



## 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
<b>Pedestrian counts</b>	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
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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](https://menlopark.gov/Coleman)
- B. Renderings

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