions and improve pedestrian crossings on Willow Road to create a more accessible, more comfortable, and lower-stress corridor for Menlo Park and East Palo Alto residents, workers, and visitors, especially residents in the Belle Haven neighborhood. Attachment B includes visual rendering of the Project.

This Project will tie into Class IV bikeway on the Willow Road/US 101 overpass to create a continuous low-stress bikeway with enhanced pedestrian crossings. Most of the Class IV bikeway would include a raised bike lane that would be at the sidewalk level which provides separation from vehicles and reduced maintenance costs. Along the Willow Village development frontage, the Project would add flexible posts to the buffered bike lanes and will coordinate with the development to improve and construct a raised Class IV bikeway along their frontage to connect to the Project. This Project will add crosswalks to the O’Brien Drive and Bay Road intersections. Other pedestrian enhancements include adding high visibility crosswalks, adding median refuge islands and straightening crosswalks. Between O’Keefe Street and Chester Street, a Class II bike lane will be added. The Project will also convert the existing Class II bike lanes on the US 101 overpass and one of the existing through lanes along westbound Willow Road between Newbridge Street and the U.S. 101 southbound on-ramp to a dedicated right-turn lane that improves access to the southbound on-ramp. This improvement will also reduce the merging activity that occurs west of the interchange.

This Project is a critical link for regional bicycling connections and will provide low-stress connections to multiple trails including the Bay Trail, Dumbarton Bridge Trail, and the Peninsula Bikeway. Connecting these regional trail systems can help encourage mode shifts from vehicles to bicycling and bicycle-transit trip chaining by expanding the low-stress network to serve more destinations.

In addition, SamTrans, AC Transit and Menlo Park shuttles have bus stops along Willow Road. The Project would upgrade existing bus stops to conform with Samtrans and AC Transit’s latest design standards for safe and efficient bus circulation.

Next Steps

The City is partnering with SMCTA to deliver the Project. After the PA&ED phase is complete, SMCTA will lead the design and construction phases of the Project with City staff assistance. The current proposed schedule is presented in Table 1. The City currently has funding to complete the design phase and staff is assessing grant opportunities to complete the construction phase.

Phase	Date
PA&ED	Complete late summer 2025
Design	Fall 2025 to summer 2026
Construction	Fall 2026 to sinter 2028
Note: The proposed construction schedule may change depending on funding.	

Impact on City Resources

The estimated cost to complete design and construction for this Project is approximately \$14 million. Partial funding for the Project is being provided 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. Staff is continuing to seek other funding sources for the construction phase.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

The proposed Project will undergo required environmental clearance before implementation.

Public Notice

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

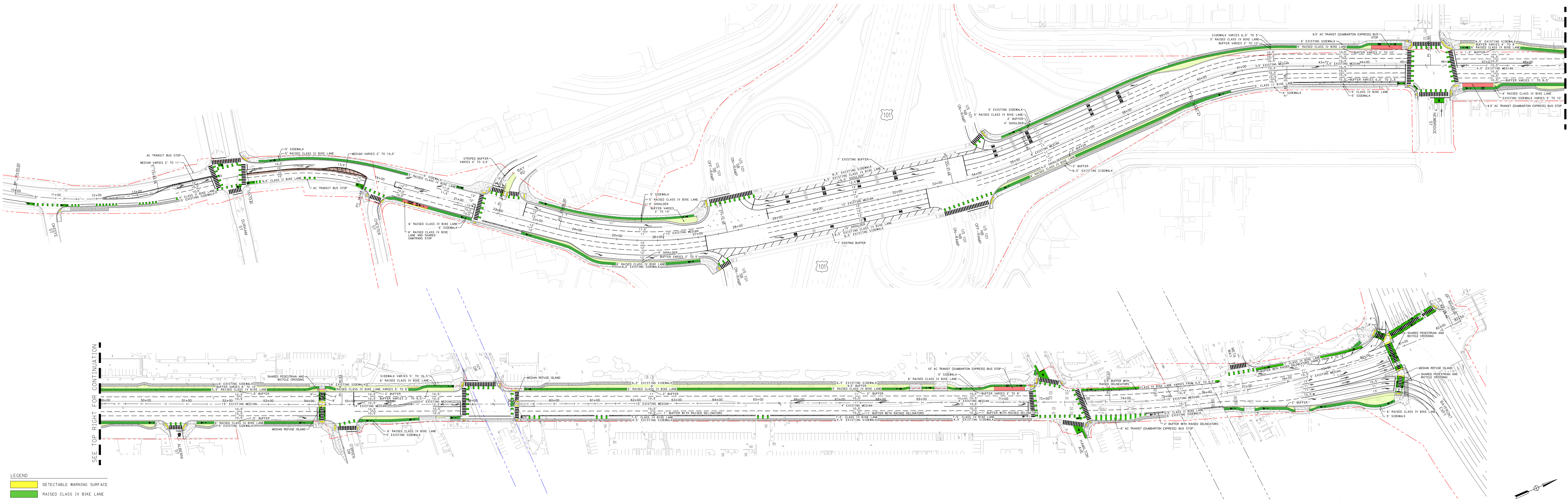
Attachments

- A. Project Layout
- B. Visual Rendering

Report prepared by:
Kristiann Choy, Senior Transportation Engineer

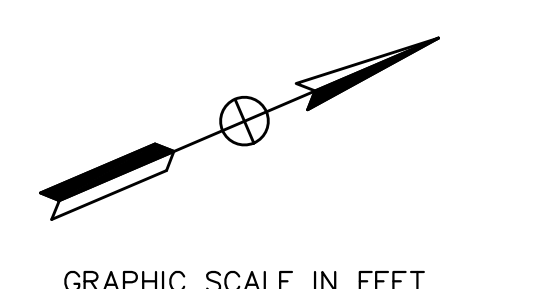
Report reviewed by:
Azalea Mitch, Public Works Director

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- LEGEND**
- DETECTABLE WARNING SURFACE
 - RAISED CLASS IV BIKE LANE
 - SIDEWALK
 - LANDSCAPING
 - BUS STOP
 - EXISTING SIDEWALK
 - MEDIAN TO BE REMOVED
 - CALTRANS RIGHT OF WAY
 - SFPUC RIGHT OF WAY
 - UPRR RIGHT OF WAY

WILLOW ROAD CLASS IV BIKEWAY AND PEDESTRIAN SAFETY IMPROVEMENTS PROJECT - CONCEPT PLAN



GRAPHIC SCALE IN FEET
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NO U-TURN
AUTHORIZED VEHICLES ONLY
ONE WAY

FIRE LANE - NO

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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

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