

Complete Streets Commission

REGULAR MEETING MINUTES



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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COLEMAN AVENUE PILOT PROJECT

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AGENDA

- Background
- Project Overview
- Visual Renderings
- Proposed Evaluation Methodology
- Commission Feedback

BACKGROUND

Spring 2022:

Coleman and Ringwood
Avenues Transportation
Study project kick off

Nov. 19, 2024:

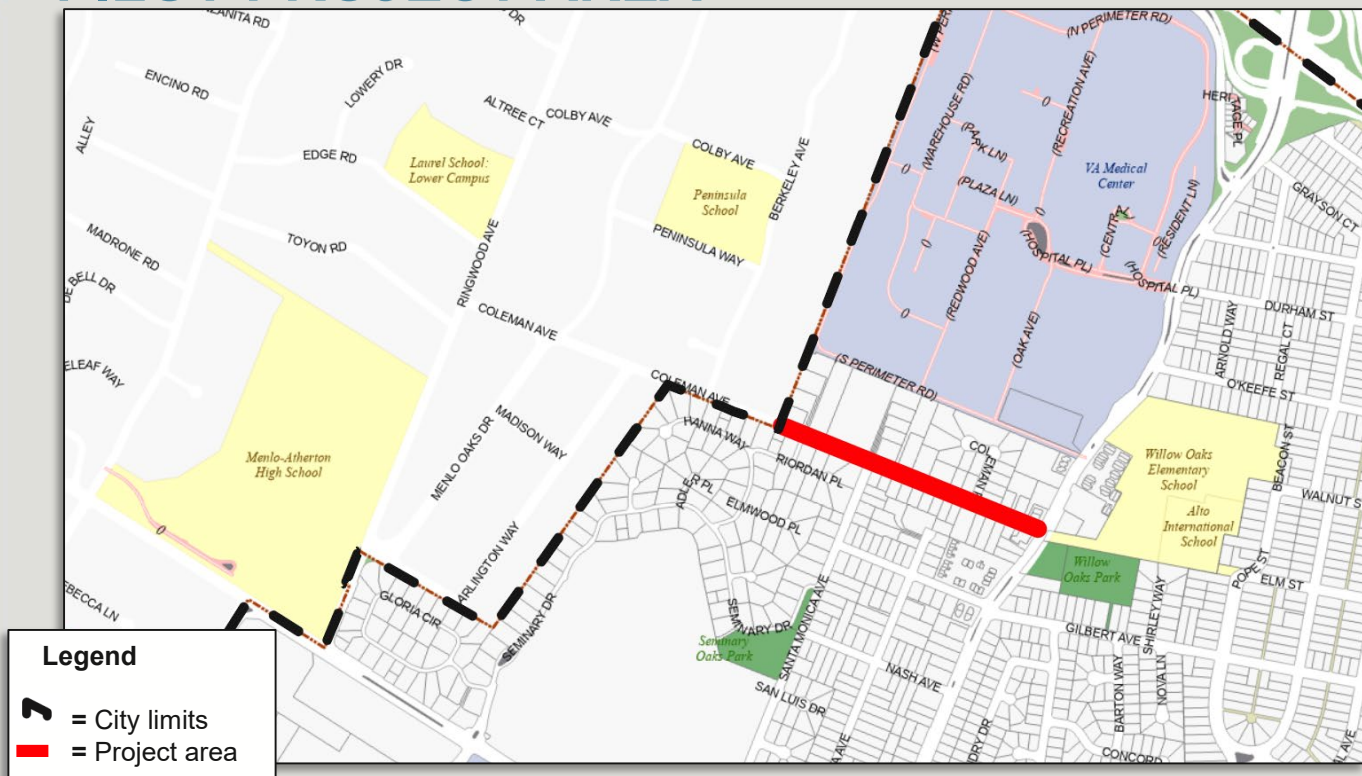
City Council accepted the
Coleman and Ringwood
Avenues Transportation
Study

Oct. 22, 2024:

City Council direction to
proceed with improvements
in City portion through a pilot



PILOT PROJECT AREA



CITY COUNCIL DIRECTION

- A bike lane westbound (toward Ringwood Avenue)
- A shared lane with people biking and people driving eastbound (toward Willow Road)
- Remove parking from the north side of Coleman Avenue to allow sufficient roadway space for bike lane
- A stop sign on Coleman Avenue at Santa Monica Avenue
- Traffic calming measures to reduce speeds of people driving

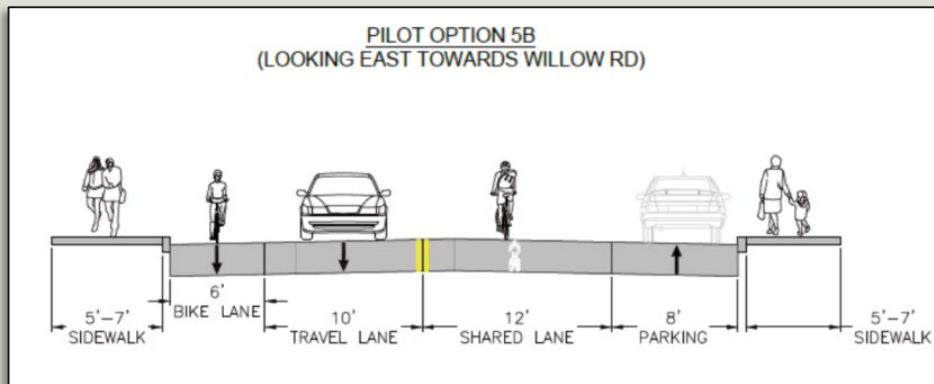
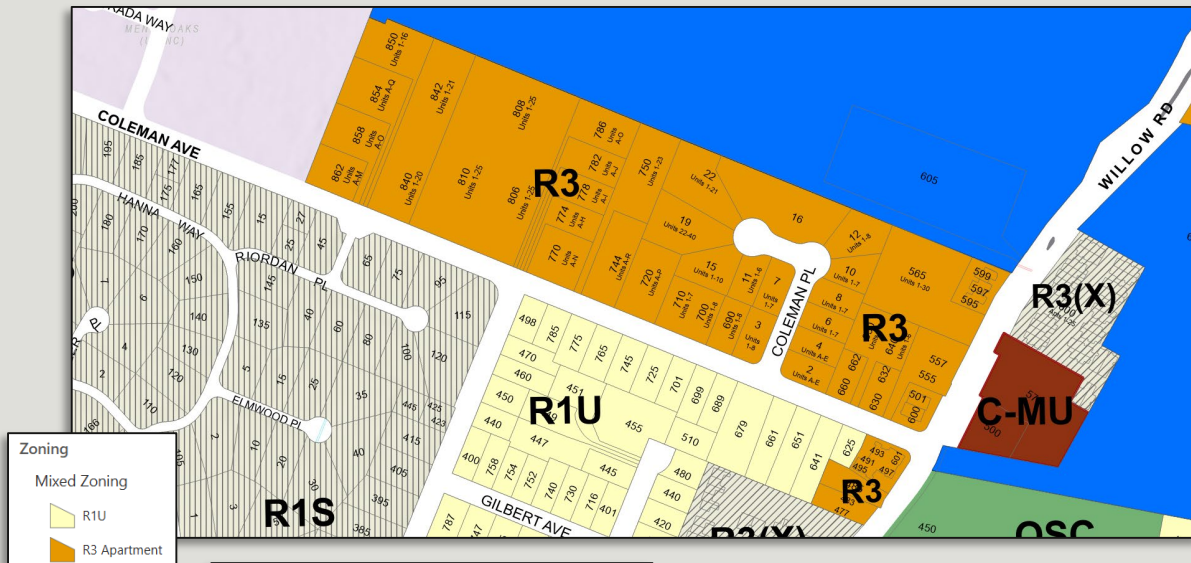
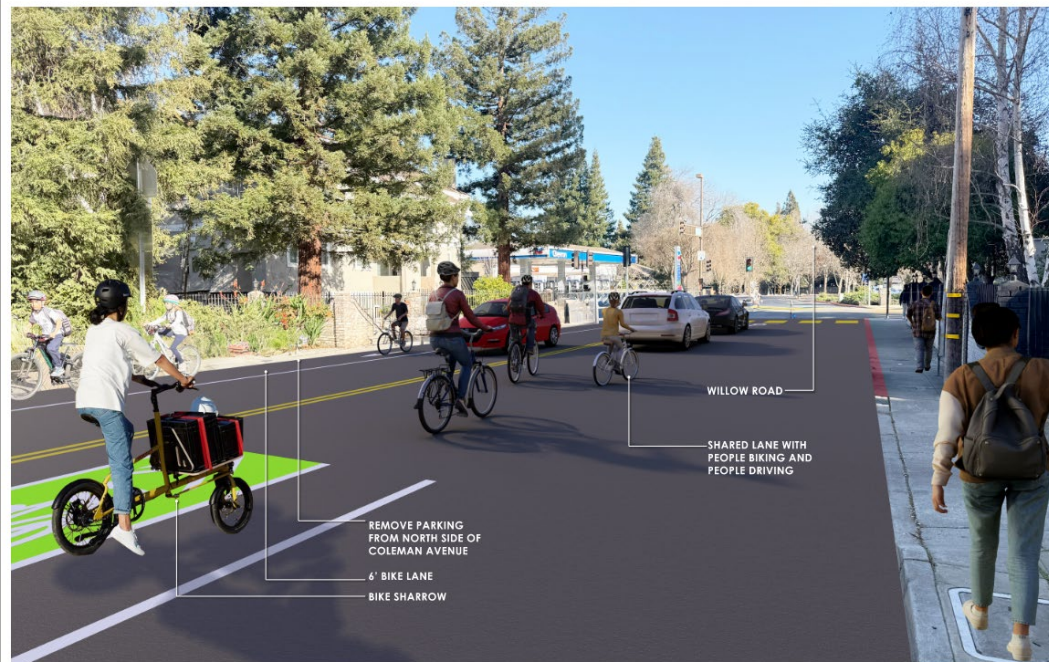


Figure: Pilot option 5B from the Coleman-Ringwood Avenues Transportation Study

OVERNIGHT PARKING



VISUAL RENDERINGS OF PILOT



PROPOSED IMPROVEMENTS
COLEMAN AVENUE PILOT PROJECT
Menlo Park, California

MARCH 12, 2025

VISUAL RENDERINGS OF PILOT



PROPOSED IMPROVEMENTS
COLEMAN AVENUE PILOT PROJECT
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VISUAL RENDERINGS OF PILOT



PROPOSED IMPROVEMENTS
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DATA COLLECTION AND EVALUATION

- Volumes of people driving, biking, and walking
 - Parking counts
 - Vehicular speeds
 - Reported collisions
 - Bike rack counts at Laurel School Lower Campus, Laurel School Upper Campus, and Menlo-Atherton High School
 - Public feedback survey
-
- Data collection occurring in May 2025 and May 2026
 - Staff will analyze change in data to evaluate the pilot
 - Metrics of success include increased number of people biking, positive responses about safety, and reduced vehicular speeds

PILOT SCHEDULE

Complete Streets
Commission review of
pilot

- March 2025

City Council approval
of parking removal

- April 2025 (tentative)

Existing conditions
data collection

- May 2025

Installation of pilot

- Summer 2025

Pilot evaluation

- May 2026



COMPLETE STREETS COMMISSION FEEDBACK



- Staff is requesting feedback on the Coleman Avenue Pilot Project
- Next steps:
 - Staff will seek City Council consideration of parking removal (tentative April 2025)
 - Pilot installation (tentative summer 2025)



THANK YOU