



# Complete Streets Commission

## REGULAR MEETING AGENDA

**Date:** 11/10/2021

**Time:** 7:00 p.m.

**Regular Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Complete Streets Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID 959 6579 2741
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 959 6579 2741  
Press \*9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, 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's website [www.menlopark.org](http://www.menlopark.org). 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.org/agenda](http://menlopark.org/agenda)).

### Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741)

- A. Call To Order
- B. Roll Call
- C. Reports and Announcements

Under "Reports and Announcements," staff and Commission members 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. Please clearly state your name and address or political jurisdiction in which you live. 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. Approve minutes for the Complete Streets Commission’s October 13, 2021 regular meeting ([Attachment](#))
- E2. Recommend the adoption of Resolution No. 2021-5 to remove five parking spaces fronting 2225 Sharon Road ([Staff Report #21-012-CSC](#))
- E3. Recommend the adoption of Resolution No. 2021-6 supporting the City’s application for a C/CAG Transportation Development Act Article 3 Grant for a pedestrian and bicycle crossing improvement at Van Buren Road and Ringwood Avenue ([Staff Report #21-013-CSC](#))
- E4. Evaluate commission subcommittees to support City Council priorities

## **F. Informational Items**

- F1. Update on major project status

## **G. Committee/Subcommittee Reports**

- G1. Update from Climate Action Plan Subcommittee (Lee/Levin)
- G2. Update from Downtown Access and Parking Subcommittee (Altman/Behroozi/Cole)
- G3. Update from Multimodal Metrics Subcommittee (Altman/Behroozi/Levin)
- G4. Update from Multimodal Subcommittee (Cebrian/Levin)
- G5. Update from Safe Routes to School Program Subcommittee (Behroozi/Cebrian/King/Lee)
- G6. Update from Transportation Master Plan Implementation Subcommittee (Altman/Behroozi/Cebrian/Levin)
- G7. Update from Zero Emission Subcommittee (Cromie/Jensen)

## **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 City Council 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.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council 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.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 11/4/2021)



# Complete Streets Commission

## REGULAR MEETING MINUTES - DRAFT

**Date:** 10/13/2021

**Time:** 7:00 p.m.

**Regular Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 959 6579 2741

### A. Call to Order

Chair Levin called the meeting to order at 7:02 p.m.

### B. Roll Call

**Present:** Altman, Behroozi, Cole, Jensen, King, Lee, Levin

**Absent:** Cebrian, Cromie

**Staff:** Assistant Engineer Esther Jung, Assistant Public Works Director Hugh Louch, Engineering Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen

**Others:** Greystar Development Senior Director Matt Udouj, BKF Engineers Project Manager Reuel Chan

### C. Reports and Announcements

Staff Chen reported on City Council actions related to transportation since the September 8, 2021 Commission meeting.

### D. Public Comment

None.

### E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of September 8, 2021 ([Attachment](#))

**ACTION:** Motion and second (Behroozi/ Cole), to approve minutes from the September 8, 2021 Complete Streets Commission meeting, revising item E3. Commission discussion summary verbiage from "..., Bayfront area pedestrian and bicycle plan, and street design." to "..., the need for a comprehensive Bayfront area pedestrian and bicycle plan, and complete streets oriented street design.", passed 7-0 (Cebrian and Cromie absent).

The Commission combined items E2. and E3.

- E2. Recommend the Complete Streets Commission adopt Resolution No. 2021-3 to establish loading zone on Constitution Drive fronting 180 Constitution Drive ([Staff Report #21-009-CSC](#))
- E3. Recommend the Complete Streets Commission adopt Resolution No. 2021-4 to establish loading zones on Constitution Drive and Independence Drive ([Staff Report #21-010-CSC](#))

Staff Chen and Greystar team Udouj/ Chan made the presentation ([Attachment](#)).



The Commission discussed reasons for selecting the recommended loading zone locations, such as anticipated usage and interaction with bicycles and other vehicles.

Additionally, the Commission discussed the need for staff to comprehensively evaluate the Bayfront area for: pedestrian and bicycle facilities based on existing and future land uses, additional signs and/or striping to emphasize no parking zones, and transit facilities.

**ACTION:** Motion and second (Cole/ Jensen), to adopt Resolution No. 2021-3 to establish loading zone on Constitution Drive fronting 180 Constitution Drive, passed 7-0 (Cebrian and Cromie absent).

**ACTION:** Motion and second (Lee/ King), to adopt Resolution No. 2021-4 to establish loading zones on Constitution Drive and Independence Drive, to install a mid-block crosswalk on Constitution Drive, and to explore design options to enhance safety around the new loading zones, passed 7-0 (Cebrian and Cromie absent).

- E4. Recommend the City Council adopt a resolution to approve through and left-turn movements from southbound Garwood Way at Oak Grove Avenue ([Staff Report #21-011-CSC](#))

Staff Jung made the presentation (Attachment).

The Commission discussed safety benefits from the project, opportunities to evaluate nearby locations with similar roadway features, and the outreach effort.

**ACTION:** Motion and second (Cole/ Lee), to recommend that the City Council adopt a resolution to approve through and left-turn movements from southbound Garwood Way at Oak Grove Avenue and explore the potential effects of restricting northbound left turns out of Merrill Street and Alma Street onto Oak Grove Avenue, passed 7-0 (Cebrian and Cromie absent).

- E5. Evaluate commission subcommittees to support City Council priorities

Staff Chen introduced the item.

The Commission discussed the following topics:

- Ad hoc subcommittee to evaluate climate action goals
- Transportation master plan implementation goals
- The Housing Element and future development projects
- Commission training opportunities

**ACTION:** By acclamation, Commissioner Lee was assigned to the Climate Action Plan Subcommittee.

## **F. Informational Items**

- F1. Update on major project status

Staff Chen provided an update on the El Camino Real crossings study, the quiet zone study, and the County's upcoming transportation planning study on Coleman Avenue and Ringwood Avenue.

**G. Committee/Subcommittee Reports**

**G1. Update from Climate Action Plan Subcommittee**

None.

**G2. Update from Downtown Access and Parking Subcommittee**

Staff Hugh provided updates on ongoing efforts related to downtown closures and student access and safety around those closures.

**G3. Update from Multimodal Metrics Subcommittee**

None.

**G4. Update from Multimodal Subcommittee**

Chair Levin provided an update that San Mateo County Transportation Authority and Samtrans will initiate a strategic plan on regional transportation decisions next year.

**G5. Update from Safe Routes to School Program Subcommittee**

None.

**G6. Update from Transportation Master Plan Implementation Subcommittee**

None.

**G7. Update from Zero Emission Subcommittee**

None.

**H. Adjournment**

Chair Levin adjourned the meeting at 10:01 p.m.

Kevin Chen, Senior Transportation Engineer

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

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The background of the slide is a photograph of a yellow construction bucket, likely from a backhoe loader, filled with dark gravel. The bucket is positioned on a paved street. In the background, an orange and white traffic cone is visible. A semi-transparent teal banner is overlaid across the middle of the image, containing the title and date.

# **ADOPT RESOLUTIONS TO ESTABLISH PASSENGER LOADING ZONES**

**Complete Streets Commission: October 13, 2021**



## AGENDA

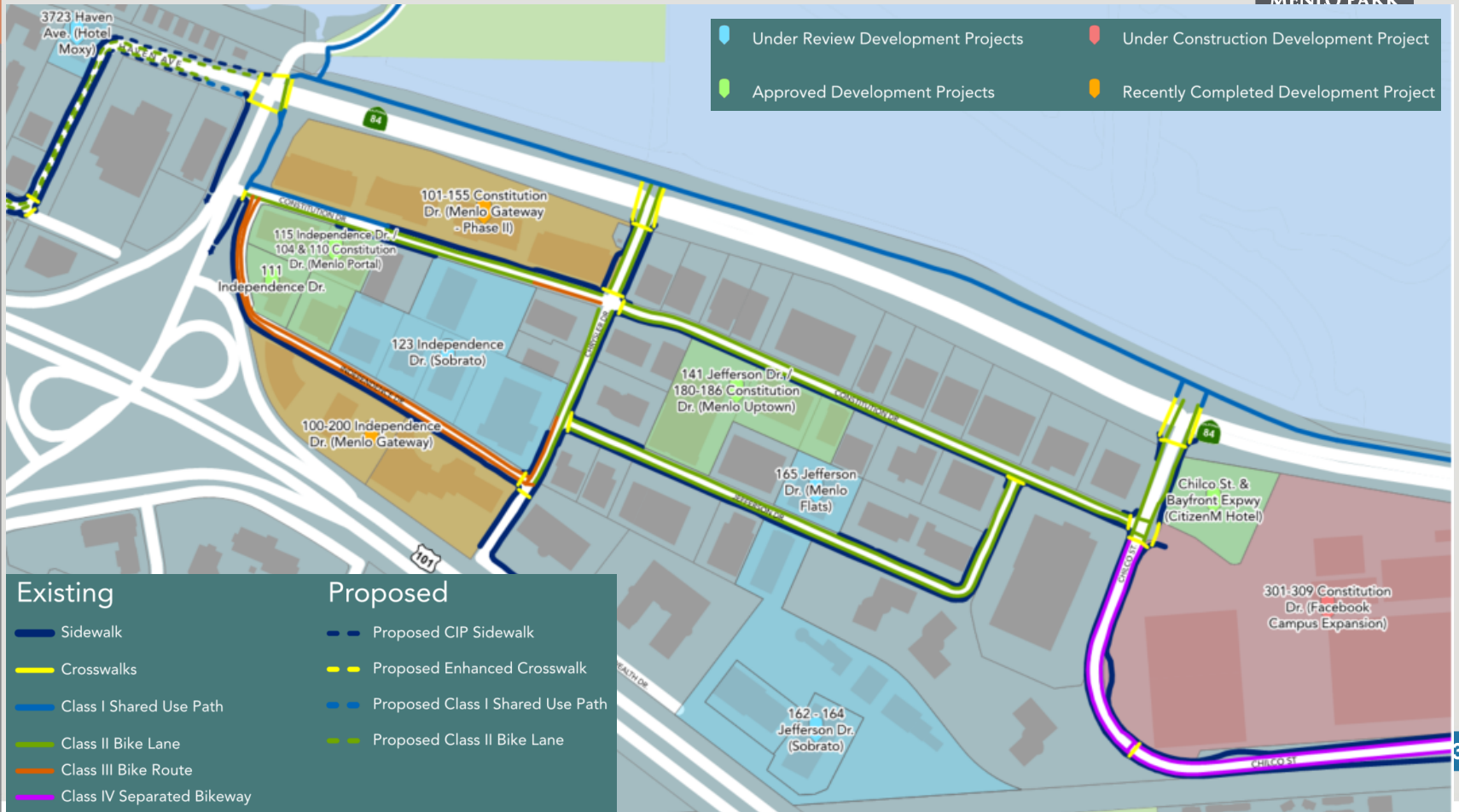
- Background
- Applicant presentation
- Recommendation
- Next steps







## BACKGROUND







## BACKGROUND (CON'T)







# APPLICANT PRESENTATION





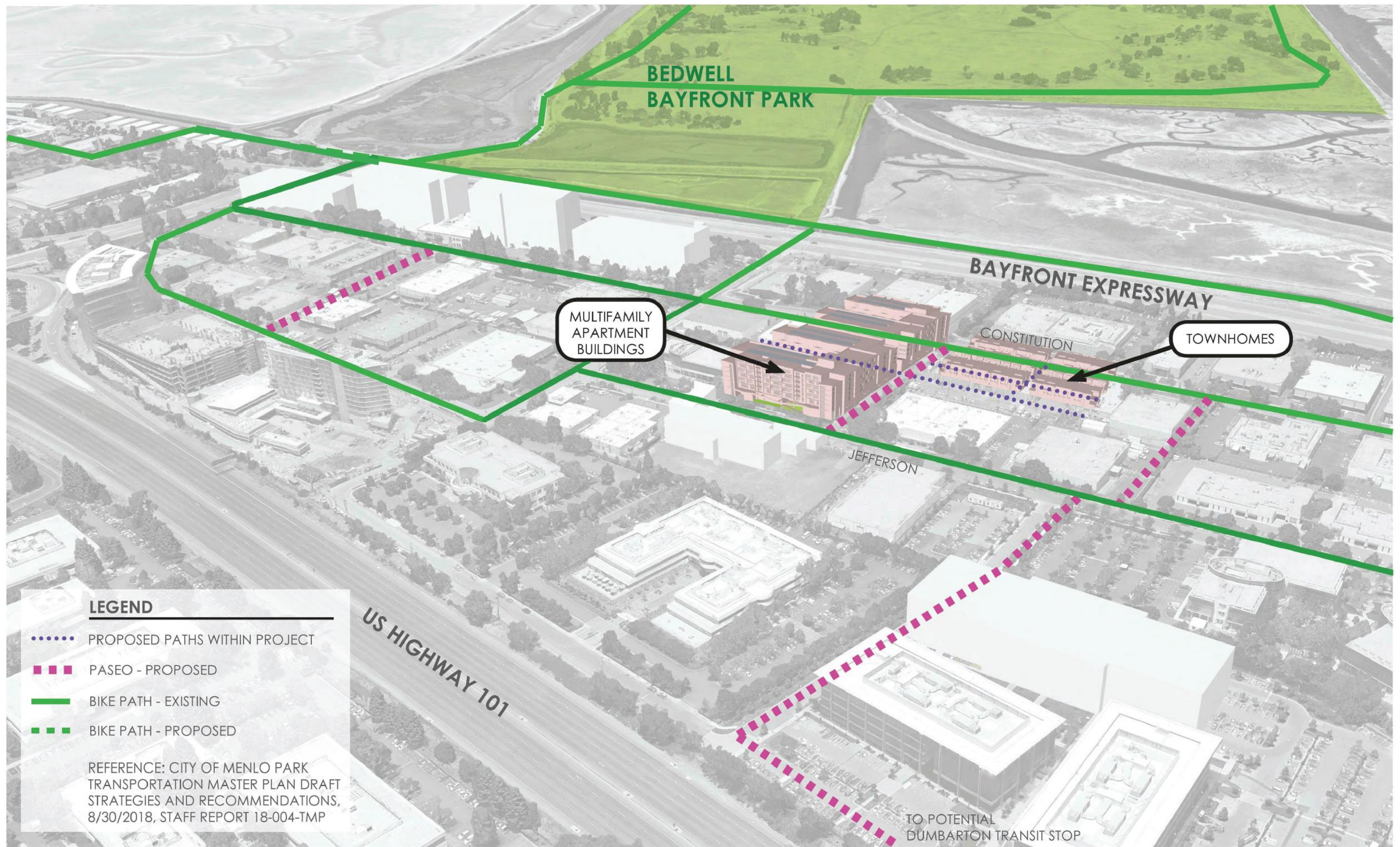
# **MENLO UPTOWN**

## **COMPLETE STREETS COMMISSION**

**OCTOBER 13, 2021**









# Overview of Key Project Features

General Project Info	<ul style="list-style-type: none"><li>▪ 483 units: 441 rental apartments, 42 for-sale townhomes (4.83-acre site)</li><li>▪ Project is 100% housing, will replace ~110K sf existing office / industrial buildings</li></ul>
Affordability	<ul style="list-style-type: none"><li>▪ 15% units or 73 units to be below market rate, located onsite</li></ul>
Community Amenity	<ul style="list-style-type: none"><li>▪ Ravenswood Family Health Network (RFHN) Urgent Care</li></ul>
Open Space	<ul style="list-style-type: none"><li>▪ Approximately 24K sq. ft. of publicly accessible open space (80% more than required)</li></ul>
Connectivity	<ul style="list-style-type: none"><li>▪ Paseo open space designed to connect site to walking and biking routes</li><li>▪ Walkable or bikeable to some of the largest employers in Menlo Park</li></ul>
Environmental	<ul style="list-style-type: none"><li>▪ LEED Gold design standard (apartments), EV charging, all-electric</li></ul>

**PROJECT IS 100% COMPLIANT WITH ALL OBJECTIVE STANDARDS**

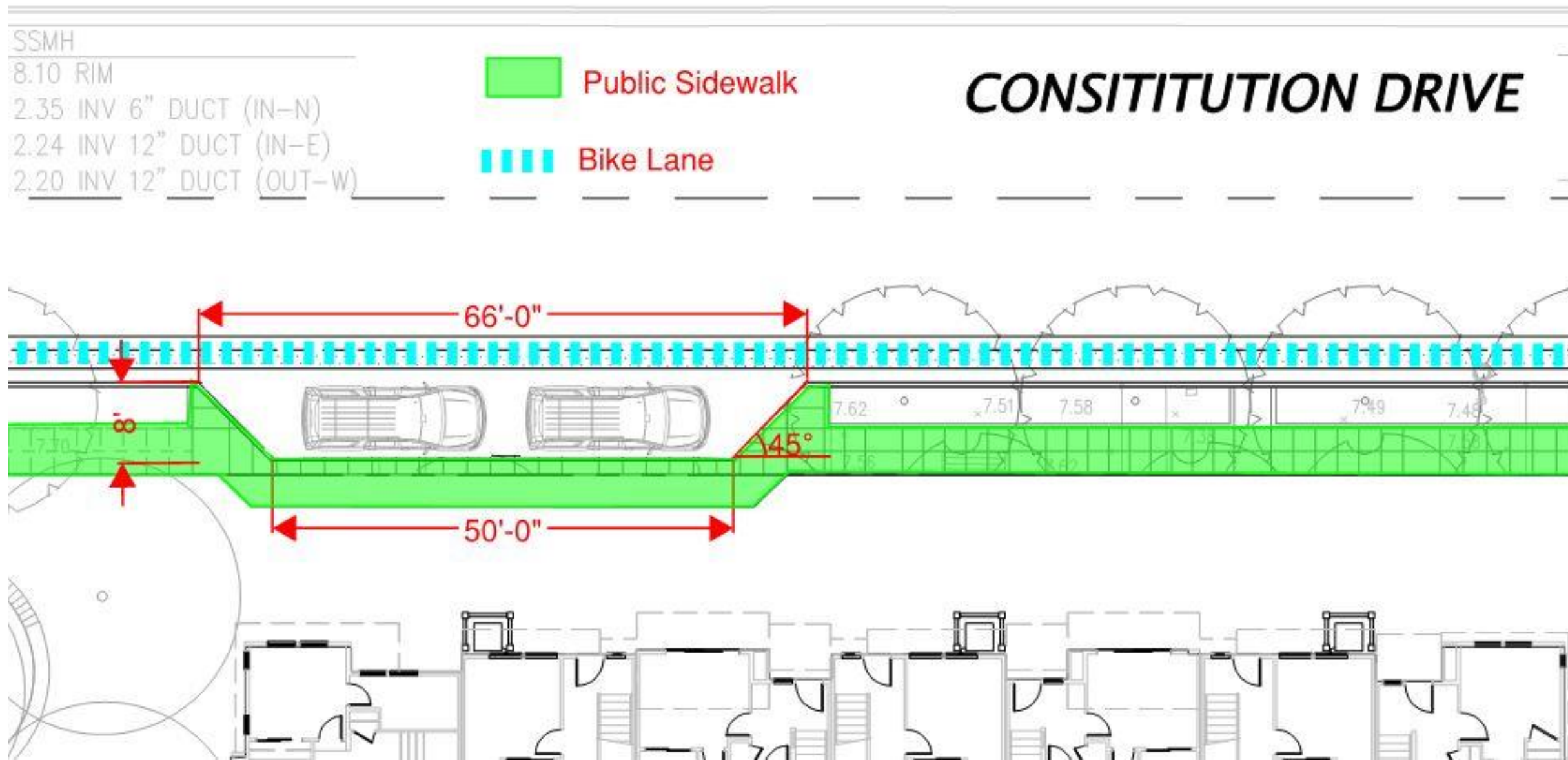




VIEW OF MULTIFAMILY + TOWNHOME BUILDINGS FROM CONSTITUTION DR.



# PROPOSED TURN-OUT POCKET (180 CONSTITUTION DRIVE)





# QUESTIONS





# OVERALL SITE PLAN



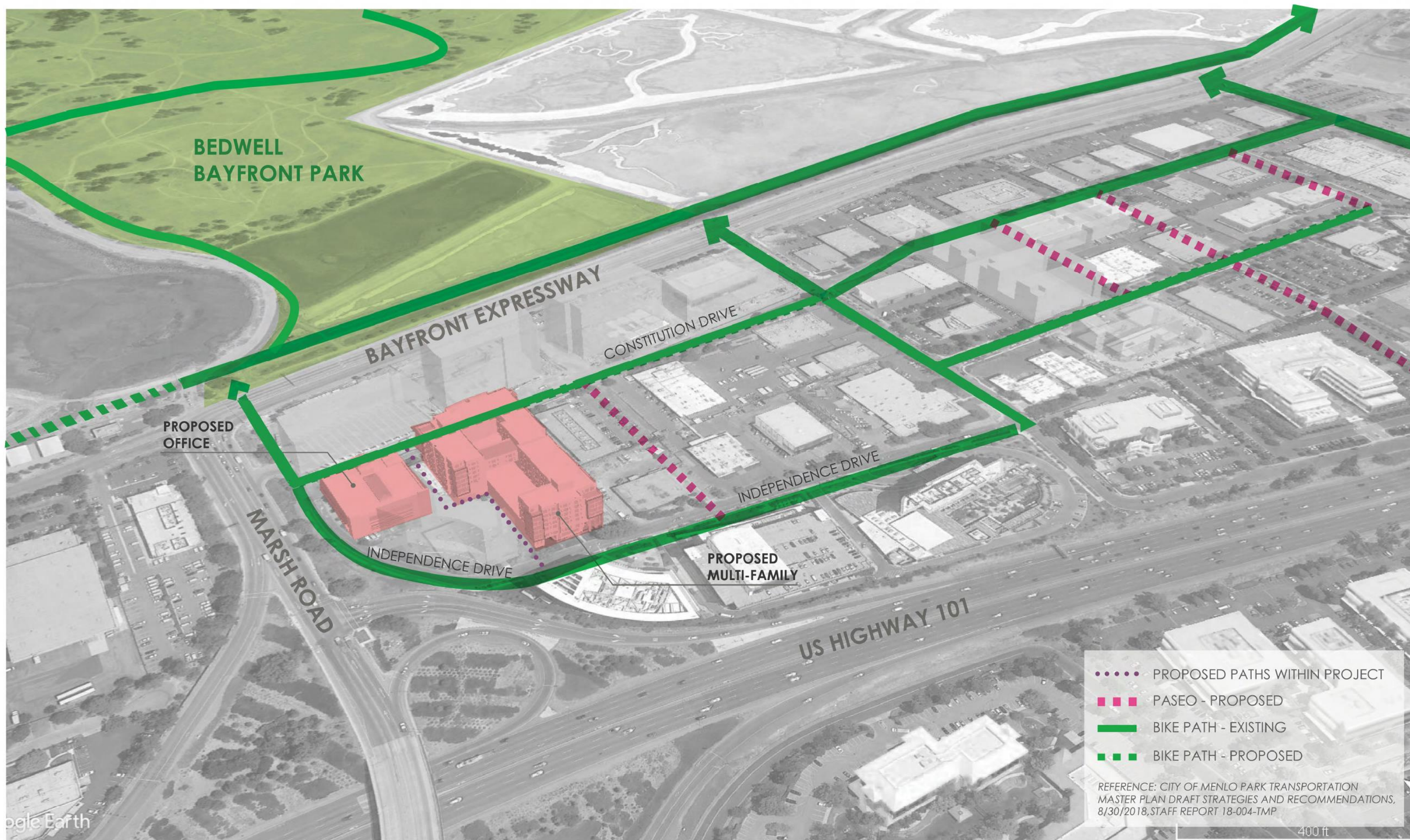
CLOSE-UP VIEW OF PASEO



# MENLO PORTAL COMPLETE STREETS COMMISSION OCTOBER 13, 2021









# Overview of Key Project Features

## General Project Info

- 335 apartment units + ~35K sq. ft. commercial office (3.20-acre site)
- Project replaces ~65K sq. ft. existing office buildings, net reduction of ~30K sq. ft.

## Affordability

- 48 units to be below market rate, located onsite

## Community Amenity

- Option 1: Childcare space + build-out costs for All Five + tuition subsidy + City in-lieu payment inclusive of 10% administrative fee
- Option 2: In-lieu payment for total CA value + 10% administrative fee

## Open Space

- Approximately 10K sq. ft. of publicly accessible open space excluding the outdoor childcare space (10% more than required)

## Connectivity

- Central Plaza open space designed to connect site to walking and biking routes
- Walkable or bikeable to some of the largest employers in Menlo Park

## Environmental

- LEED Gold design standard (apartments), EV charging, all-electric, onsite renewable (solar PV)

**PROJECT IS 100% COMPLIANT WITH ALL OBJECTIVE STANDARDS**

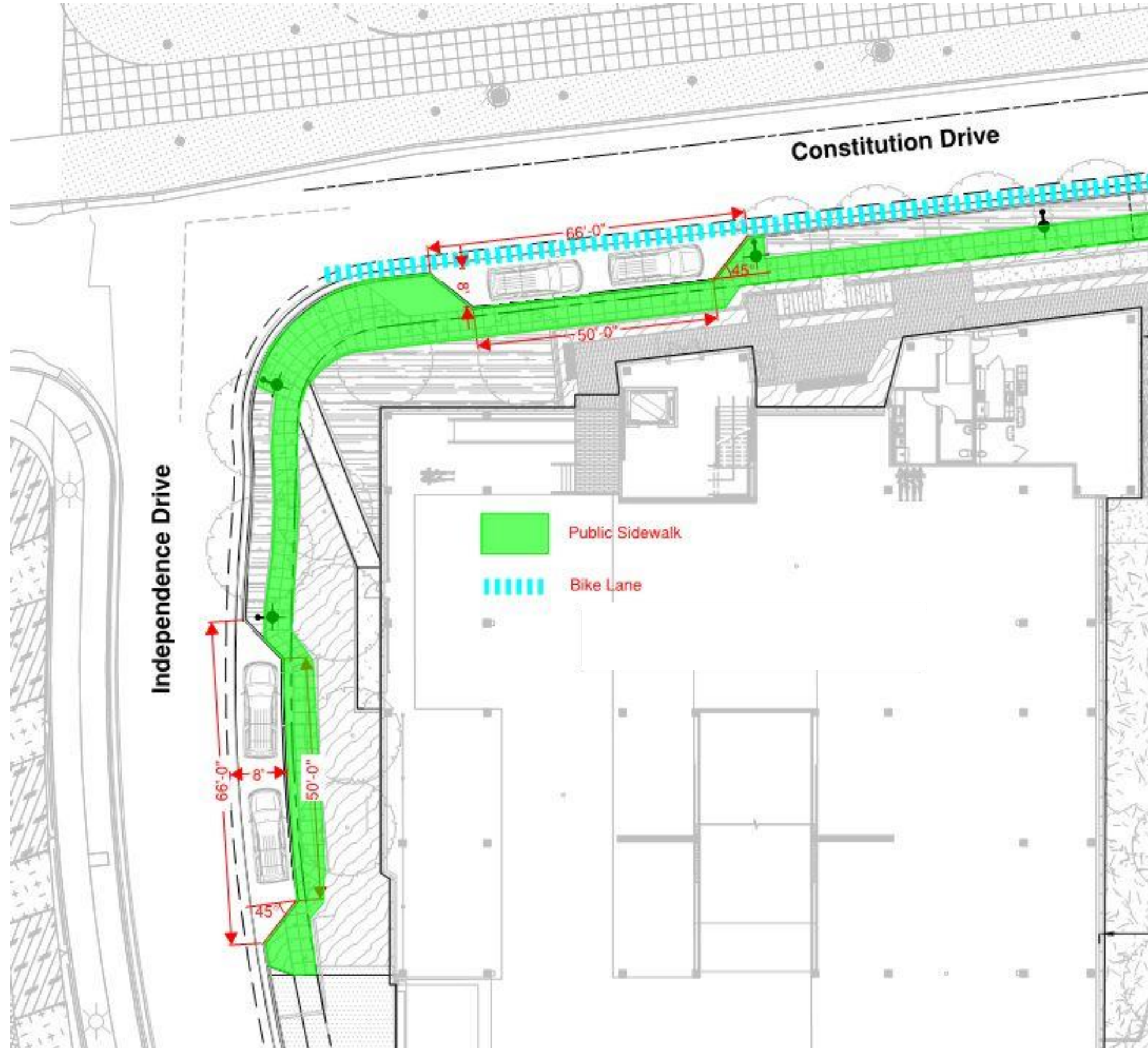


# AERIAL VIEW FROM MARSH ROAD





# PROPOSED TURN-OUT POCKET (104 CONSTITUTION DRIVE)





# QUESTIONS







**MENLO PORTAL MULTI-FAMILY**  
MENLO PARK, CA

REV.	DESCRIPTION	DATE
00 1		1/23/20

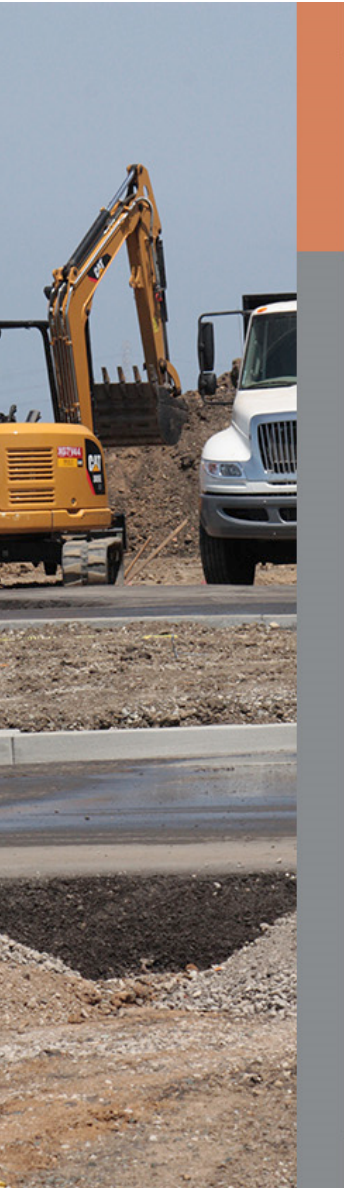
**STAMP**  
ALL DRAWINGS AND INFORMATION  
HEREON ARE THE PROPERTY OF  
PGAdesign. NO PART OF THIS  
DRAWING IS TO BE REPRODUCED  
OR TRANSMITTED IN ANY FORM  
OR BY ANY MEANS, ELECTRONIC  
OR MECHANICAL, INCLUDING  
PHOTOCOPYING, RECORDING, OR  
BY ANY INFORMATION STORAGE  
AND RETRIEVAL SYSTEM, WITHOUT  
THE WRITTEN PERMISSION OF  
PGAdesign.

**LANDSCAPE PLAN**

PROJECT TITLE: MENLO PORTAL MULTI-FAMILY  
SCALE: 1/16" = 1'-0"  
DATE: 1/23/20  
PROJECT NUMBER: 2019-001

## RECOMMENDATIONS

- Approve Menlo Uptown 5-minute passenger loading zone
- Approve Menlo Portal 5-minute passenger loading zones



## NEXT STEPS

- 15-day appeal period
- Design and implement loading zones







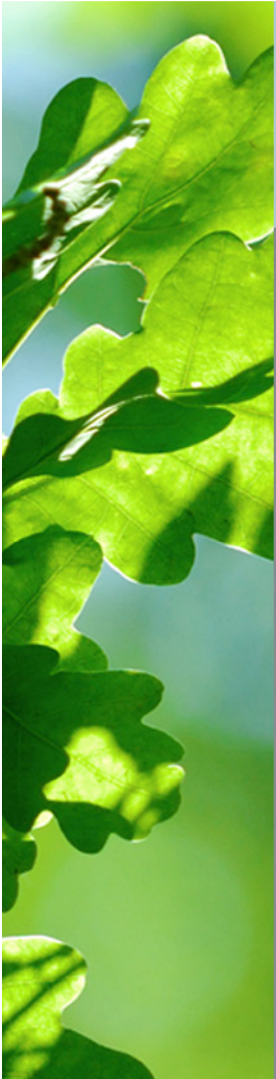
THANK YOU /  
QUESTIONS



# GARWOOD WAY TURN RESTRICTIONS AT OAK GROVE AVENUE

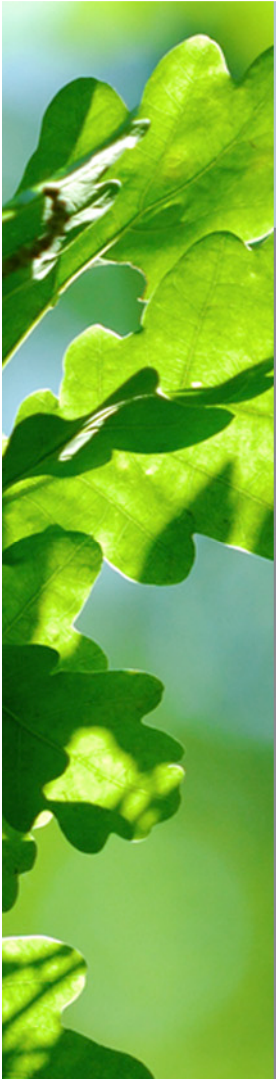
Complete Streets Commission | October 13, 2021



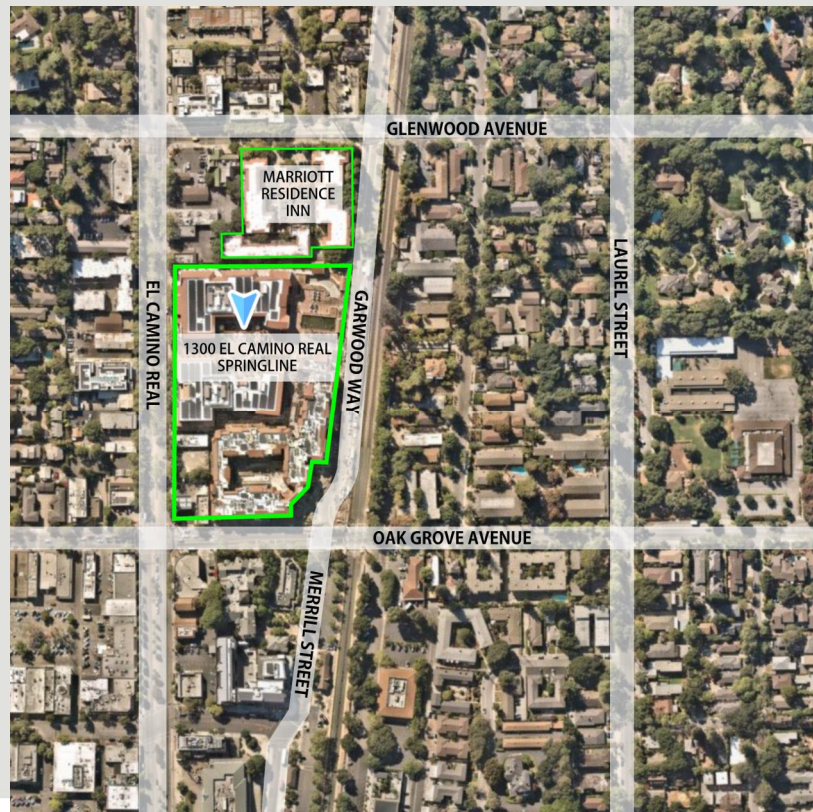


## AGENDA

- Background
- Need for Project
- Congestion Analysis
- Recommendations and Next Steps



## BACKGROUND (DEVELOPMENT)

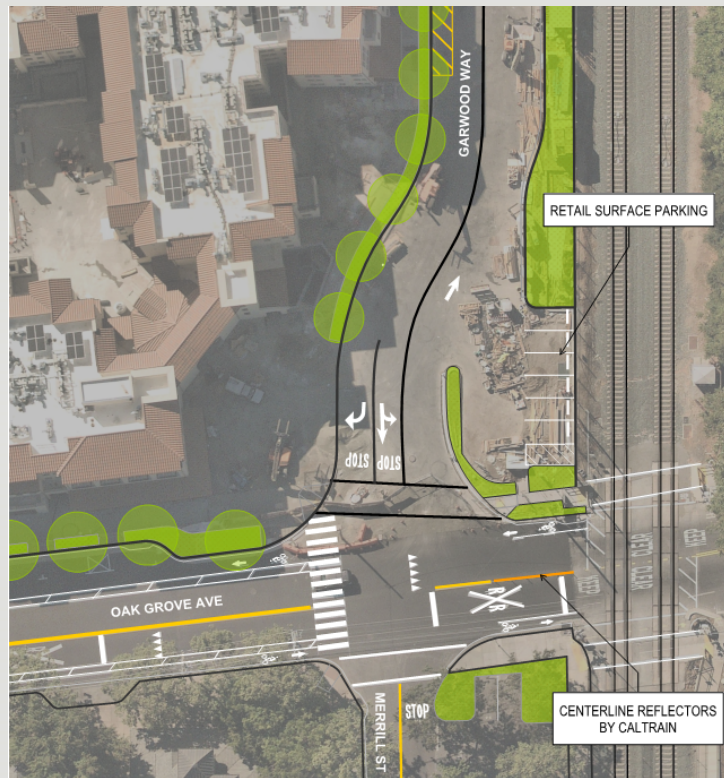


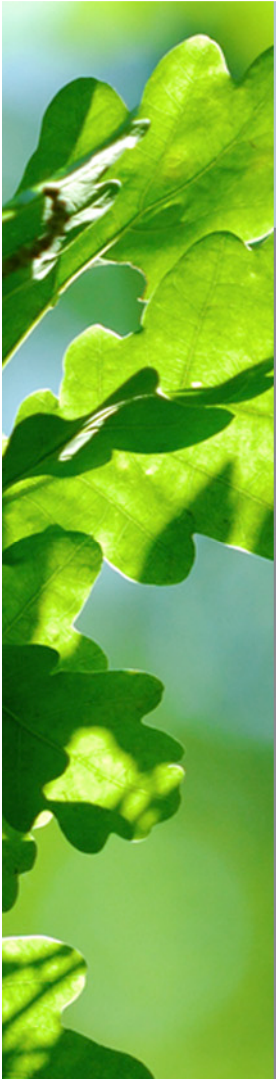
- Springline project at 1300 El Camino Real
  - Residential portion to open up in spring 2022
- Class II bicycle lanes along Glenwood and Oak Grove Avenue
- New Garwood Way to align with Merrill Street





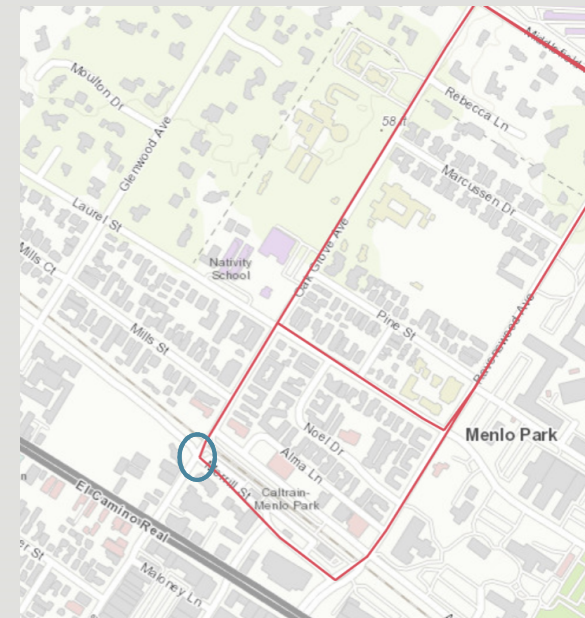
## BACKGROUND (INTERSECTION LAYOUT)



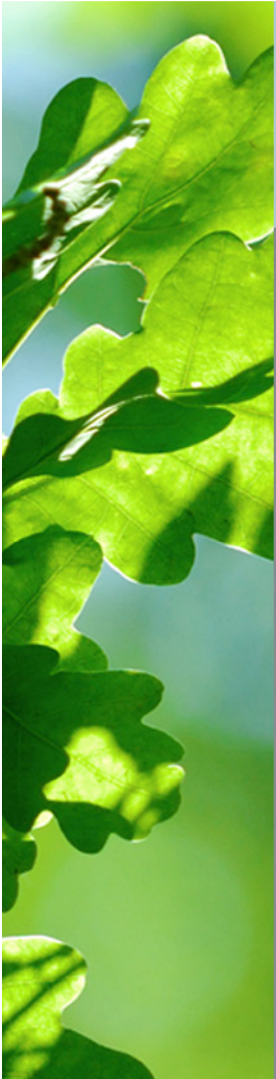


## NEED FOR PROJECT

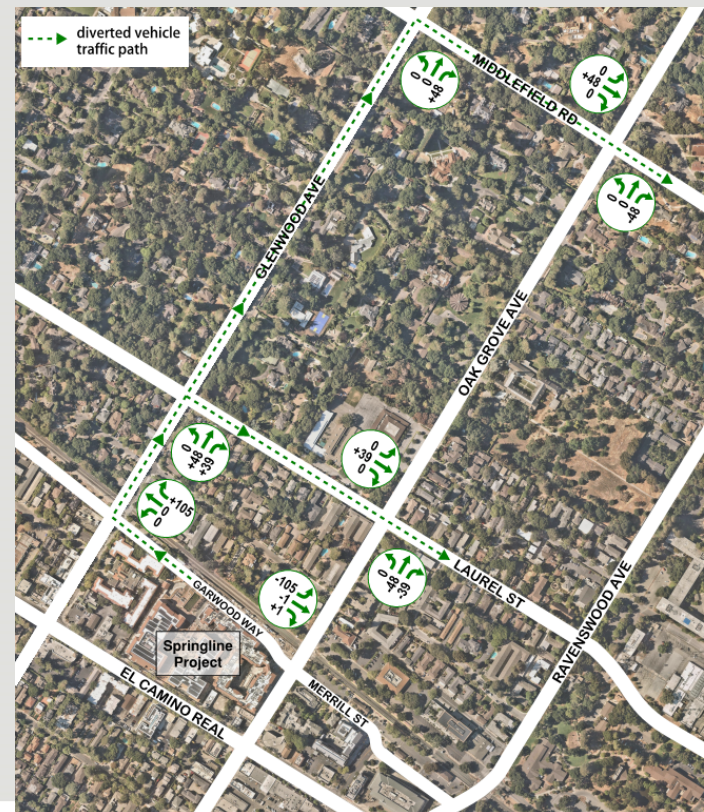
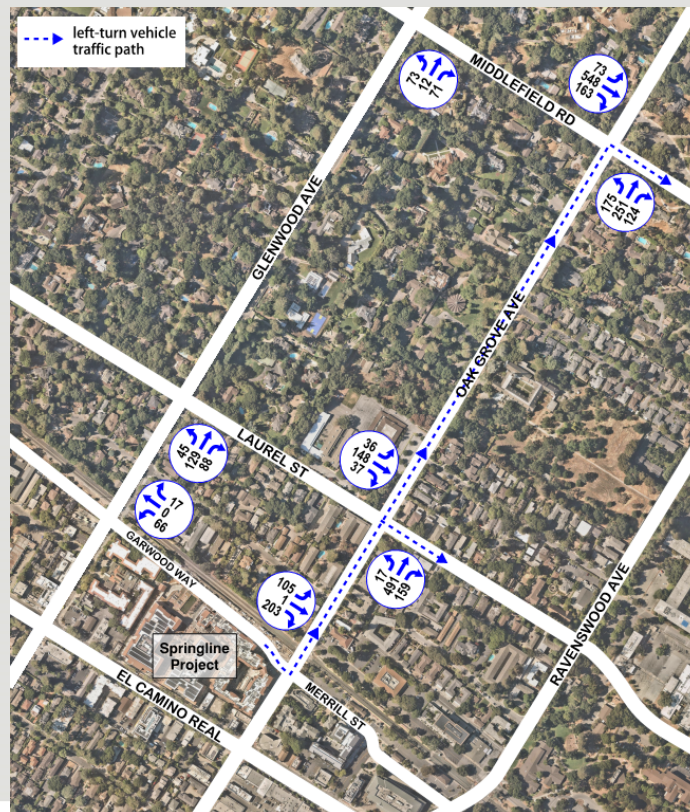
- Proximity of the rail crossing
- Vehicle queuing on the tracks
- Conflict with Samtrans and City Shuttle bus with connection at Menlo Park Caltrain Station
- Surface Parking on Garwood Way
- Increase in pedestrian and bicycle activities







## CONGESTION ANALYSIS (PM PEAK DIVERTED TRIPS)





# CONGESTION ANALYSIS (ROADWAY SEGMENTS)



	Capacity	ADT	Project EIR	Turn Restriction	Exceed Capacity?
Glenwood Ave El Camino Real to Laurel St	10,000	8,100	114	+358	No
Glenwood Ave Laurel St to Middlefield Rd	10,000	6,100	51	+197	No
Laurel St Oak Grove Ave to Ravenswood Ave	10,000	5,600	322	+161	No
Middlefield Rd Oak Grove Ave to Ravenswood Ave	25,000	21,000	402	+197	No
Oak Grove Ave El Camino Real to Laurel St	10,000	12,500	716	-358	No
Oak Grove Ave Laurel St to Middlefield Rd	10,000	11,400	394	-197	No





## CONGESTION ANALYSIS (INTERSECTION PM PEAK)



Study Intersection	Intersection Control	Springline Project EIR		w/ Turn Restrictions	
		Delay	LOS	Delay	LOS
Oak Grove Ave / Laurel St	Signal	22.5	C	20.6	C
Oak Grove Ave / Middlefield Rd	Signal	32.3	C	31.3	C
Glenwood Ave / Garwood Way	TWSC	19.5	C	23.5	C
Glenwood Ave / Laurel St	AWSC	17.2	C	22.0	C
Glenwood Ave / Middlefield Rd	TWSC	>180	F	>180	F

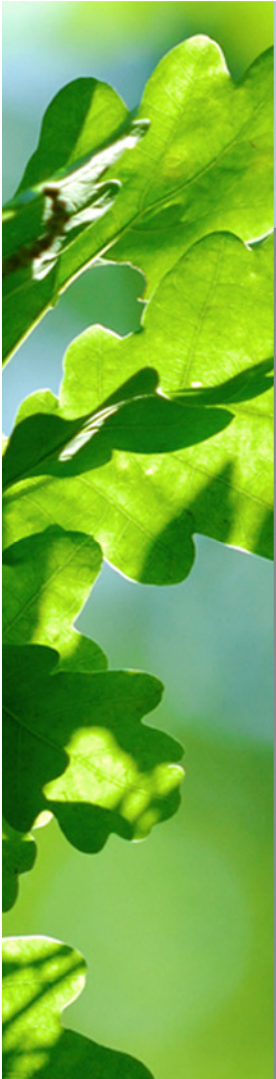
TWSC = two-way stop controlled

AWSC = all-way stop controlled



# CONCEPTUAL DESIGN

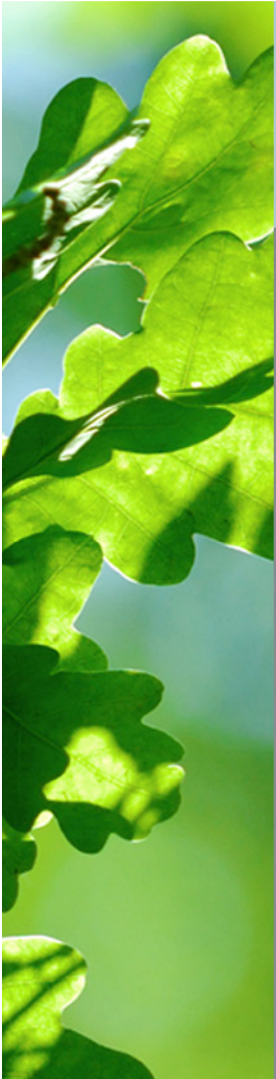




## PUBLIC OUTREACH

- Postcards sent out
- Contacted Springline and Marriott Residence Inn





## RECOMMENDATIONS & NEXT STEPS

- Recommends to City Council to approve through and left-turn restriction on Garwood Way
- Staff anticipates bringing item to Council in November





**THANK YOU**





## STAFF REPORT

### Complete Streets Commission

**Meeting Date:** 11/10/2021

**Staff Report Number:** 21-012-CSC

**Regular Business:** **Recommend the adoption of Resolution No. 2021-5 to remove five parking spaces fronting 2225 Sharon Road**

### Recommendation

Staff recommends that the Complete Streets Commission adopt Resolution No. 2021-5 (Attachment A) to approve the removal of five parallel on-street parking spaces, two on the left side, three on the right side of the existing driveway at the 2225 Sharon Road apartment complex (Project). The purpose of this work is to improve the existing line of sight for drivers exiting the driveway.

### Policy Issues

Section 11.24.026 of the City Municipal Code authorizes the Complete Streets Commission to designate “No Parking Zone” (i.e., red curb) adjacent to driveways, intersections, and crosswalks under specific criteria for safety concerns.

This Project is also consistent with the policies and programs (i.e., CIRC-1.1, CIR-4.4) stated in the 2016 General Plan Circulation Element. These policies and programs seek to maintain and improve a circulation system through the Street Classification System that provides safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

### Background

In June, a resident from the 2225 Sharon Road apartment complex contacted the City and explained that on street parking near the driveway creates difficulties for drivers to make either left turns or right turns onto Sharon road safely due to inadequate sight distance.

Currently, there are 15 feet of red curb on the left, and 17 feet of red curb on the right of the driveway. The site is adjacent to Entrada Middle School and multi-family developments. As a result, larger vehicles often park near the driveway. Additionally, the driveway is located at the end of a curve, leading to limited line of sight for vehicles exiting the driveway and vehicles approaching from either direction on Sharon Road.

Sharon Road has a posted speed of 25 miles per hour (mph). According to the American Association of State Highway and Transportation Officials’ (AASHTO) Policy on Geometric Design of Highway and Streets, 155 feet of stopping sight distance is required for 25 mph roadways.

### Analysis

Base on a field investigation, the current driveway line of sight is below the minimum 155 feet, when vehicles are parked next to the driveway. To have a clear view of approaching vehicles, drivers exiting the



driveway must cross the stop bar, and encroach into the roadway before proceeding.

To achieve 155 feet stopping sight distance, a total of 77 feet of red curb is needed to create an unobstructed view from the right edge of the driveway. Currently, there is 17 feet of existing red curb. Therefore, another 60 feet of red curb will be needed, or the equivalent of approximately three parking spaces.

On the left side, 30 feet of additional red curb is needed to supplement the 15 feet of existing red curb, for a total of 45 feet, to provide the 155 feet required stopping sight distance, or the equivalent of approximately two parking spaces.

Attachment B illustrates the proposed Project.

#### Next steps

Per Section 11.24.028 of the Municipal Code, if the Project is approved, any Menlo Park resident, business owner, or property owner may appeal to the City Council in writing within fifteen (15) days after the decision, by November 25, 2021.

#### **Impact on City Resources**

If approved, the Project will be implemented through the City's signing and striping program.

#### **Environmental Review**

The installation of red curb is categorically exempt under Class 1 of the California Environmental Quality Act. Class 1 allows for minor alterations of existing facilities, including highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use.

#### **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 sending notification postcards to the residents/property owners within 500 feet of the proposed "No Parking Zone". In addition, posters with the Project and meeting information were placed on A-frames at the site.

#### **Attachments**

- A. Resolution No. 2021-5
- B. Proposed red curb installation

Report prepared by:  
Phu Nguyen, Engineering Technician II

Report reviewed by:  
Kevin Chen, Senior Transportation Engineer  
Hugh Louch, Assistant Public Works Director – Transportation



**RESOLUTION NO. 2021-5****RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF NO PARKING ZONES ON SHARON ROAD FRONTING 2225 SHARON ROAD**

WHEREAS, the City of Menlo Park received a resident request to evaluate inadequate driveway sight distance issue at the 2225 Sharon Road apartment complex; and,

WHEREAS, a field investigation revealed limited sight distance due to vehicles park next to the 2225 Sharon Road driveway; and,

WHEREAS, the driveway is located at the end of a curve; and,

WHEREAS, extending the existing red curb zones adjacent to the 2225 Sharon Road driveway (i.e., 60 feet of new red curb with 17 feet of existing red curb for a total of 77 feet to the right, 30 feet of new red curb with 15 feet of existing red curb for a total of 45 feet to the left) is needed to achieve 155 feet stopping sight distance; and,

WHEREAS, Section 11.24.026 of the Menlo Park Municipal Code authorizes the Complete Streets Commission to designate no parking zones as described in the Municipal Code; and

WHEREAS, the City of Menlo Park, acting by and through its Complete Streets Commission, having considered and been fully advised in the matter and good cause appearing therefore; and

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park does hereby authorize the installation of red curb zones on Sharon Road fronting 2225 Sharon Road.

I, Kevin Chen, City staff liaison to the Complete Streets Commission of Menlo Park, do hereby certify that the above and foregoing Commission Resolution was duly and regularly passed and adopted at a meeting by said Commission on the tenth day of November, 2021, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this tenth day of November, 2021.



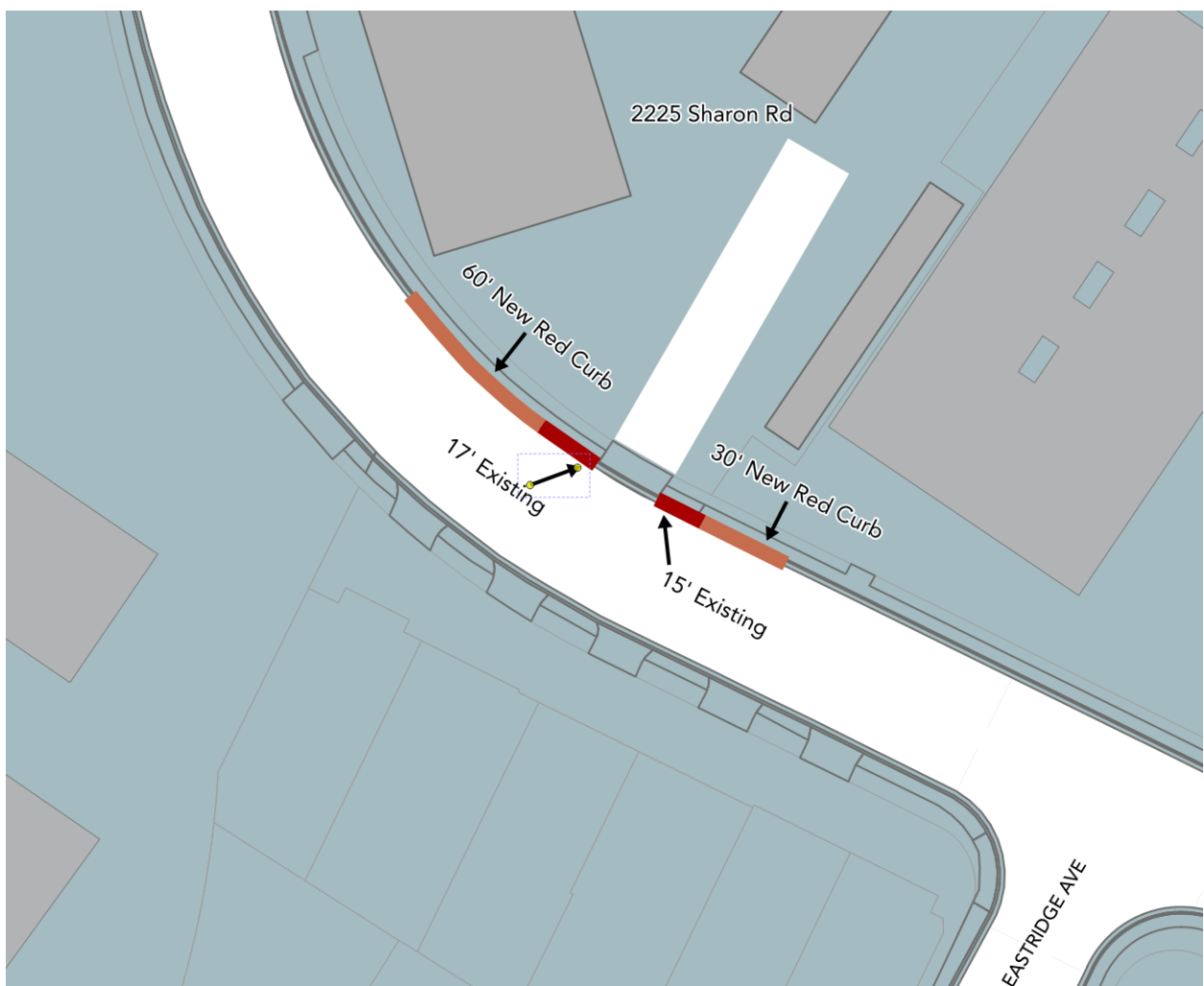
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Kevin Chen  
Complete Streets Commission Liaison





Existing conditions



Proposed conditions

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## STAFF REPORT

### Complete Streets Commission

**Meeting Date:** 11/10/2021  
**Staff Report Number:** 21-013-CSC

**Regular Business:** **Recommend the adoption of Resolution No. 2021-6 supporting the City's application for a C/CAG Transportation Development Act Article 3 Grant for a pedestrian and bicycle crossing improvement at Van Buren Road and Ringwood Avenue**

### Recommendation

Staff recommends that the Complete Streets Commission adopt Resolution No. 2021-6 (Attachment A) supporting the City's application for a City/County Association Governments (C/CAG) of San Mateo County Transportation Development Act (TDA) Article 3 Grant for a pedestrian and bicycle crossing improvement at Van Buren Road and Ringwood Avenue, a necessary condition for the City to apply for this funding.

### Policy Issues

The City's General Plan Circulation Element identifies Ringwood Avenue as a bikeway, providing a connection to the pedestrian and bicycle overcrossing over US 101.

Section 11.12.010 of the Menlo Park Municipal Code authorizes the City Council to order the installation, use, change or removal of traffic control devices, including marking crosswalks and other crossing improvements.

### Background

C/CAG is responsible for administering the TDA Article 3 Program in San Mateo County. The program is intended to fund eligible pedestrian and bicycle projects. C/CAG has \$2,250,000 available across the County in the Fiscal Year 2022-2023 cycle, including \$1,950,000 for capital projects and \$300,000 for comprehensive bicycle and/or pedestrian plans.

Eligible capital projects include:

- Construction of a bicycle or pedestrian capital project (Plans, Specifications & Engineering (PS&E) and construction phases only)
- Quick Build bicycle and pedestrian projects
- Restriping bicycle lanes
- Maintenance of a multi-purpose path, which is closed to motorized traffic

The application requires the applicant to have a Bicycle and Pedestrian Advisory Committee or similar body that is appointed by the City Council. The Complete Streets Commission (CSC) advises the City of Menlo Park on transportation matters including bicycle and pedestrian planning and design issues. A formal resolution or letter of support is required from the CSC.

## **Analysis**

The City is planning to apply for a grant to improve the intersection of Van Buren Road and Ringwood Avenue, at the location of the pedestrian and bicycle crossing over US 101. A proposed improvement was identified at this location (Attachment B) as part of the Belle Haven Traffic Calming Plan (BHTCP) that was approved by City Council on September 21, 2021. Because the improvement was outside of the Belle Haven neighborhood and not impacted directly by the potential cut-through traffic from development in the Bayfront area that led to the development of the BHTCP, it was not possible to fund the project using that source.

The proposed improvement involves extending the path adjacent to US 101 (partially in the Caltrans right of way) and constructing a raised crosswalk across Van Buren Road. The path is partially in Caltrans right of way and will require some coordination. This improvement will address a crossing with a history of vehicle/bicycle collisions. Staff have selected this project as a small, but meaningful improvement in the safety of an important east-west travel route through the City. Bicyclists traveling east-west in Menlo Park must traverse a number of significant barriers that add discomfort and stress to their travel, including Bayfront Expressway, the Dumbarton Rail corridor, US 101, the Caltrain rail corridor, and El Camino Real.

Both Menlo Park and the County have identified the need for bikeway improvements on major routes, including both Marsh Road and Willow Road/State Route 114, but achieving low stress facilities on these routes will require significant investment. This route provides an alternate route through the neighborhoods between Marsh Road and Willow Road that includes bikeways crossing each of the major barriers. The proposed project addresses a safety concern along this corridor.

The project was also selected for its project readiness. TDA Article 3 funds can only be used for PS&E and construction phases of work, and require planning phases to be complete. The proposed improvement has received concept design and cost estimation as part of the BHTCP that enables the City to put in an application for the project. No other project is at the same level of readiness for this funding source at this time.

Applications are due to C/CAG on November 15, 2021 and will be scored by the C/CAG BPAC in February. Formal approval is expected in Spring 2022. If the application is selected, the City anticipates that final design would be completed before the end of 2022 and construction would occur in 2023.

## **Impact on City Resources**

The TDA Article 3 Grant requires a 10 percent match from City funds. City staff anticipate this funding would be drawn from the Transportation Minor budget item.

## **Environmental Review**

Environmental review is categorically exempt under Class I (Existing Facilities) of the California Environmental Quality Act since it involves minor construction on a public street. No additional vehicle miles traveled or roadway capacity will be added by this project.

## **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 will be conducted in advance of finalize the project design and again in conjunction with construction.



**Attachments**

- A. Resolution No. 2021-6
- B. Proposed concept design for Van Buren Road pedestrian and bicycle improvement

Report prepared by:  
Hugh Louch, Assistant Public Works Director - Transportation

Report reviewed by:  
Kevin Chen, Senior Transportation Engineer

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**RESOLUTION NO. 2021-6****RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE CITY OF MENLO PARK SUPPORTING THE CITY'S APPLICATION FOR A C/CAG TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 GRANT FOR A PEDESTRIAN AND BICYCLE CROSSING IMPROVEMENT AT VAN BUREN ROAD AND RINGWOOD AVENUE**

WHEREAS, on September 13, 2021 the City/County Association of Governments (CCAG) of San Mateo County issued a call for projects for the Transportation Development Act (TDA) Article 3 Program for fiscal year 2022-2023; and

WHEREAS, the City of Menlo Park has identified a need for crossing improvements for Van Buren Road at Ringwood Avenue as part of the Belle Haven Traffic Calming Plan, including receiving community support for the proposed improvement; and

WHEREAS, the crossing of US 101 is one of the only comfortable crossings for people on bicycle and foot in Menlo Park and is used frequently by students attending Menlo-Atherton High School, Belle Haven Elementary School, and other schools, parks, and recreation facilities in the area; and,

WHEREAS, there is a history of collisions between vehicles and bicyclists at Van Buren Road and Ringwood Avenue; and

WHEREAS, the TDA Article 3 Grant applications requires a support letter from the proposing city's Bicycle and Pedestrian Advisory Committee or appropriate alternative body; and

WHEREAS, the City of Menlo Park Complete Streets Commission advises the city on transportation matters in the City including bicycle and pedestrian issues.

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park supports the application to the CCAG TDA Article 3 Program for a pedestrian and bicycle crossing improvement at Van Buren Road and Ringwood Avenue.

I, Kevin Chen, City staff liaison to the Complete Streets Commission of Menlo Park, do hereby certify that the above and foregoing Commission Resolution was duly and regularly passed and adopted at a meeting by said Commission on the tenth day of November, 2021, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ten day of November, 2021.

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Kevin Chen  
Complete Streets Commission Liaison



# OPTION 1

LEGEND

- C/B – CATCH BASIN
- C/R – CURB RAMP
- S/W – SIDEWALK
- S/D – STORM DRAIN
- R/W – RIGHT OF WAY

CONCEPTUAL

Parisi

TRANSPORTATION CONSULTING

DRAWN: AD

CHECKED: AL

DESIGNED: AD


APPROVED: AL

1750 Bridgeway, Suite B208  
Sausalito, CA 94965  
(415) 649-6000

CITY OF MENLO PARK

RINGWOOD AVE/ VAN BUREN RD

RAISED CROSSWALK OPTION 1, RAISED CROSSWALK EAST



CITY OF  
MENLO PARK

REVISIONS	
NO.	DESCRIPTION

DATE	09/09/19	SCALE	1" = 5'
PTC PROJECT NO.	18075		
DRAWING	P-1		
SHEET NO.	1 OF 2		



# OPTION 2

LEGEND

- C/B – CATCH BASIN
- C/R – CURB RAMP
- S/W – SIDEWALK
- S/D – STORM DRAIN
- R/W – RIGHT OF WAY

CONCEPTUAL

VAN BUREN ROAD

RAISE TO 3–3.5" ABOVE  
ROADWAY GRADE

MATCH TO EXIST  
LIP OF GUTTER

EXTEND PATH AND CONSTRUCT C/R  
TO MATCH EXIST ROADWAY GRADE

MATCH TO EXIST  
LIP OF GUTTER

POTENTIAL PRIVATE  
R/W IMPACT

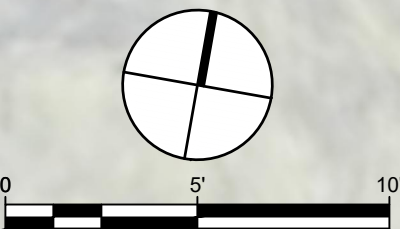
CONSTRUCT NEW C/R

RINGWOOD AVENUE

24" TREE

16" TREE

2" TREE



**Parisi**  
TRANSPORTATION CONSULTING

1750 Bridgeway, Suite B208  
Sausalito, CA 94965  
(415) 649-6000

DRAWN: AD  
DESIGNED: AD  
CHECKED: AL  
APPROVED: AL

CITY OF MENLO PARK  
RINGWOOD AVE/ VAN BUREN RD  
RAISED CROSSWALK OPTION 2, SPEED HUMP EAST



REVISIONS

NO.	DESCRIPTION

DATE 09/09/19	SCALE 1" = 5'
PTC PROJECT NO. 18075	DRAWING <b>P-2</b>
SHEET NO. <b>2</b>	OF <b>2</b>