Complete Streets Commission



REGULAR MEETING AGENDA

Date: 11/8/2023 Time: 6:30 p.m.

Location: Zoom.us/join – ID# 845 2506 8381 and

City Council Chambers

751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at City Council Chambers
- Access the meeting real-time online at: Zoom.us/join – 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 Meeting

- 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.

Complete Streets Commission Regular Meeting Agenda November 8, 2023 Page 2 of 2

E. Regular Business

- E1. Accept the Complete Streets Commission minutes for October 11, 2023 (Attachment)
- E2. Provide feedback on the Middle Avenue buffered bike lane pilot evaluation methodology (Staff Report #23-015-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: 11/2/2023)

Complete Streets Commission



REGULAR MEETING MINUTES - DRAFT

Date: 10/11/2023 Time: 6:30 p.m.

Location: Teleconference and

City Council Chambers

751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Cebrian called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Altman, Behroozi, Cebrian, Cole, King, Silverstein

Absent: Kollmann

Staff: Assistant Engineer Matthew Hui, Assistant Public Works Director – Transportation

Hugh Louch, Associate Transportation Planner Nicholas Yee, Senior Transportation

Engineer Kevin Chen

C. Reports and Announcements

Staff Chen reported out on City Council actions related to transportation since the September 13 Complete Streets Commission meeting.

Vice Chair Cole reported out on Ryans Lane closure.

Commissioner Behroozi reported out on California State Assembly Bill 413.

The Commission received clarification on City Council appeal process.

D. Public Comment

None.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for September 13, 2023

ACTION: Motion and second (Cole/ Behroozi), to accept the Complete Streets Commission minutes for September 13, 2023, with revisions to item E2, passed 6-0 (Kollmann absent).

E2. Provide feedback on the evaluation of the Menlo Park Safe Routes to School Program (Staff Report #23-014-CSC)

Staff Yee made the presentation (Attachment).

Kevin Rennie spoke in support of the program and more engagement for San Mateo County's

Complete Streets Commission Regular Meeting Minutes – Draft October 11, 2023 Page 2 of 2

Ringwood/Coleman Avenues study.

The Commission discussed program staffing level, budget allocation, interagency collaboration and best practices, program needs and challenges, stakeholders and parent champions meetings, program material usage rates and safe street design and evaluation parameters.

The Commission provided the following feedback on the program:

- Explore additional tangible goals for program evaluation.
- Continue to collaborate with other agencies and identify best practices (e.g., crossing guards, bus activities, safe street parameters).
- Evaluate the effectiveness of stakeholder meetings and utilize the Commission subcommittee where applicable.
- Track usage rate of existing program website and materials.

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on San Mateo County's Ringwood/Coleman Avenues study, Vision Zero Action Plan, Middle Avenue bike lane pilot construction and the Belle Haven traffic calming plan construction.

G. Committee/Subcommittee Reports

None.

H. Adjournment

Chair Cebrian adjourned the meeting at 8:17 p.m.

Kevin Chen, Senior Transportation Engineer



SAFE ROUTES TO SCHOOL PROGRAM EVALUATION

Complete Streets Commission | October 11, 2023



AGENDA



- Background
- Program Highlights
- Feedback and Next Steps







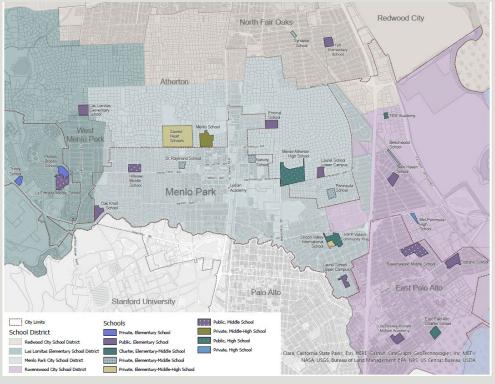


- Citywide Safe Routes to School (SRTS) Program created in 2018
- Was identified as a top-six priority project by City Council in 2018
- Comprehensive program four public school districts, private schools
 - 12 public schools, 12 private schools
 - Las Lomitas Elementary School District (LLESD)
 - Menlo Park City School District (MPCSD)
 - Ravenswood City School District (RCSD)
 - Sequoia Union High School District (SUHSD)



SCHOOLS AND DISTRICTS SERVED BY SRTS PROGRAM









PROGRAM HIGHLIGHTS: COORDINATION



- City has had SRTS Coordinator since 2019
- Heart of the program
 - Conduit with schools, districts, parents/parent champions, community stakeholders
- Typical duties include:
 - Assisting with collecting travel tally data
 - Planning citywide SRTS events
 - Assisting schools and parents with events and implementing SRTS concepts
 - Monthly newsletters
- Part-time position, primarily coordinates with public schools but also private schools



PROGRAM HIGHLIGHTS: TASK FORCE



- Quarterly coordination meetings with various SRTS stakeholder to discuss safety issues and SRTS topics
- Open to the public, attendees include:
 - City Staff/Transportation Division
 - Schools
 - **Districts**
 - Parent champions
 - Menlo Park, Atherton Police
 - San Mateo County Office of Education (SMCOE) SRTS



PROGRAM HIGHLIGHTS: **EDUCATIONAL RESOURCES**







1. When driving on law fir you extreme couting as

Bicycles and Pedestrians

3. Willow Rd is a busy traffic corridor. Use court and cross at Coleman Ave, Gilbert Ave, Durham St, Newbridge St, O'Brien Dr, or Ivy Dr where there are

4. When crossing over Highway 101, use the Ringwood Ave Bicycle/Pedestrian Bridge when possible. The Willow Rd overpass has many cars

Make Eye Contact with drivers.

WALKING AND BIKING SAFETY

Stop at the curb's edge. Look left, right, and

Be Predictable, Follow all traffic laws and stoo at stop signs. Be aware of traffic. Ride single file in





Wear Your Helmet Your helmet should cove







BELLE HAVEN



Steps to Plan School-Based Walk & Roll Events

This guide offers strategies for both Walk and Bike to School Days by referring to them as Walk & Roll days. 'Roll' can be used instead of

- Better include students and family members who may use rolling mobility devices, such as wheelchairs or specialized scooters, to get
- * Extend participation to students who would prefer to bike, scooter, or skateboard, as allowed by school or district policy.
- Promote other shared modes, such as carpooling with other families or taking the bus, to include students who may need to 'roll' to school using a vehicle while using transportation options that support the environmental and social goals of the event.





WHO PLANS WALK & ROLL?

Anyone can be the Walk & Roll to School Day event champion! But make sure to ask your school's principal for permission and follow any district requirements for volunteers.

Individuals directly involved in the school community are often the event champions. including: PTA members, parent volunteers PE teachers, school nurses, and/or school administration.

Other event champions could include city or school district staff, or a local non-profit.

This guide is written for anyone who is leading or involved in planning Walk & Roll to School Day activities.

HOW TO PLAN WALK & ROLL?

Follow these five easy steps for a successful Walk & Roll to School Day:

IDENTIFY A DATE and coordinate with the school.

- **RECRUIT** community partners and volunteers
- PLAN the event day logistics.
- PROMOTE the event.
- FOLLOW LIP and thank all volunteers and partners after the event.

2 · Walk & Roll Toolkit

MENLO PARK SAFE ROLLTES TO SCHOOL

MENLO PARK RUTAS SEGURAS A LA ESCUELA

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MENLO PARK RUTAS SEGURAS A LA ESCUELA









señales de 15 mph

cerca de las escuelas

Bingo Ruby Bridges



PROGRAM HIGHLIGHTS: EVENTS



- Ruby Bridges Walk to School Day
- Crossing Guard Appreciation Week
- SRTS Spring Party
- Bike Month Video/Poster Challenge
- Bike Helmet Giveaways
- Assisting with parent championorganized bike rodeos









PROGRAM HIGHLIGHTS: BUILDING COMMUNITY



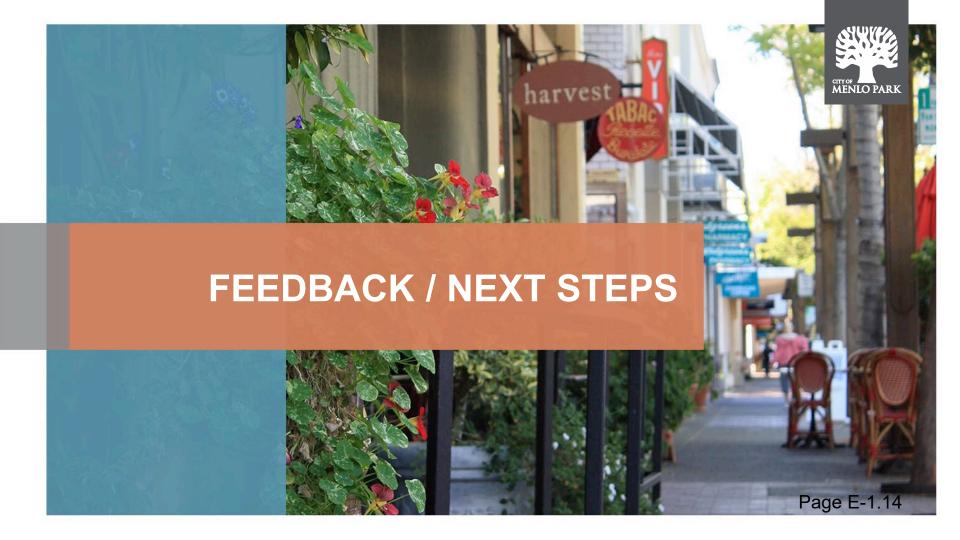
- Laurel School Upper Campus SMCOE Fellowship in 2023 to increase biking, walking to school
- Project highlights include rewarding good biking behavior, bike buses, and a sticker to build community support















STAKEHOLDER FEEDBACK

- Program conducted school administrator and stakeholder survey in Spring 2023
- Responses and themes:
 - Schools need more staff or parent volunteers to support SRTS activities
 - Desire for more SRTS activities
 - Barriers include sustaining parent support/engagement, training more parents/volunteers
 - SRTS Coordinator
 - Has helped build volunteer capacity and supported SRTS activities
 - Desire for more support from SRTS Coordinator, more tailored support at schools





PROGRAM CHALLENGES

- Hours for SRTS Coordinator decrease over time as program costs increase
- Coordinating amongst four districts, up to 24 schools difficult for part-time SRTS Coordinator
- Sustaining parent champion support at schools when children and parents leave for next school





COMMISSION DIRECTION

- Program five years old
 - Built relationships with districts, schools, parents, and stakeholders
 - Developed educational resources
- How can the program best support and empower the SRTS community?
- What areas are most important for future expansion if budget were available?
 - Walking school bus and bicycle bus program
 - Bicycle safety curriculum
 - Increasing volunteer networks
 - Increase SRTS Coordinator staff hours
 - Sponsoring mobile bicycle repair services
 - Subsidizing fees for bicycle skills courses



QUESTIONS?





THANK YOU



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STAFF REPORT

Complete Streets Commission

Meeting Date: 11/8/2023

Staff Report Number: 23-015-CSC

Regular Business: Provide feedback on the Middle Avenue buffered

bike lane pilot evaluation methodology

Recommendation

Staff recommends the Complete Streets Commission provide feedback on the Middle Avenue buffered bike lane pilot evaluation methodology.

Policy Issues

This project 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 Middle Avenue complete streets project, which includes buffered bike lanes and traffic calming measures, is a City Council priority with the following objectives:

- Enhance bicyclist and pedestrian visibility and improve safety of all street users
- Provide safe and comfortable cycling and pedestrian infrastructure and encourage sustainable modes of transportation
- Increase accessibility of the corridor by supporting improvements related to Middle Plaza and ongoing study of the grade-separated pedestrian and bicycle crossing

Since late 2021, staff have been conducting planning and outreach for this project. On February 14, the City Council provided direction to pursue parking removal on both sides of Middle Avenue and to install buffered bike lanes as a pilot (Attachment A).

The design and implementation of the pilot was completed in two phases:

- Olive Street to University Drive completed in July 2023, by the City through the signage and striping program and a San Mateo County Transportation Authority (SMCTA) grant from the Pedestrian and Bicycle program.
- University Drive to El Camino Real completed in October 2023, by the 500 El Camino Real (Middle Plaza) development project to fulfill "Mitigation Measure TRA-2.1" of the Mitigation Monitoring and Reporting Program established in the project final environmental impact report approved in 2017.

Analysis

Pilot evaluation

To establish a "pre-pilot" evaluation baseline, staff collected traffic volume data at key roadway segments and intersection in early 2023. Attachment B illustrates those locations and summarizes the data.

Staff will collect volume and other supplemental data, at approximately five months after pilot implementation, to conduct a comprehensive evaluation. Table 1 summarizes the data type and approximate collection period.

Table 1: Pilot evaluation data summary		
Data type	"Post-pilot" collection period	
Roadway volume (vehicle/ bike¹)	Feb. 2024 (24-hour)	
Intersection volume (vehicle/ pedestrian/ bike)	Feb. 2024 (morning/ evening peak hours)	
Vehicular speed	Feb. 2024 (24-hour)	
Reported collisions (1 year)	July 2023 – June 2024	
Parking occupancy ²	Two mid-weekdays, Two Sundays	
Public feedback survey ³	Jan. – March 2024	

Notes:

- 1. See Attachment B for the four existing roadway bike count locations.
- 2. The parking data collection will include the first 500 feet of all cross streets. Each weekday will include three data points (morning, afternoon, evening). Sundays will include a single data point and be counted on days with parking demand from the New Community Church and Jack Lyle Park.
- 3. The survey will be available online and a hard copy will be made available upon request A draft public feedback survey is provided in Attachment C.

Public notification for the feedback survey will include:

- Official City online social media platforms
- City project update email list
- Specific stakeholder emails
- Changeable message signs
- Postcard to Middle Avenue residents/property owners/businesses

In addition to the public feedback survey, the City will host two separate community meetings in early 2024. One of the community meetings will be in person and the other virtual. Additional, the City will continue to engage with New Community Church and Peninsula Volunteers, Inc. (operator of Little House and Rosener House) throughout the pilot period.

Middle Avenue Complete Streets project progress

Since the approval of the project, the City has retained Parametrix, through the City's transportation consultant master agreement, to prepare the following:

- Signal operation analysis and geometric design for the intersection of El Camino Real / Middle Ave
- Traffic calming measures design
- Nealon Park parking lot reconfiguration

Permanent buffered bike lane design

The consultant has begun working on the Nealon Park parking lot reconfiguration and ECR / Middle Avenue signal operation analysis. The signal operation and geometric design will examine the feasibility of the following:

- Protected left turn on Middle Avenue, to eliminate left turning vehicle and pedestrians/ bicyclists crossing conflict
- No right turn on red phase on Middle Avenue, to eliminate right turn vehicle and pedestrians/ bicyclists crossing conflict
- Bike signal
- Partial protected intersection on the western side of El Camino Real

During the buffered bike lane pilot phase, the consultant will continue the design effort on some of the traffic calming measure (e.g., flashing beacons, speed feedback signs, speed hump). However, certain measures (e.g., bulbouts, raised crosswalks) will have to be deferred until staff receive Complete Streets Commission and City Council directions on the pilot project.

Commission feedback

Staff is soliciting commission feedback on the following:

- Are the proposed data collection and public meetings adequate?
- Is the public outreach process adequate?
- Is the draft survey adequate?

Impact on City Resources

Resources for the pilot evaluation will be funded as part of the grant-funded project.

Environmental Review

A Notice of Exemption was filed on February 27 for the Middle Avenue complete street project.

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. Additional public outreach was achieved by sharing meeting information on the project website and sending email to the project interest list.

Attachments

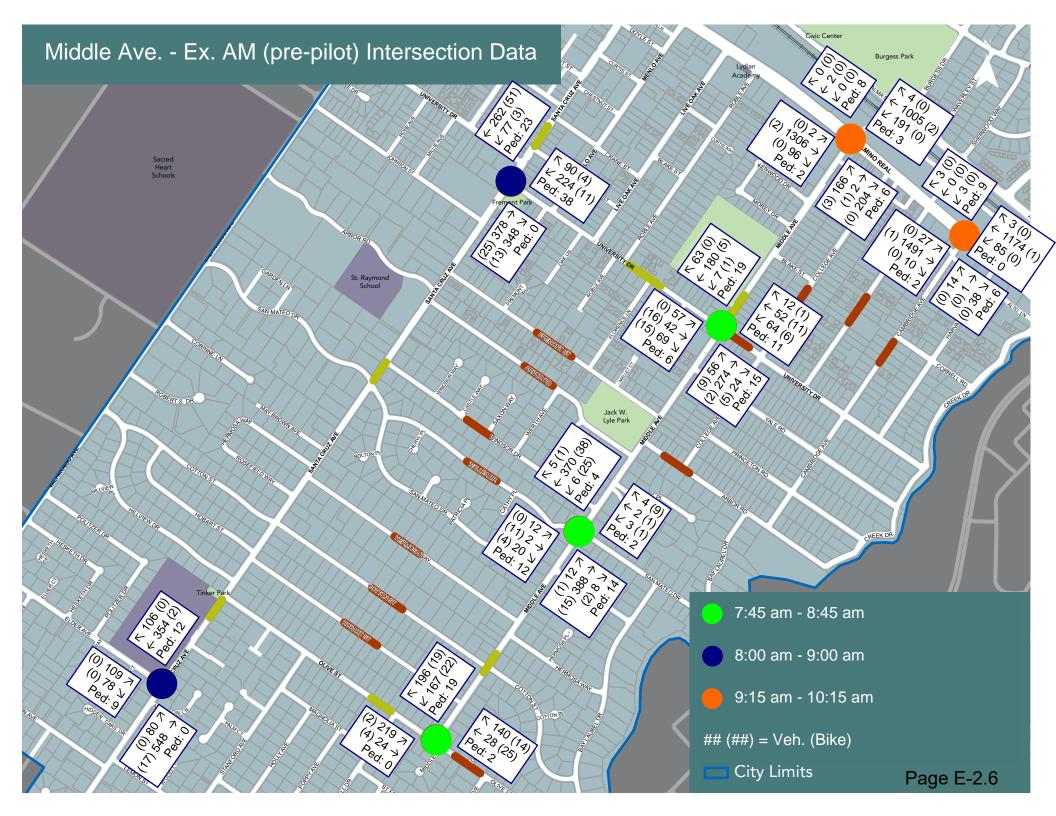
- A. Hyperlink February 14, 2023 City Council staff report: menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2023-meetings/agendas/20230214-city-council-regular-agenda-packet.pdf#page=172
- B. "Pre-pilot" volume data collection

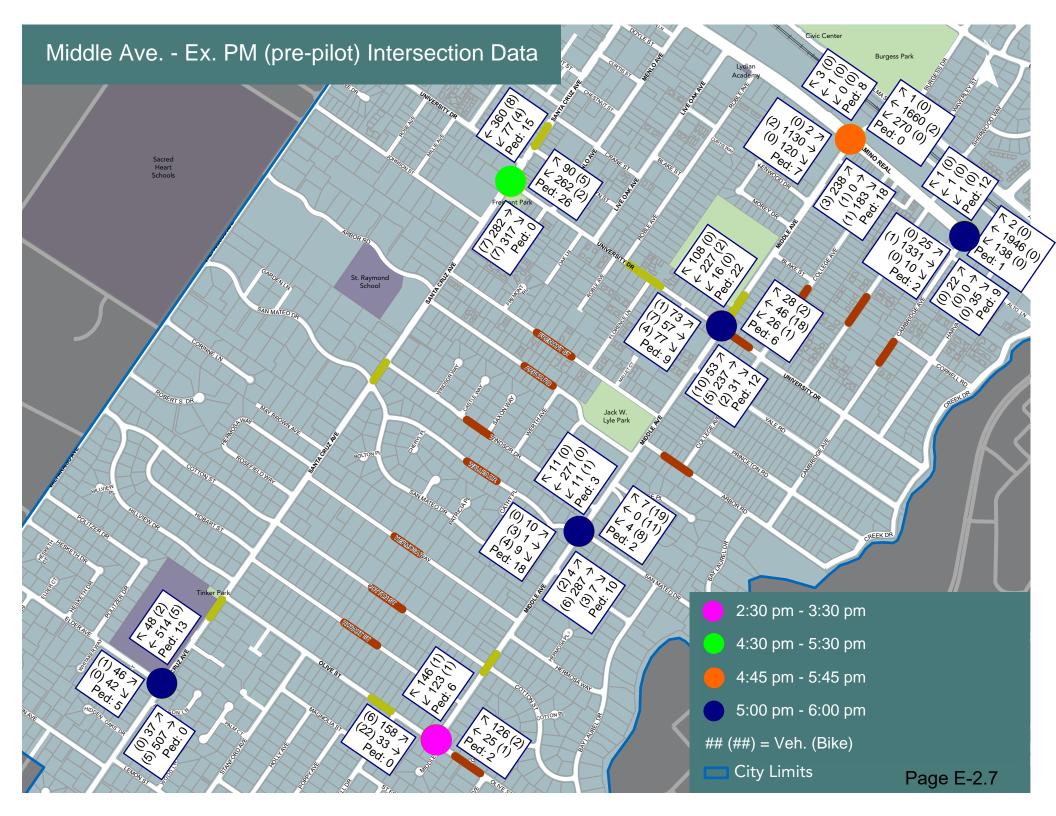
C. Draft public feedback survey

Report prepared by: Kevin Chen, Senior Transportation Engineer

Report reviewed by: Hugh Louch, Assistant Public Work Director – Transportation







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Middle Avenue Bike Lane Pilot

As part of the <u>Middle Avenue complete streets project</u>, the City implemented a pilot of a buffered bikeway that removed parking from both sides of the street. Now that this pilot has been implemented, staff are seeking feedback from the community on the pilot. Your responses to this survey will be part of the process of gathering feedback, which will also include public meetings.

Ho	ow often do you typically travel on Middle Avenue?
	a. Daily
0	b. A few times per week
	c. A few times per month
	d. Several times per year
2.	Tells us about where you live?
	a. On Middle Avenue
0	b. On a street that connects to Middle Ave
	c. Elsewhere in Menlo Park
	c. In a neighboring community
	d. Elsewhere in the region
0	Other
W	hat are your primary purposes for traveling along Middle Avenue? (select all that apply)
	To commute to work
	School (for myself or my children)
	To access parks
	For religious services
	To visit Little House/Rosener House
	To access businesses nearby
	Other

QUESTIONS FOR DRIVERS

Since the implementation of the pilot, have you driven or been a passenger in a car on Middle Avenue?
a. Yes
D b. No
Have you changed your driving route since the pilot?
a. No, continue to drive on Middle Avenue
b. Yes, more likely to drive on another street
C. Yes, more likely to travel by bicycle or foot
What route do you use instead of Middle Avenue?
Have you parked a vehicle near Middle Avenue since the start of the pilot? If so, where have you tried to park?
To visit or work at Little House
To visit Nealon Park
To get to my or another residence between El Camino Real and University Drive
To get to my or another residence between University Drive and Olive Street
To visit Jack Lyle Park
To visit Menlo Community Church
I have not tried to park near Middle Avenue
Since the pilot, what is your experience of parking near Middle Avenue?
I have had no trouble finding parking
I have sometimes had trouble finding parking
I have frequently had trouble finding parking
☐ I have not tried to park on Middle Ave

QUESTIONS FOR BICYCLISTS

Since the pilot was installed, have you ridden a bike, electric scooter, or similar device on
Middle Avenue?
a. Yes
D b. No
How has your bicycling experience changed on Middle Avenue since the adding bicycle lanes?
a. Feels much safer bicycling
b. Feels somewhat safer bicycling
C. No change in feeling of safety
d. Feels somewhat less safe bicycling
e. Feels much less safe bicycling
Please tell us why?
Do you bike on Middle Avenue more now that there are bike lanes on the street?
a. Yes
D b. No

QUESTIONS FOR PEDESTRIANS CROSSING

WRAP UP/DEMOGRAPHICS

Please provide any additional feedback you have about the pilot bike lane.

<u> </u>			
If you would like to be notified about upcoming meetings for this project, please provide your contact information.			
Email			
What is your age?			
a. In elementary school	e. 31 to 45		
b. In middle school	f. 46 to 65		
c. In high school	g. Over 65		
d . 18 to 30			
What is your gender?			
■ Male			
☐ Female			
☐ Transgender			
Do not identify as male, female, or transgender			
Prefer not to answer			
How did you learn about this survey? a. City website			
b. Social media			
c. City Council member email			
d. Variable message sign			
e. City Council or Complete Streets Commission			
Other			

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