

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 9/10/2025
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 the 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 August 13, 2025 ([Attachment](#))
- E2. Receive an update on the Grand Boulevard Initiative ([Presentation](#))
- E3. Recommend to City Council to approve the updated Complete Streets Commission 2025-26 work plan
- E4. Appoint 2025-26 ad-hoc subcommittees and dissolve all other subcommittees ([Staff Report #25-005-CSC](#))

F. Informational Items

- F1. Update on major project status

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: 9/4/2025)

REGULAR MEETING MINUTES – DRAFT



Date: 8/13/2025
Time: 6:30 p.m.
Location: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Vice Chair Cole called the meeting to order at 6:31 p.m.

B. Roll Call

Present: Bailey, Cebrian, Cole, Rennie, Herscher, Rascoff
Absent: Ierokomos
Staff: Senior Transportation Planner Catrine Machi

C. Reports and Announcements

Commissioner Rascoff reported out on Recology bin placement in bike lane buffers.

D. Public Comment

None.

E. Regular Business

- E1. Accept the Complete Streets Commission minutes for June 11, 2025 (Attachment)

ACTION: Motion and second (Cebrian/ Bailey), to accept the Complete Streets Commission minutes for June 11, 2025, with revisions to items A, E2 and H, passed 6-0-1 (Ierokomos absent).

- E2. Receive an update on the South County Multimodal Strategy Project (Presentation)

San Mateo County Transportation Authority (SMCTA) staff Planning & Fund Management Manager Sue-Ellen Atkinson and Government & Community Affairs Officer Amy C. Linehan made the presentation (Attachment).

The Commission received clarification on how prioritization will reflect local plans and Vision Zero goals and made suggestions for additional project connections and outreach opportunities.

- E3. Recommend to City Council to approve the Complete Streets Commission 2025-26 work plan (Attachment)

Senior Transportation Planner Catrine Machi introduced the item.

The Commission received clarification on work plan edits and made changes to the draft work plan.

ACTION: Motion and second (Bailey/ Rennie), to recommend the revised Complete Streets Commission 2025-26 work plan, incorporating edits made during the discussion for City Council approval, passed 6-0-1 (Ierokomos absent) (Attachment).

F. Informational Items

F1. Update on major project status

Staff provided updates on the completed pilot project on Coleman Avenue, construction on Middle Avenue and the upcoming crossing improvement project at El Camino Real and Ravenswood.

G. Committee/Subcommittee Reports

None.

H. Adjournment

Vice Chair Cole adjourned the meeting at 8:40 p.m.

Senior Transportation Planner Catrine Machi

Complete Streets Commission work plan

Public Works Department
701 Laurel Street, Menlo Park CA 94025
Approved September 12, 2025



Work plan goals

The Complete Streets Commission provides advice and recommendations to the City Council on realizing the City's adopted goals for Complete Streets, the Transportation Master Plan, Vision Zero, and the Climate Action Plan. The Complete Streets Commission also evaluates proposals or projects relating to transportation issues from neighboring jurisdictions and regional entities.

1. Advise the City Council on the implementation of the Transportation Master Plan (TMP) and any possible improvements and additions to the TMP:
 - a) Annually evaluate and propose transportation projects to include in the 5-Year Capital Improvement Plan (Fall).
 - Advise and make recommendations for new and ongoing projects including:
 - a) Middle Avenue/El Camino Real intersection improvements, Middlefield Road Safe Streets Project, Santa Cruz Avenue Safety Improvements, Willow Road Pedestrian and Bicycle Safety Project
 - b) New and ongoing pilots Nealon Park frontage parking, Blake Street temporary closure, and Coleman Avenue Traffic Calming Measures
2. Advise and provide input to the City Council on citywide transportation policies/programs:
 - Make recommendations to City Council on citywide bike rack inventory
 - Advise-Advise on Vision Zero strategies and program implementation including applying Vision Zero's data driven approach to the development of the Slow Streets program
 - Evaluate driveway stopping sight distance policy to designate no parking zones as per the municipal code
 - Provide feedback on the implementation approach to AB 413 Daylighting Law
 - Support the implementation of safe routes infrastructure improvements and strategies:
 - a) Advocate for community engagement and education, program continuity and design implementation such as or including:
 - i. Advocate for safety improvements in school zones
 - ii. Participate in the Safe Routes to School task force
 - iii. Make recommendations for improving City's – Public Works website content to residents with regards to transportation programs and policies. Include recommendations for outreach topics on projects and educational content for safe riding and walking.
 - iv. Develop an outreach strategy to increase public awareness of how and why to report near misses and collisions and create a feedback loop.
 - b) Advocate for projects that support projects serving safe routes to community and regional-based destinations (e.g., schools, work, shop and recreation)
 - 3. Provide input and recommendations on the City's major development projects when the project's impact on public streets, safety and transportation accessibility is not consistent with the City's master plans and development requirements such as the City's General Plan Circulation Element Provide input to the City Council on major land use and development projects as it relates to transportation before it goes to Planning Commission
 - 4. Support the Council's initiatives to improve access to Downtown and support downtown businesses.
 - Review bike lanes on El Camino Real
 - 5. Support Climate Action Plan Strategy No. 4 - Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission
 - Evaluate metric to measure progress and set specific long term and annual goals
 - Recommend and evaluate projects and policies that expand access to safe biking, walking, transit, and zero-emission vehicle infrastructure.
 - Prioritize recommendations that reduce vehicle miles travelled in the transportation sector through increased use of active, shared and electric mobility options

Formatted

Work plan history

Action	Date	Notes
Work plan recommended	<u>July 9, 2025</u> <u>August 13, 2025</u>	Click or tap here to enter text.

THIS PAGE INTENTIONALLY LEFT BLANK



Fall 2025 Progress Update

Menlo Park Complete Streets Commission

PAGE E-2.1

Background and Overview

What is the Grand Boulevard Initiative?



Corridor-wide effort to **modernize transportation infrastructure on El Camino Real** in San Mateo County.



Convene a Task Force of staff from cities, countywide agencies, Caltrans, advocates, and business groups to **establish a cohesive vision for the corridor.**



Builds **momentum toward implementation** by advancing a coordinated project through the Caltrans approval process.

GBI Structure

Task Force

- City and agency staff, advocacy groups, business groups
- Focused on corridor-wide visioning
- Meets twice per year

Working Group

- City and agency staff only
- Focused on implementation
- Meets four times per year

GBI is coordinating across nine different projects and studies underway



El Camino Real GBI Action Plan & Project Initiation Document

Caltrans SR-82 North Comprehensive Multimodal Corridor Plan

(including San Francisco and San Mateo Counties)

GBI Action Plan

GBI Action Plan

GBI Outcomes



The Action Plan is the precursor to beginning a countywide Caltrans project development process:

- Evaluate **corridor-wide needs**
- Establish a **cohesive vision**
- **Build momentum** toward implementation

GBI Action Plan Engagement

	2024		2025			
	Q3	Q4	Q1	Q2	Q3	Q4
Task Force & Working Group						
GBI Steering Committee						
City Councils						
SamTrans & TA Board						

Draft Corridor-Wide Vision

El Camino Real is a safe and vibrant street where people of all ages and abilities travel comfortably



Problem Statements and Goals

PROBLEM STATEMENTS

SAFETY

El Camino Real has an unusually high rate of **fatal or serious injury crashes**, particularly for people walking and biking.

MOBILITY

El Camino Real's **highway-like design** discourages walking, biking, and transit use.

PROCESS

It's **too challenging** to develop, implement, and fund transportation projects on El Camino Real.



GOALS

SAFETY

Adopt a **safety-first** mindset to eliminate fatal and serious injury crashes.

MOBILITY

Transform El Camino Real into a **complete street** that works for all users.

PROCESS

Create a new **framework for change** aligning vision, process, and funding.

Streetscape Changes Under Study



Safety

- Traffic calming
- Traffic signal gap closures
- Medians
- Lighting



Active Transportation

- Wider sidewalks
- Crosswalk improvements
- Separated bikeways
- Street trees



Transit

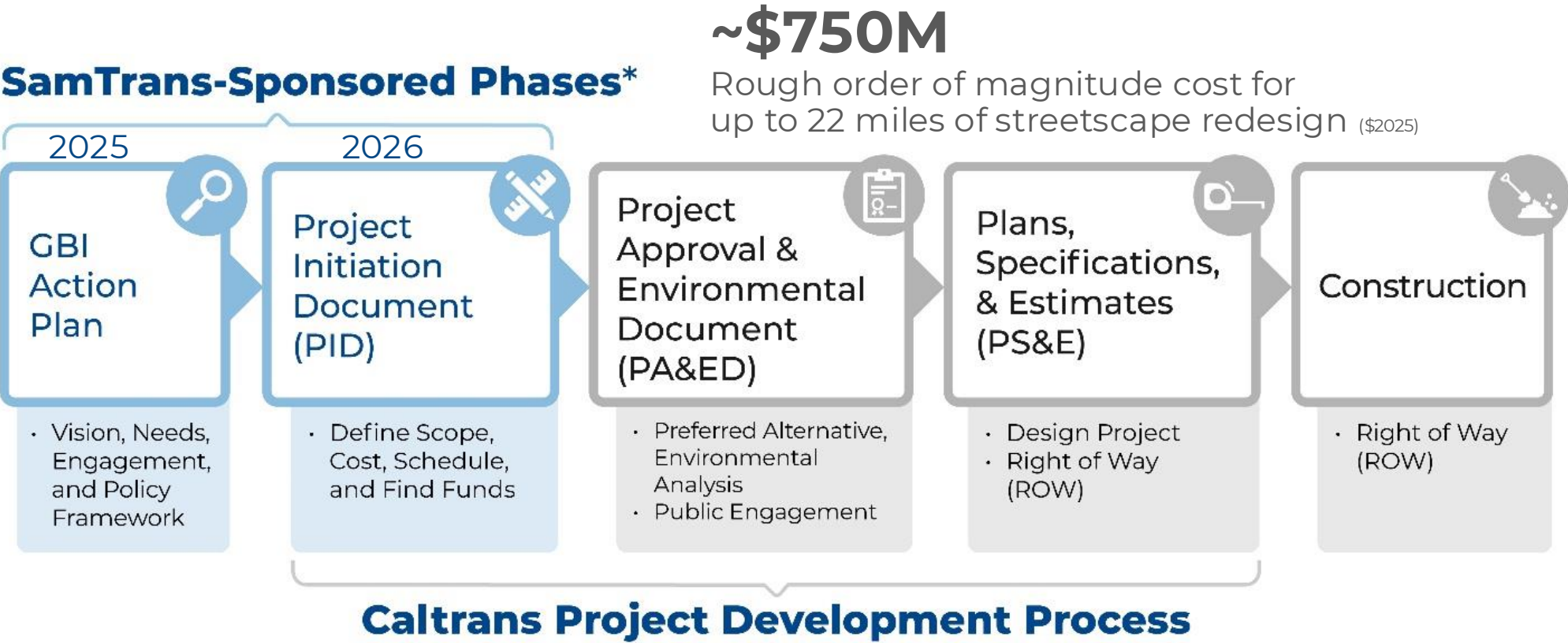
- Bus stop enhancements
- Bus lanes
- Transit signal priority
- Access improvements

GBI Aligns with Plans, Projects in Menlo Park

- El Camino Real and Downtown Specific Plan (2012/2023)
- El Camino Real Corridor Study (2015)
- Transportation Master Plan (2020)
- Vision Zero Action Plan (2024)
- El Camino Real and Ravenswood Ave Crossing Improvements Project (2025)
- GBI Technical Study (2025)

Next Steps & Discussion

GBI Timeline and Cost



Discussion

GBI Action Plan Framework

Problem Statements and Goals: What goals do you have for the corridor?

Process: How can we best work together to advance the GBI Vision?



Thank you!

Cassie Halls & Nicholas Yee
grandboulevard@samtrans.com

For more information please visit
www.samtrans.com/projects/gbi

Appendix

GBI Agency Partners & Roles



- Primary bus service provider in San Mateo County
- Coordinating countywide El Camino Real planning efforts with SMCTA



- Funds transportation improvements in San Mateo County
- Directs funding towards El Camino Real projects



- Prepares the San Mateo County Congestion Management Program (CMP) and identifies strategies to relieve congestion
- El Camino Real is a CMP roadway



- Owns and maintains El Camino Real as a state highway (SR 82)
- Reviews and approves proposed changes to the roadway



- Coordinates and funds Bay Area regional transportation
- Providing grant funding for El Camino Real planning and Caltrans approval efforts



Forums for Collaboration

Working Group

- 15 jurisdictions
- County of San Mateo
- Caltrans
- City/County Association of Governments
- Metropolitan Transportation Commission
- San Mateo County Transportation Authority

Task Force

Working Group plus community stakeholders such as:

- Chambers of Commerce
- Commute.org
- Paratransit Advisory Council
- SAMCEDA
- San Mateo County Office of Education (Safe Routes)
- Silicon Valley Bicycle Coalition

What is the Grand Boulevard Initiative?

The History of GBI

GBI originally began in 2006 to support corridor-wide **transportation and land use projects** along El Camino Real.

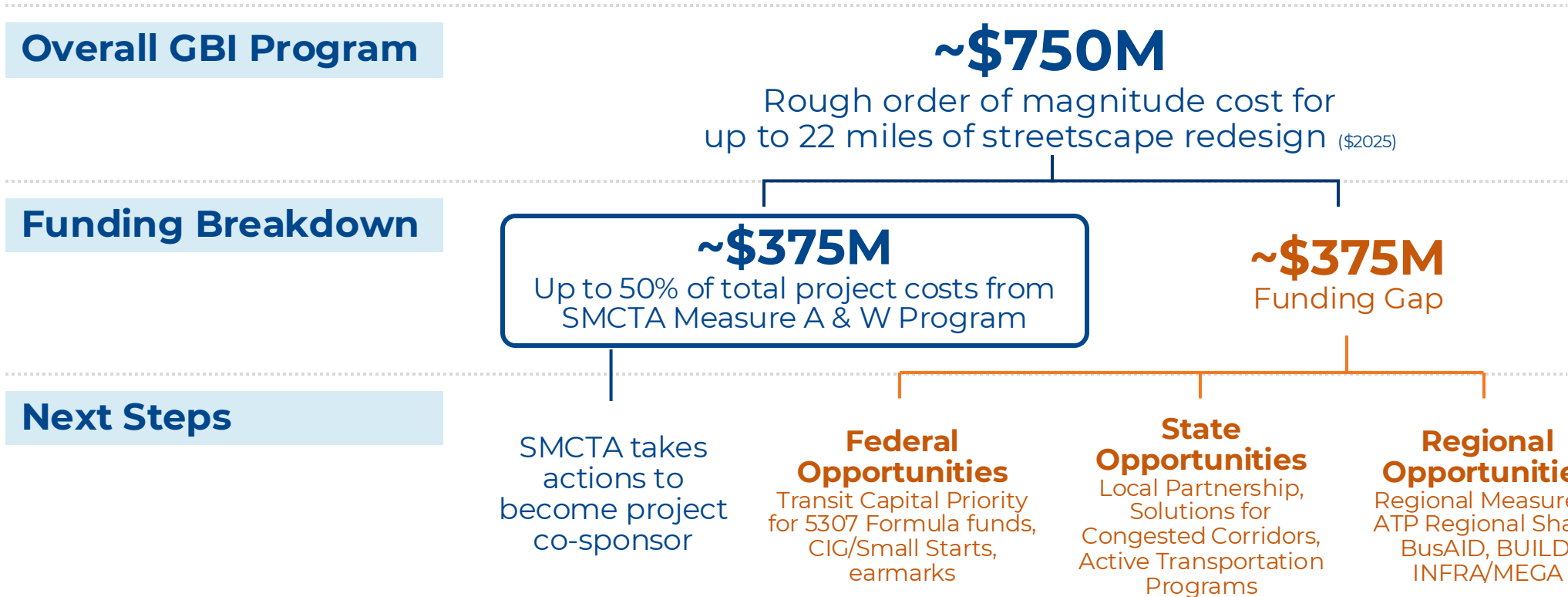
Successfully promoted economic revitalization and infill development but resulted in limited transportation improvements.

GBI Today

SamTrans has received funding from MTC to **focus on transportation challenges and coordinate transportation improvements** on El Camino Real.

SamTrans aims to improve mobility, access, and safety along El Camino Real.

GBI Funding Strategy



THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT

Complete Streets Commission

Meeting Date: 9/10/2025
Staff Report Number: 25-005-CSC

Regular Business: Appoint 2025-26 ad-hoc subcommittees and dissolve all other subcommittees

Recommendation

Staff recommends that the Complete Streets Commission (Commission) appoint 2025-26 ad-hoc subcommittees, including purpose statements and members and dissolve all other existing subcommittees.

Policy Issues

The Complete Streets Commission can establish ad hoc subcommittees to advise the full Complete Streets Commission on recommendations to make progress towards the completion of their annual work plan goals. Per City Council Policy CC-24-002 (Attachment B), each commission must develop an annual work plan that must then be reported out on by a representative of the advisory body at a regularly scheduled City Council meeting.

Background

The City Council is scheduled to adopt the Complete Streets Commission's 2025-26 work plan on September 30, 2025. The work plan focuses on advancing safe, sustainable, and accessible transportation in Menlo Park by recommending potential infrastructure projects for evaluation and inclusion to the annual 5 year CIP plan, supporting policy development, evaluating regional transportation impacts, and aligning efforts with the City's Vision Zero, Climate Action Plan, and Transportation Master Plan goals. At the June 2025 Complete Streets Commission meeting, the Commission discussed creating ad hoc subcommittees to make progress towards the completion of their annual work plan goals.

Analysis

Ad Hoc Subcommittee Guidelines

The Complete Streets Commission has seven members, to avoid any conflict with quorum requirements, the ad hoc committee cannot have more than three Commission members. Each ad hoc subcommittee will need a clear purpose statement, a specific deliverable that addresses the purpose statement and three commission members. When the deliverable is complete, that ad hoc subcommittee will automatically dissolve, with no further action needed by the Commission.

The term of all ad hoc subcommittees would expire at the end of the current Complete Streets Commission work plan if not before. These ad hoc subcommittees would operate independently of staff and focus on advancing specific elements of the Work Plan through research, collaboration, and the preparation of recommendations to bring back to the full Commission. Staff will be available to answer specific questions but will not be responsible for scheduling meetings or regularly attend ad hoc subcommittee meetings.

Below is a list of potential ad hoc subcommittees, purpose statements and deliverables for review and

discussion. This is a starting point for discussion, the Commission is not required to appoint each of these ad hoc subcommittees.

<u>Subcommittee</u>	<u>Purpose</u>	<u>Proposed Deliverable</u>
Transportation Master Plan Monitoring	Review the adopted Transportation Master Plan and identify <u>potential</u> projects for <u>evaluation and</u> inclusion <u>to</u> the 5-Year Capital Improvement Plan.	Memo summarizing recommended projects and/or progress on key initiatives.
Bike Rack Inventory	Review and report findings of survey and formulate recommendations for citywide bike racks.	Memo summarizing recommendations on citywide bike rack inventory.
Safe Routes and Community Outreach	Explore strategies to promote safe walking and biking to school, <u>strengthen public engagement</u> , and enhance public access to information.	Memo summarizing recommendations for public engagement, educational content, and website updates.
Driveway Policy Evaluation	Evaluate driveway stopping sight distance policy to <u>establish</u> a standard for consistent parking removal city-wide.	Memo summarizing proposed policy changes.
Climate and Mobility Options	Determine methods and metrics to measure and track progress in advancing Climate Action Plan Strategy #4.	Memo summarizing methods and metrics to measure and track progress in advancing Climate Action Plan Strategy #4.
El Camino Real Complete Street	Review multimodal access along El Camino Real <u>to identify opportunities to improve connectivity</u> .	Memo summarizing findings from the review of multimodal access along El Camino Real.

Each subcommittee would return to the full Commission with its findings and proposed recommendations for further discussion, potential action and will then dissolve.

Recommendations

Staff recommends the Commission to discuss, finalize and adopt a list of ad hoc subcommittees to support the 2025-2026 work plan, to include purpose statements, deliverables and members.

Next step

The final Commission 2024-25 work plan will be presented to the City Council on September 30 for adoption. The ad hoc subcommittees do not need to be presented to the City Council or included in the work plan but may be included in the work plan staff report.

Impact on City Resources

Resources expended for the completion of the Commission work plan are considered part of the City's baseline operations.

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.

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. Commission 2025-26 draft work plan
- B. City Council Policy CC-24-004 – Commission/Committees policies and procedures, roles and responsibilities

Report prepared by:

Catrine Machi, Senior Transportation Planner

Report reviewed by:

Azalea A. Mitch, Public Works Director

THIS PAGE INTENTIONALLY LEFT BLANK

Complete Streets Commission work plan

Public Works Department

701 Laurel Street, Menlo Park CA 94025

Approved [Click or tap to enter a date.](#)



Work plan goals

The Complete Streets Commission provides advice and recommendations to the City Council on realizing the City's adopted goals for Complete Streets, the Transportation Master Plan, Vision Zero, and the Climate Action Plan. The Complete Streets Commission also evaluates proposals or projects relating to transportation issues from neighboring jurisdictions and regional entities.

1. Advise the City Council on the implementation of the Transportation Master Plan (TMP) and any possible improvements and additions to the TMP:
 - a) Annually evaluate and propose transportation projects to include in the 5-Year Capital Improvement Plan (Fall).
 - Advise and make recommendations for new and ongoing projects including:
 - a) Middle Avenue/El Camino Real intersection improvements, Middlefield Road Safe Streets Project, Santa Cruz Avenue Safety Improvements, Willow Road Pedestrian and Bicycle Safety Project
 - b) New and ongoing pilots Nealon Park frontage parking, Blake Street temporary closure, and Coleman Avenue Traffic Calming Measures
2. Advise and provide input to the City Council on transportation policies/programs:
 - Make recommendations to City Council on citywide bike rack inventory
 - Advise on Vision Zero strategies and program implementation including applying Vision Zero's data driven approach to the development of the Slow Streets program
 - Evaluate driveway stopping sight distance policy to designate no parking zones as per the municipal code
 - Provide feedback on the implementation approach to AB 413 Daylighting Law
 - Support the implementation of safe routes infrastructure improvements and strategies:
 - a) Advocate for community engagement and education, program continuity and design implementation such as or including:
 - i. Advocate for safety improvements in school zones
 - ii. Participate in the Safe Routes to School task force
 - iii. Make recommendations for improving City's – Public Works website content to residents with regards to transportation programs and policies. Include recommendations for outreach topics on projects and educational content for safe riding and walking.
 - iv. Develop an outreach strategy to increase public awareness of how and why to report near misses and collisions and create a feedback loop.
 - b) Advocate for projects that support safe routes to community and regional-based destinations (e.g., schools, work, shop and recreation)
3. Provide input to the City Council on major land use and development projects as it relates to transportation before it goes to Planning Commission
4. Support the Council's initiatives to improve access to Downtown and support downtown businesses.
 - Review bike lanes on El Camino Real
5. Support Climate Action Plan Strategy No. 4 - Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission
 - Evaluate metric to measure progress and set specific long term and annual goals
 - Recommend and evaluate projects and policies that expand access to safe biking, walking, transit, and zero-emission vehicle infrastructure
 - Prioritize recommendations that reduce vehicle miles travelled in the transportation sector through increased use of active, shared and electric mobility options

Work plan history

Action	Date	Notes
Work plan recommended	August 13, 2025	Commission approved

THIS PAGE INTENTIONALLY LEFT BLANK

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004
Adopted Feb. 13, 2024
Resolution No. 6890

ATTACHMENT B



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."
Background
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
Policies and Procedures
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq., §65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council. • Additional or other staff support may be provided upon a formal request to the City Council. • The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council. • Commission/Committee members will have mandatory training every two years regarding the Brown Act and

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

2

parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

3

provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Stipends

Per Government Code §36506, the City is authorized to pay appointed Planning Commissioners by resolution. The City Council has adopted a resolution with an amount not to exceed \$200 per month per Planning Commissioner. Per the IRS (Internal Revenue Services), "public officer" also includes appointed members of advisory boards and committees and commissions. The Planning Commission stipend is taxable income and each member will receive a W-2.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, decide all questions

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

4

of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

5

6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

G. Memberships

Appointments/Oaths

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

Application and selection process

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

6

- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

Reappointments, resignations, removals

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

Term of office

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

7

on the City's website. This list is also available to the public (Government Code §54972, Maddy Act).

Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

8

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Special Advisory Bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

Procedure history

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

9

Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840
Procedure adoption	2/13/2024	Resolution No. 6890

THIS PAGE INTENTIONALLY LEFT BLANK