

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 2/12/2020
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

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 the Complete Streets Commission regular meeting minutes of January 8, 2020 ([Attachment](#))
- E2. Consider recommendation to City Council to approve the permanent neighborhood traffic management plan for Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive and Marmona Drive ([Staff Report #20-001-CSC](#))
- E3. Review the final intersection design at Ravenswood Avenue and Laurel Street ([Staff Report #20-002-CSC](#))

F. Informational Items

- F1. 2020-21 capital improvement plan (CIP) budget development ([Memorandum](#))
- F2. Update on major project status

G. Committee/Subcommittee Reports

- G1. Update from Active Transportation Network Subcommittee (Kirsch/Weiner)

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

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 for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 2/7/2020)

Complete Streets Commission



REGULAR MEETING MINUTES – DRAFT

Date: 1/8/2020
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call to Order

Chair Behroozi called the meeting to order at 7:06 p.m.

B. Roll Call

Present: Behroozi, Cromie, Goldin, Levin, Meyer, Weiner
Absent: Cebrian, Kirsch, Lee
Staff: Acting Senior Transportation Engineer Kevin Chen

C. Reports and Announcements

Staff Chen announced upcoming City events and a summary of City Council actions on transportation related items since the December 11, 2019, Commission meeting.

D. Public Comment

None.

E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of December 11, 2019 (Attachment)

ACTION: Motion and second (Goldin/Levin) to approve the Complete Streets Commission regular meeting minutes of December 11, 2019, with correction for item G2 from “progresses” to “progress”, passed (5-0-1-3, Cromie abstained, Cebrian, Kirsch and Lee absent).

- E2. Provide feedback on the approach to updating the transportation impact analysis guidelines

Staff Chen made the presentation (Attachment).

- Diane Bailey spoke in support of transitioning from measure of Level of Service (LOS) to Vehicle Miles Traveled in transportation analyses.

ACTION: Motion and second (Levin/Goldin) to encourage the City Council to reduce or eliminate the use of LOS in local transportation analyses and designate Commissioner Levin to speak for the Commission at future City Council meetings, passed (4-2-3, Cromie and Meyer dissented, Cebrian, Kirsch and Lee absent).

F. Informational Items

F1. Receive a presentation from Active Transportation Network Subcommittee

Commissioners Goldin and Weiner made the presentation (Attachment).

- John Pimentel spoke about the need to consider the Caltrain railroad grade separation project.

F3. Update on major project status

Staff Chen provided updates on the Ravenswood railroad crossing project and the Middle Avenue pedestrians and bicycle rail crossing project.

G. Committee/Subcommittee Reports

G1. Update from Active Transportation Network Subcommittee

None.

G2. Update from Climate Action Plan Subcommittee

Commissioners Goldin and Levin reported on the past subcommittee meeting and how to strategize future action after the City Council goal setting meeting.

G3. Update from Downtown Access and Parking Subcommittee

None.

G4. Update from Multimodal Subcommittee

Commissioner Levin reported that SamTrans is seeking funds for the Dumbarton Rail Corridor study.

G5. Update from Safe Routes to School Program Subcommittee

None.

G6. Update from Transportation Master Plan Subcommittee

None.

G7. Update from Zero Emission Subcommittee

Commissioners Goldin and Meyer reported on e-scooter pilot program progress made by neighboring cities and intention to reach out to City Councilmembers for further discussion.

H. Adjournment

Chair Behrooz adjourned the meeting at 8:56 p.m.

Kevin Chen, Acting Senior Transportation Engineer



TRANSPORTATION IMPACT ANALYSIS GUIDELINE UPDATE

- Compliance with Senate Bill (SB) 743 and CEQA guidelines
- SB 743
 - Ensure that the environmental impacts of traffic, such as noise, air pollution and safety concerns, continue to be properly addressed and mitigated through CEQA
 - More appropriately balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions
- CEQA guidelines / evaluation metric: vehicle miles traveled
 - Measure the amount of travel for all vehicles in a defined area
 - The total number of vehicle trips multiplied by the total distance each vehicle travels



TRANSPORTATION IMPACT ANALYSIS GUIDELINE UPDATE

- Vehicle miles traveled (VMT) and levels of service (LOS)
- VMT goals
 - Reduce greenhouse gas emissions
 - Develop multimodal transportation networks
 - Provide a diversity of land uses
- LOS goals
 - Reduce congestion
 - Develop transportation roadway networks
 - Evaluate project site circulation



TRANSPORTATION IMPACT ANALYSIS GUIDELINE UPDATE - SCHEDULE



- January 14 – City Council Study Session
- March 11 – Complete Streets Commission review
- March/April – Planning Commission review
- April/May – City Council review
- June – City Council adoption

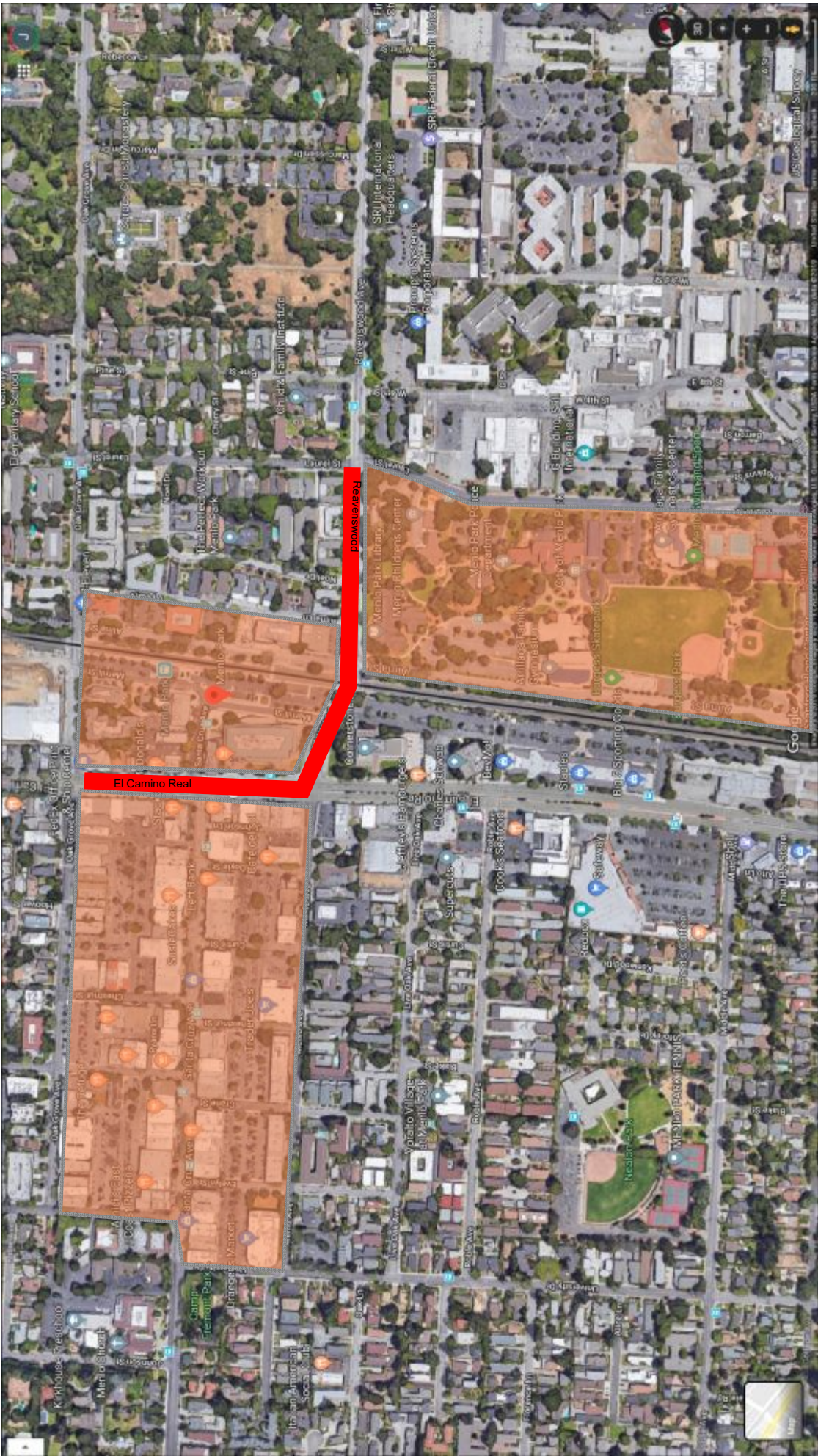
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Menlo Park Developments



1300 ECR occupancy late 2020. 1000 employees, 400 residents
 500 ECR occupancy 2022. 1000 employees, 400 residents
 2022 Electrified Caltrain
 505 Santa Cruz

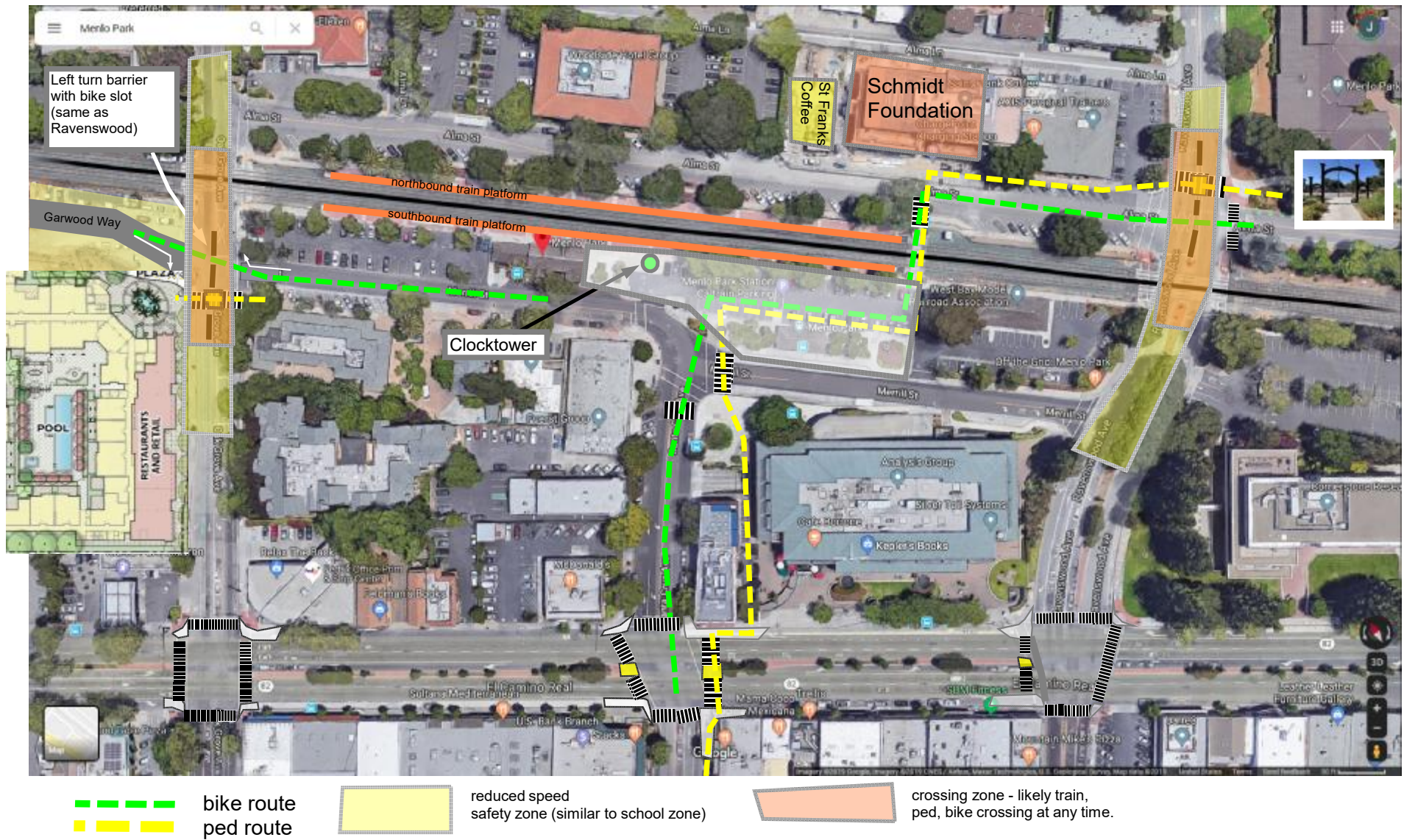
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Opportunity to capitalize on Menlo Park geographical advantage: contiguous commercial, transportation and civic amenities.

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Station Area overview proposed



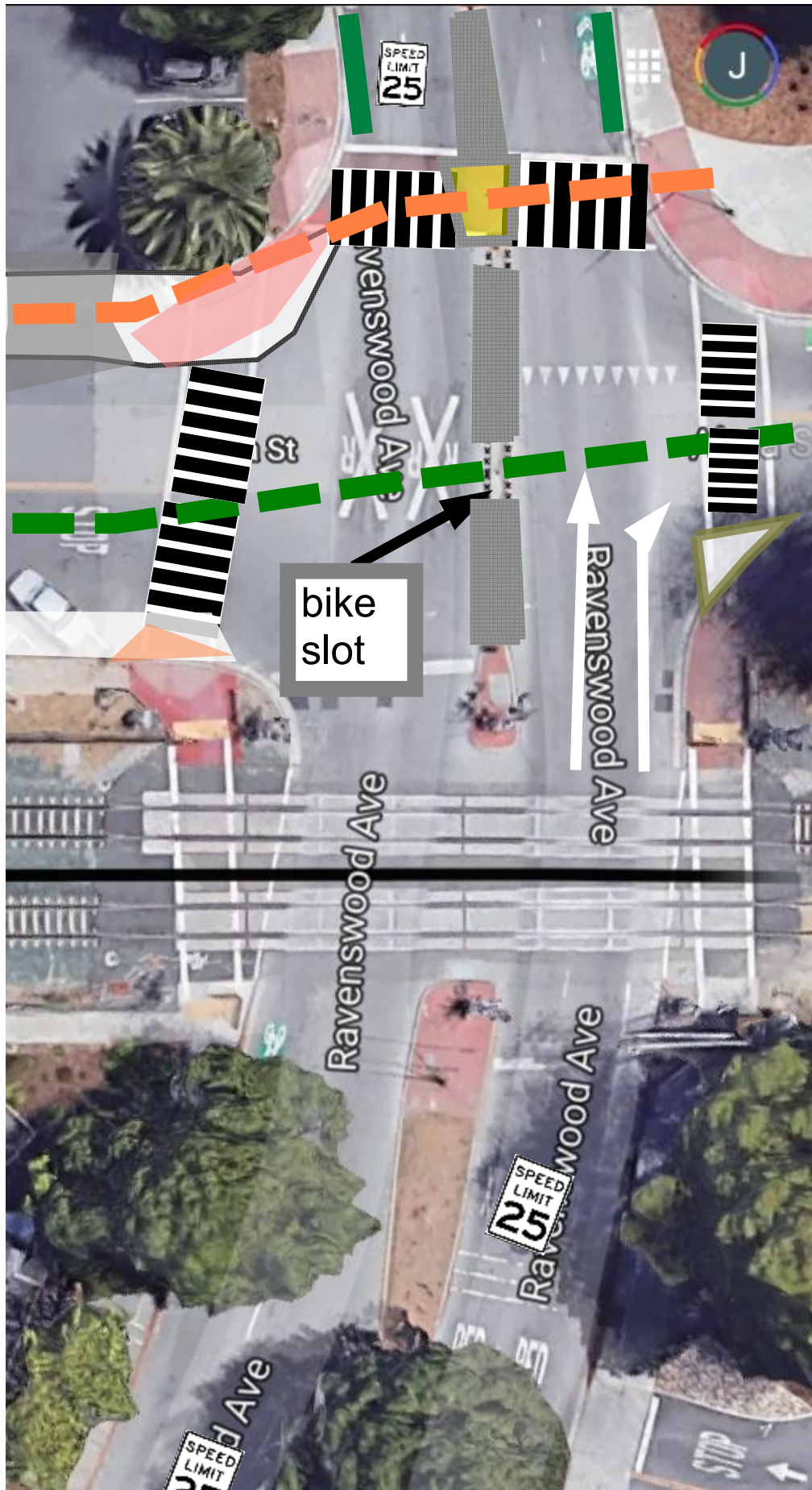
Path traverses both Caltrain platforms, bus stations, Borrone/Keplers

Well-defined path for peds and bikes connects downtown to Burgess via Caltrain station.

Burgess Park looking toward Ravenswood through Menlo Gates



Busiest pedestrian intersection in MP.



Busiest pedestrian intersection in MP

Location of Menlo Gates entrance to Civic Center/Burgess Park.

Key connector between Caltrain and Civic Center.

Merge 2 lanes to one west of tracks in both directions to allow single lane crossing with refuge across Ravenswood.

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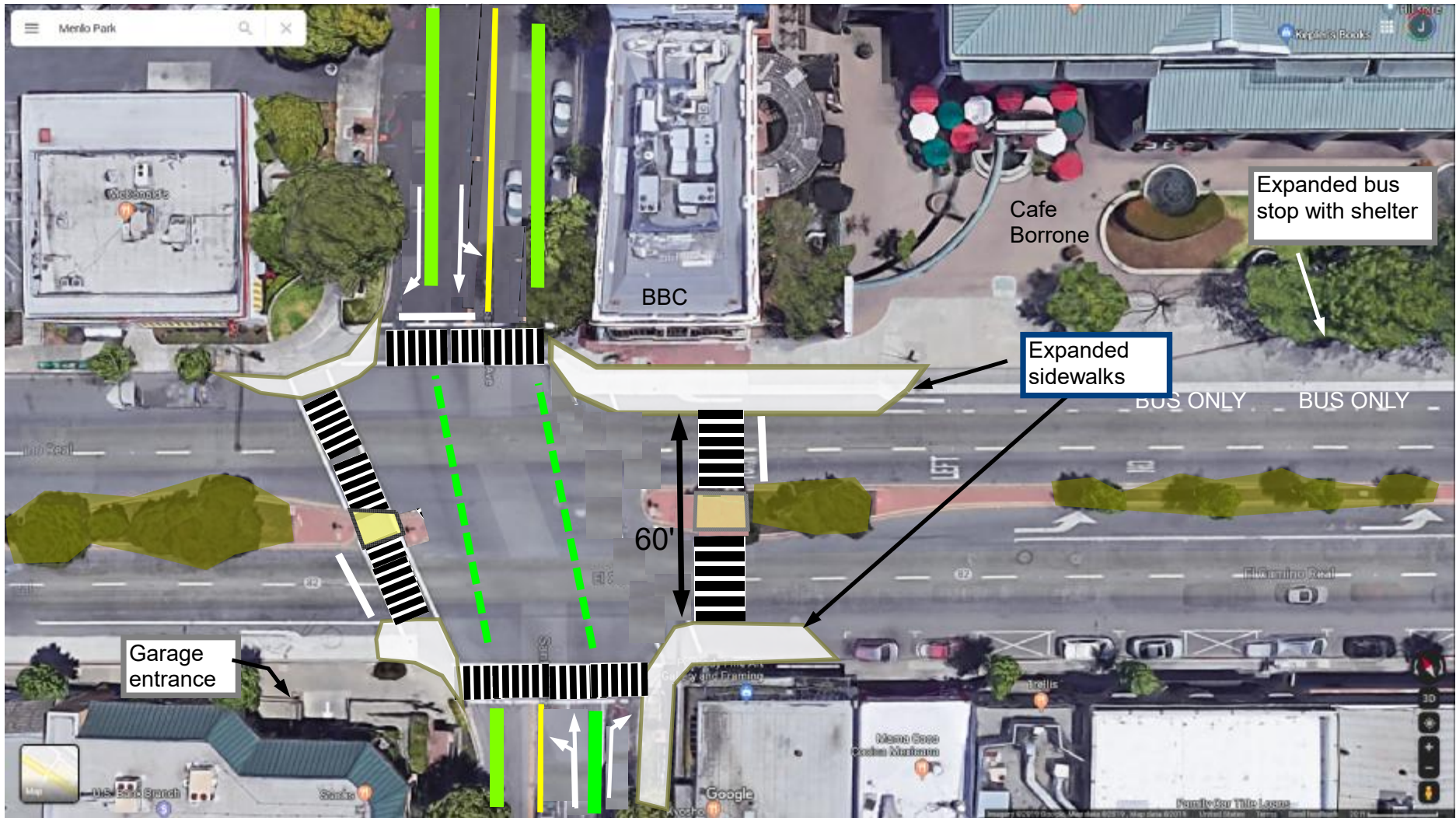
Santa Cruz Ave at El Camino existing



Turn lanes are underutilized. Read lane volumes as (AM peak hour cars, PM peak hour cars)

Santa Cruz

Santa Cruz Ave at El Camino proposed

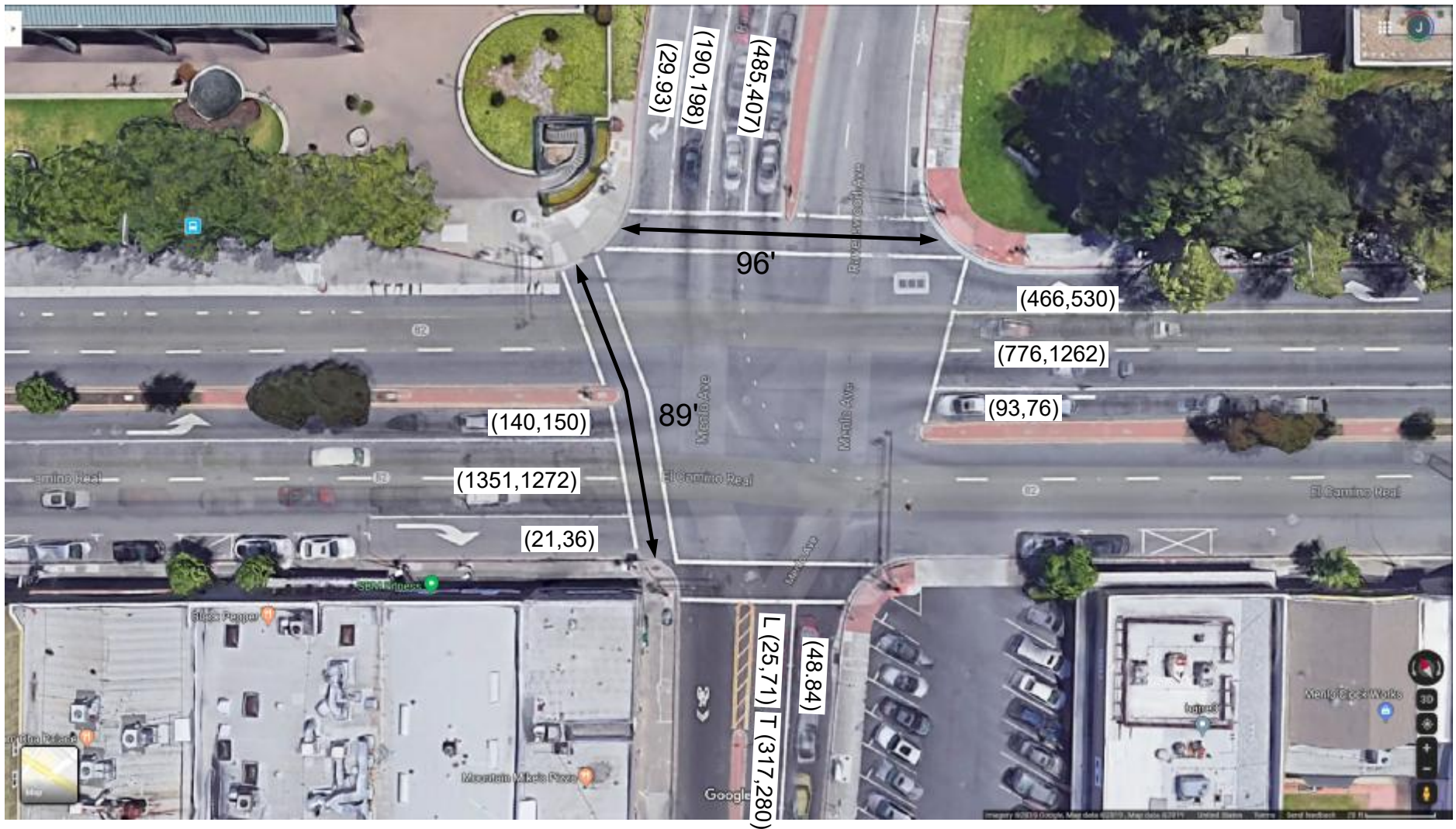


Pedestrians crossing ECR have refuges with signal buttons.
 Expand sidewalks into underutilized turn lanes
 Create bike lanes on Santa Cruz from Merrill to Doyle using existing road space more efficiently.
 Parking removal not required.
 May allow shorter signal countdowns

Convert 3 eastbound lanes to 2

Santa Cruz

Ravenswood at ECR Existing



Ravenswood

Ravenswood at ECR Proposal 1.



Add bulbouts where possible.

Ravenswood

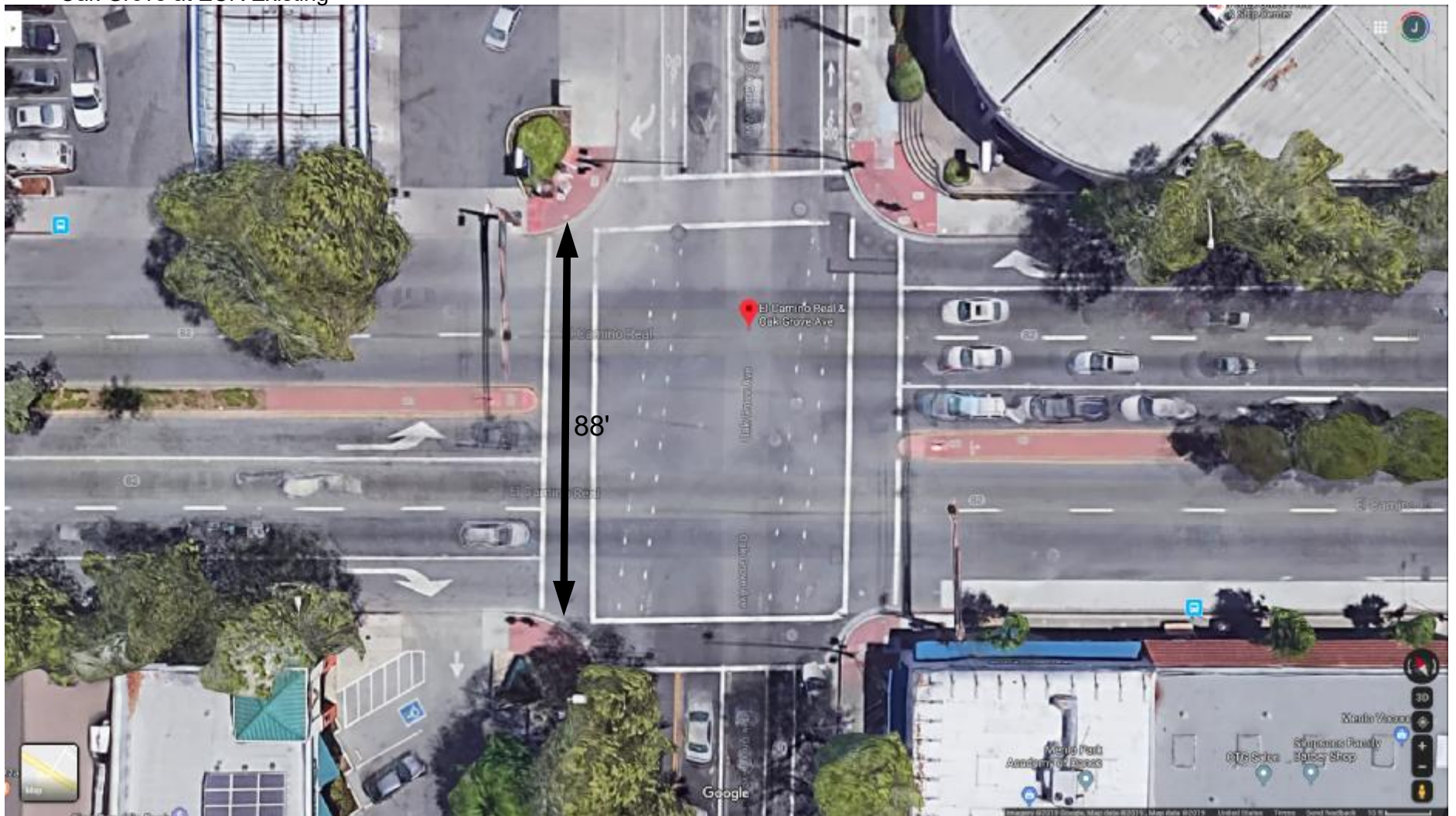
Ravenswood at ECR Proposal 2.



Replace westbound right turn lane with bulbout. Convert through lane to through/right.

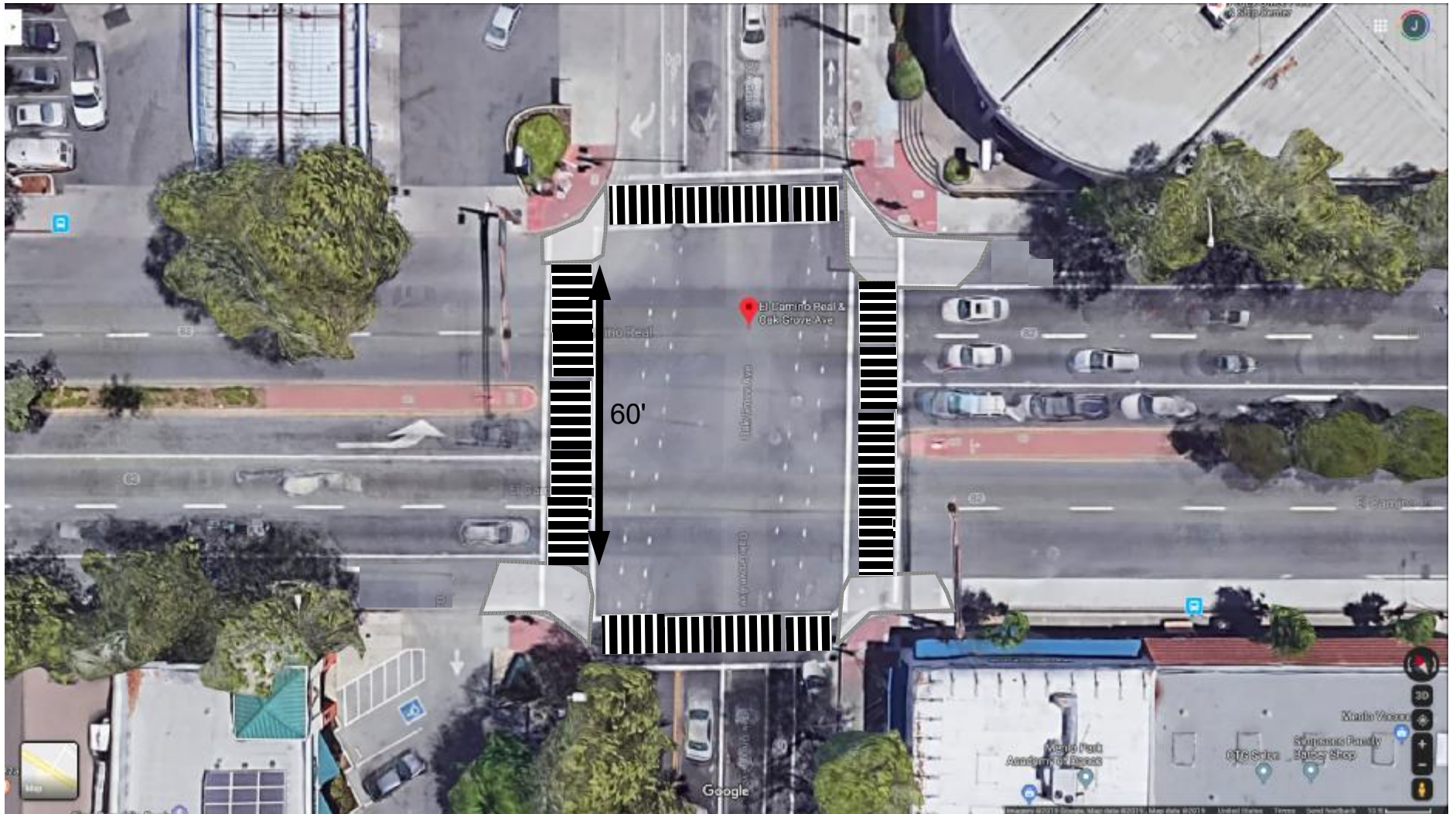
Ravenswood

Oak Grove at ECR Existing



Oak Grove

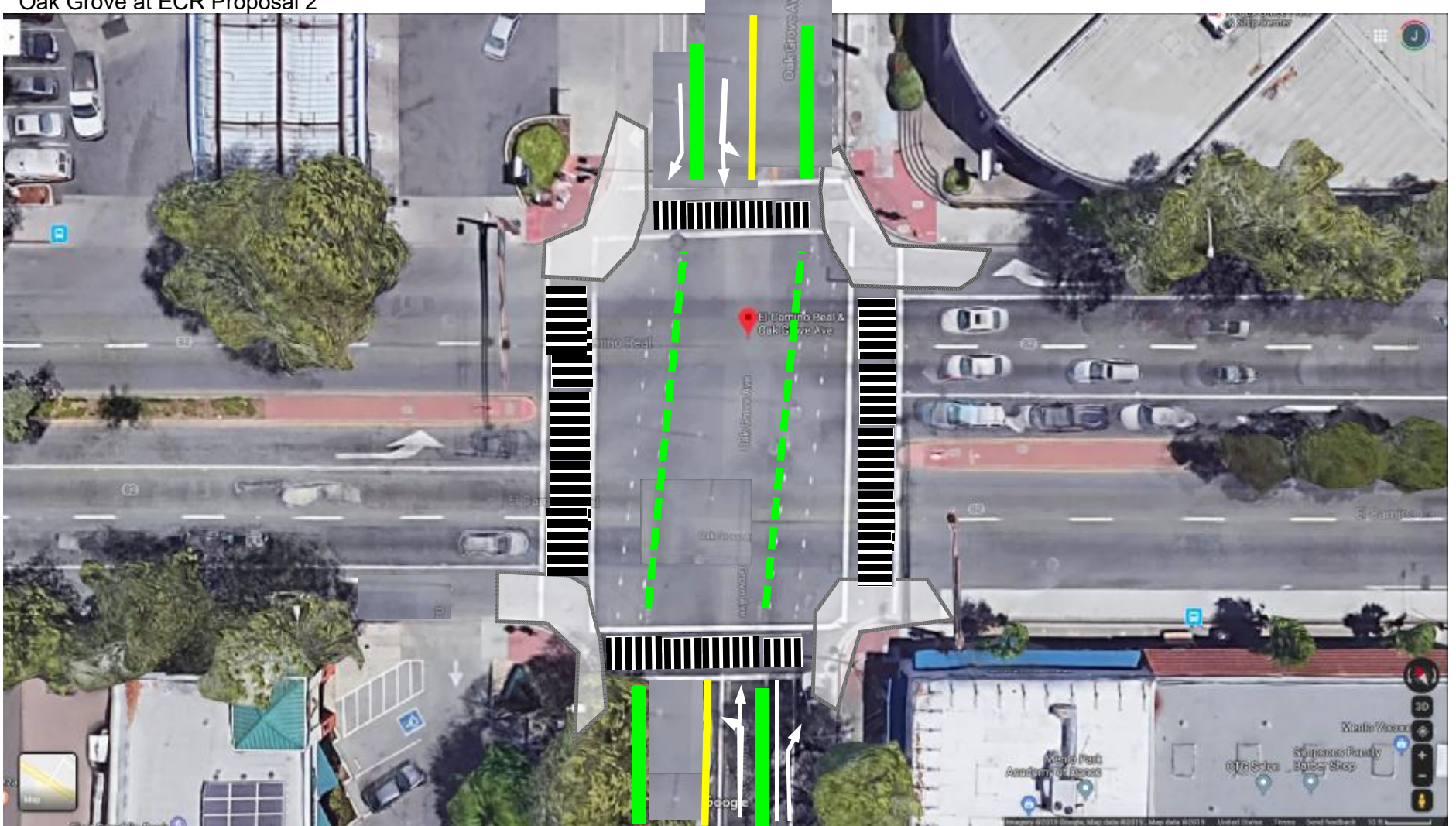
Oak Grove at ECR Proposal 1



Keep Oak Grove lanes as is. Results in shorter ECR crossings.
Note: may not be feasible if right turn lanes are heavily used.

Oak Grove

Oak Grove at ECR Proposal 2



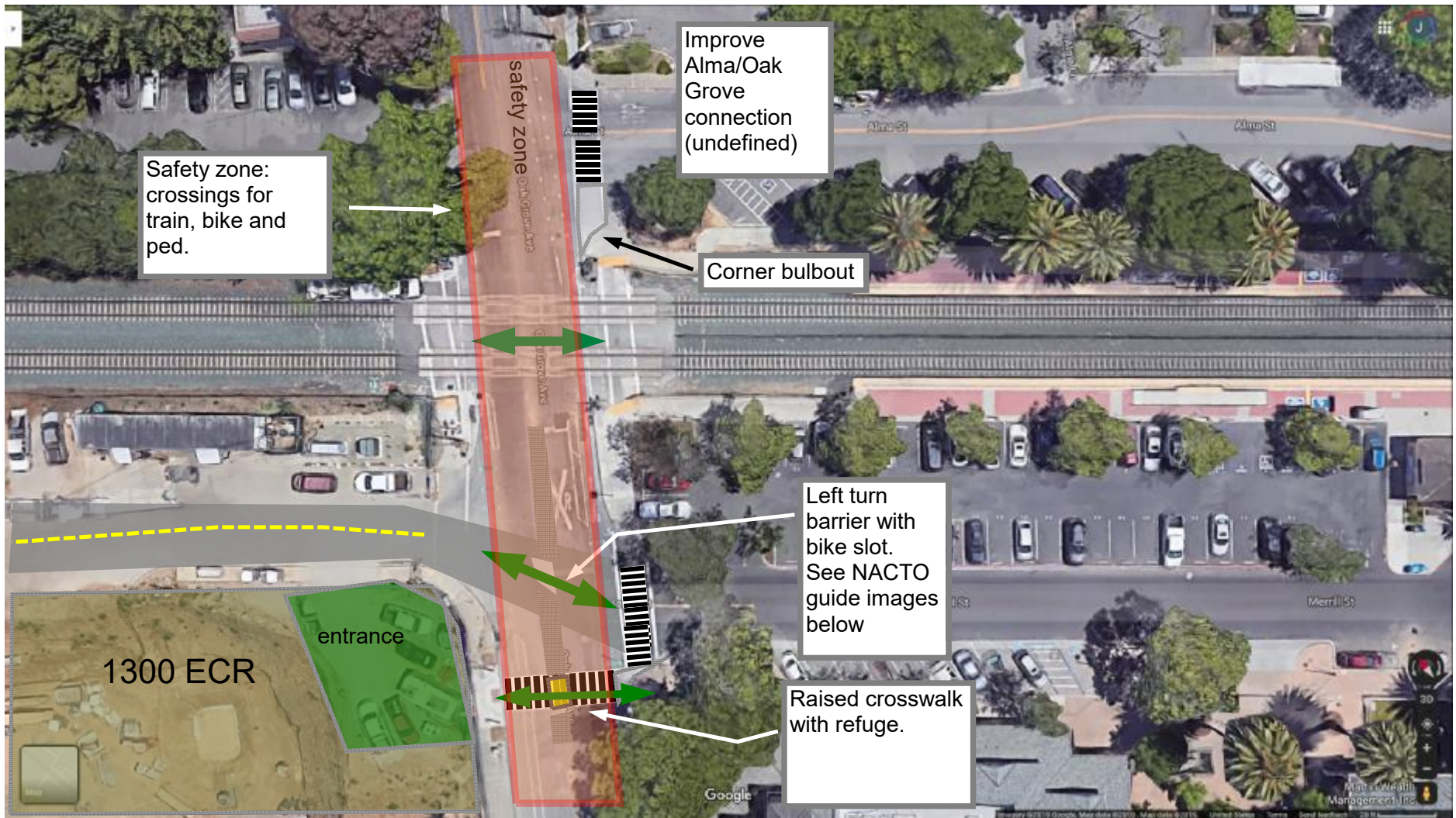
Change Oak Grove lanes from 3 to 2.. Results in shorter ECR crossings and shorter Oak Grove crossings.
Note: assumes similar traffic counts as Santa Cruz Ave. Crossing data not yet analyzed.

Oak Grove

Oak Grove at Merrill existing



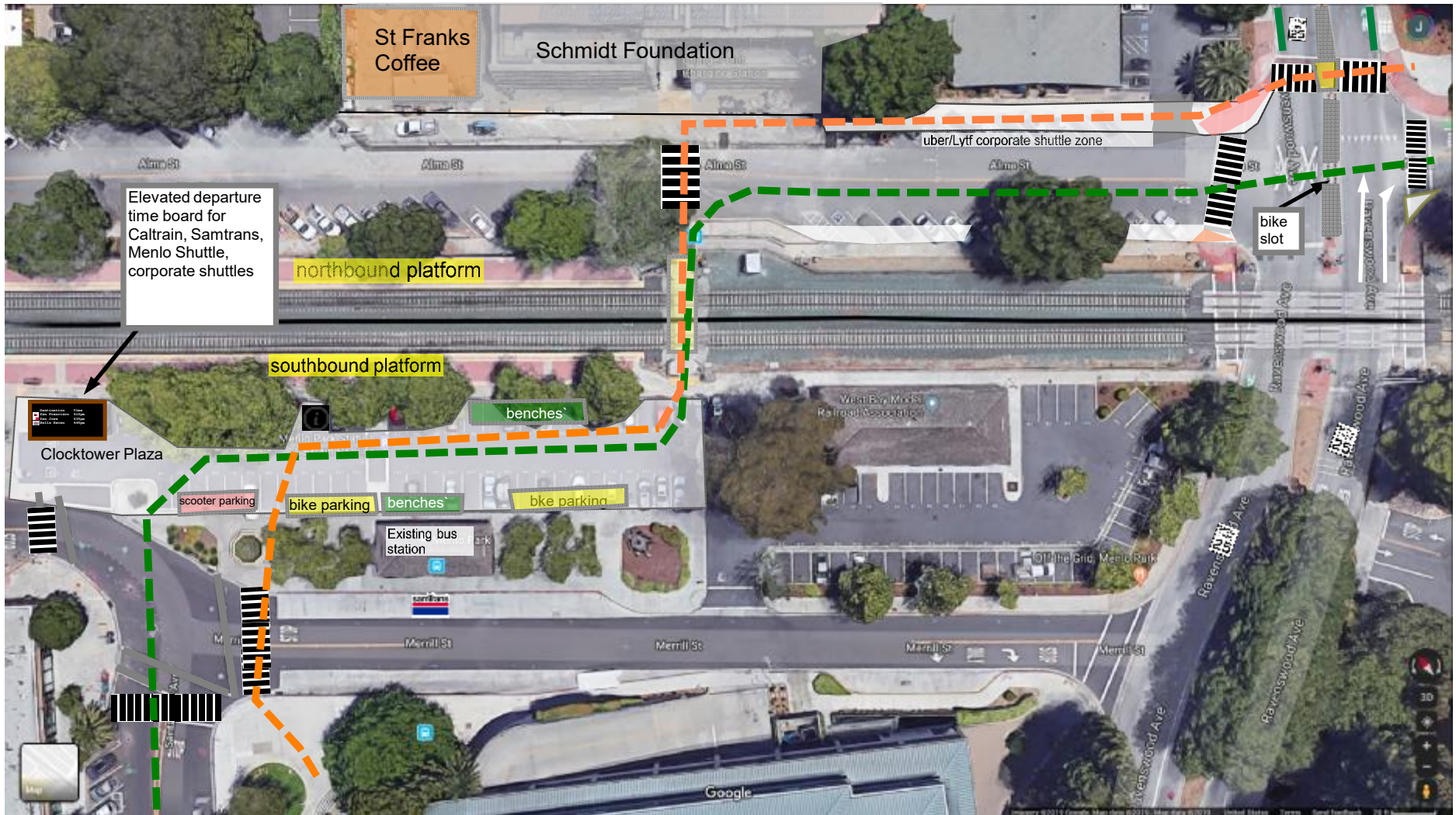
Oak Grove at Merrill proposed



Menlo Park Station existing



Menlo Park Station proposed - convert 60 Caltrain parking spaces to plaza



- bike route
- ped route

Amenities include: seating, bike parking, scooter parking, departure board, information kiosk
 Possible events: Off the Grid, farmers market, other civic events.
 Create plaza Business Improvement District to compensate Caltrain for lost parking revenue, provide sanitation, security and programming.
 155 parking spaces total. March 2017: 43% occupancy, June 2017: 62% occupancy

<https://kevin.burke.dev/rawblog/images/2017-06-caltrain-parking-occupancy.pdf>

Caltrain Holiday Event and other city events could benefit from public plaza.



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Connected + Walkable Downtown and Station Area

The Specific Plan establishes a rich, unifying and coordinated network of enhanced sidewalks, a pedestrian paseo (a public path designed for walking), plazas and parks, connecting Fremont Park to the west to the station area and Civic Center to the east (See Figure D2).

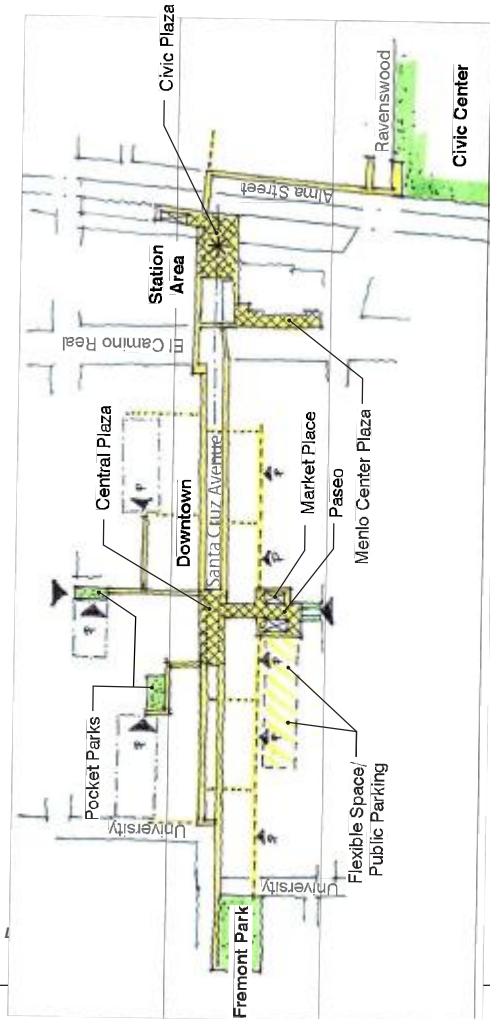


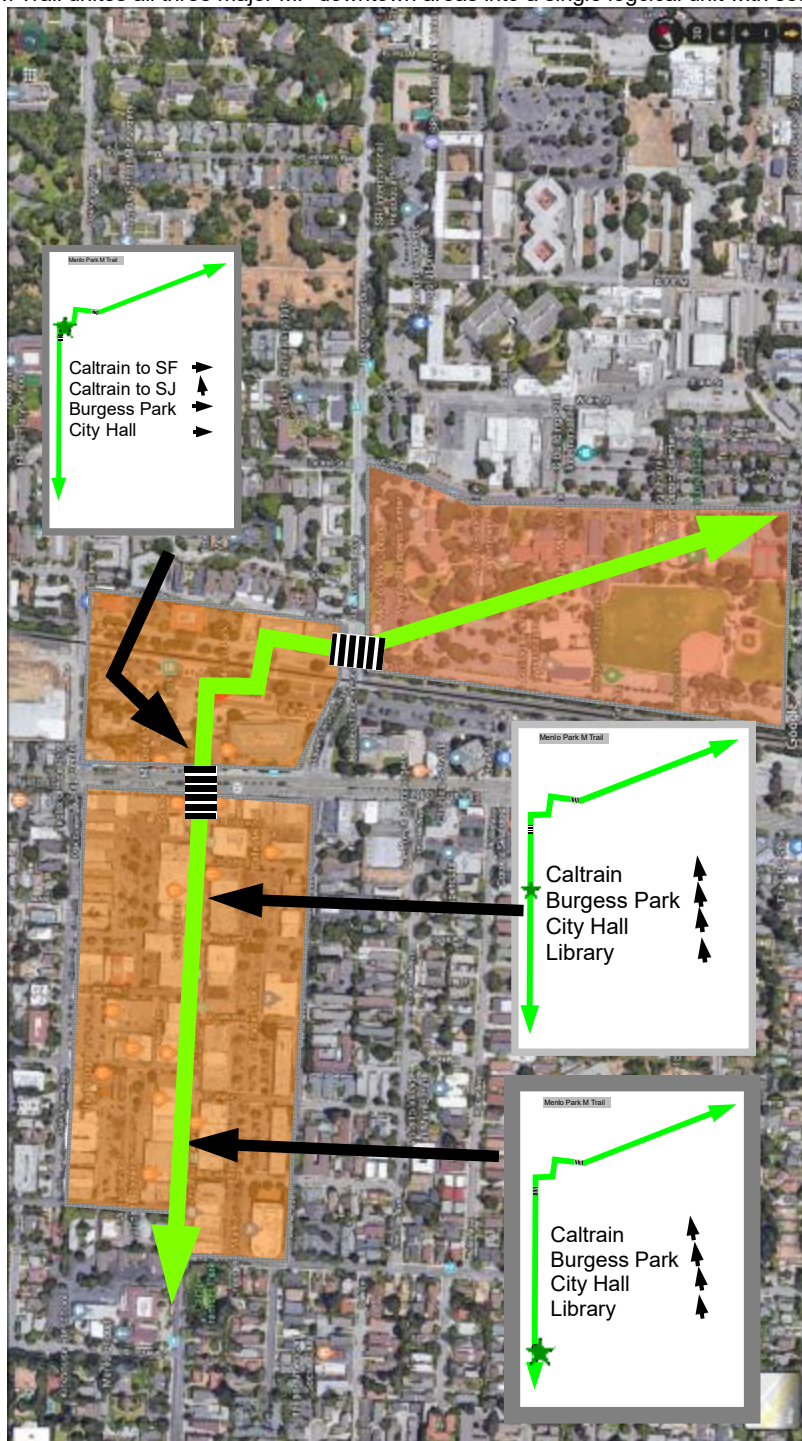
Figure D2

D4



Connected and walkable downtown (San Francisco, California)

M Trail unites all three major MP downtown areas into a single logical unit with seamless access.



M Trail
branded
wayfinding

Burgess Park bike/ped path improvements



Park paths should be widened to 15' for shared bike/ped use making sure not to impact fields

Burgess Park looking toward Ravenswood through Menlo Gates



Extend park path across Ravenswood to Caltrain station to strongly connect the two areas.
CSC Active Transportation Networks

Potential Partners

CSC
EQC
Park/Rec Comm
Library Comm
Menlo Spark
SVBC
Chamber of Commerce
Parents for Safe Routes
Menlo Together
Menlo Swim & Sport

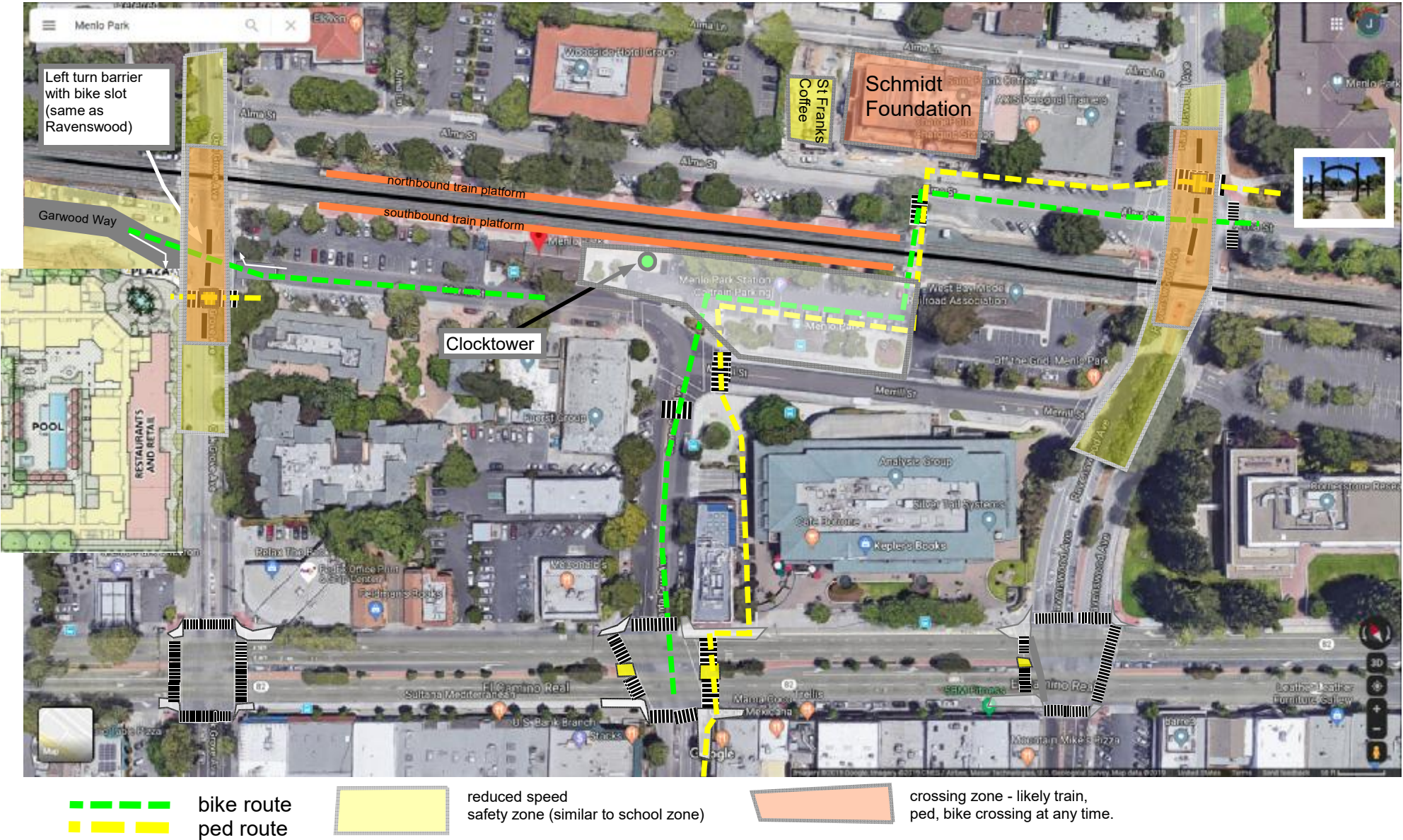
Sub-project priority (quick-build)

Alma/Ravenswood crossing
Oak Grove/Merrill crossing
Santa cruz crossing
Oak Grove/ECR crossing
Ravenswood/ECR crossing
Clocktower Plaza

City Policy

Downtown Specific Plan
TMP
Complete Streets
Vision Zero
Safe Routes to School

Station Area overview proposed



Path traverses both Caltrain platforms, bus stations, Borrone/Keplers
Well-defined path for peds and bikes connects downtown to Burgess via Caltrain station.



STAFF REPORT

Complete Streets Commission

Meeting Date: 2/12/2020
Staff Report Number: 20-001-CSC

Regular Business: Consider recommendation to City Council to approve the permanent neighborhood traffic management plan for Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive and Marmona Drive

Recommendation

Recommend to City Council to approve the permanent neighborhood traffic management plan for Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive and Marmona Drive.

Policy Issues

This project is consistent with the City's Circulation Element, adopted in 2016, which includes goals of promoting safe, multimodal streets, and minimizing cut-through and high-speed traffic that diminishes the quality of life in Menlo Park's residential neighborhoods.

This project follows the City's neighborhood traffic management program (NTMP) guidelines adopted in November 2004. The NTMP is designed to provide consistent, citywide policies to neighborhood traffic management to ensure equitable and effective solutions. The Complete Streets Commission can recommend either approval of the traffic plan measures or authorization of plan revisions.

Background

On September 11, 2018, the City Council approved the installation of the traffic plan measures for Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive and Marmona Drive for a six-month trial period. This project was the result of the NTMP process to address the neighborhood's concerns about speeding and cut-through traffic on Marmona Drive. This project was initiated by a resident in the neighborhood and had gone through previous NTMP steps that involve requiring signatures from at least 60% of the residents in the neighborhood to petition the City to consider this as an NTMP project and at least 51% support, via a neighborhood survey, for a trial installation of the traffic plan on a six-month trial period.

Installation of the traffic plan measures as shown on Attachment A and listed below was completed on March 31, 2019. Due to conflict with the adjacent driveways that made it difficult for residents to exit out of their driveway and the inability to find a feasible alternative location, the speed hump on Blackburn Avenue was eliminated from the trial plan. Its elimination is reflected on Attachment A.

- Installation of a Yield sign on Baywood Avenue at Blackburn Avenue
- Full roadway closure of Clover Lane for vehicular traffic (except bicycles) at the current location of the partial closure, south of Willow Road; and installation of No Outlet sign on Clover Lane at Baywood Avenue
- Installation of four speed humps on McKendry Drive

- Installation of four speed humps on Marmona Drive
- Installation of “Speed Humps Ahead” and 15 miles per hour (MPH) Advisory speed limit signs in advance of the first speed hump on each street.

The six-month trial installation ended on September 30, 2019.

Analysis

Following completion of the trial period, the NTMP requires the following steps to be taken to consider a permanent installation:

1. Traffic data collection to determine effectiveness
2. Resident survey to determine support.
3. Complete Streets Commission review and recommendation
4. City Council approval

Traffic data and residence survey

On November 14, 2019, in accordance with the NTMP, staff circulated a survey (Attachment B) to the 174 Menlo Park households in the study area to determine whether they consider the N on Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive and Marmona Drive to be successful and if they wish the traffic plan measures to be made permanent. On December 10, 2019, the survey was sent to households that did not respond to the first mail-out. On January 13, 2020, a third mail-out was sent to households that did not respond to the second mail-out. The third mail-out, an extra step to the standard NTMP process, was made in response to mailing issues that precluded a significant number of residents from receiving one of the previous mail-outs.

Table 1 shows the 85th percentile speeds collected on June 4, 2017 and May 17, 2018 (“Before” studies) and on the week of October 14, 2019 (“After” studies). The traffic data collected on May 17, 2018 was to determine the effect of the “No left turn, 3-7 p.m., weekdays” restrictions in the Willows neighborhood installed in conjunction with the Willow Road-U.S. 101 Interchange project, including the sign installed on Woodland Avenue at Baywood Avenue. Table 1 also compares the speed statistics among these three studies.

Table 1: 85 th Percentile Speeds ¹ (mph)							
Roadway	Direction	June 4, 2017 (1)	May 17, 2018 (2)	October 15, 2019 (3)	Difference in 85 th ile speeds (2) - (1)	Difference in 85 th ile speeds (3) - (2)	Difference in 85 th ile speeds (3) - (1)
Baywood Avenue	East Bound	30.6	26.9	23.6	-3.7	-3.3	-7.0
	West Bound	28.9	26.6	23.9	-2.3	-2.7	-5.0
Blackburn Avenue	North Bound	19.7	20.8	19.8	+1.1	-1.0	+0.1
	South Bound	22.6	20.9	20.6	-1.7	-0.3	-2.0
Clover Lane	North Bound	25.1	24.0	16.4	-1.1	-7.6	-8.7
	South Bound	24.2	16.3	16.9	-7.9	+0.6	-7.3
Marmona Drive	East Bound	31.1	26.6	25.8	-4.5	-0.8	-5.3
	West Bound	25.9	27.6	23.1	+1.7	-4.5	-2.8
McKendry Drive	East Bound	29.5	27.4	21.2	-2.1	-6.2	-8.3
	West Bound	23.9	26.7	21.0	+2.8	-5.7	-2.9

1. The 85th Percentile speed is the speed at or below which 85 percent of traffic is moving.

On roadways where speed humps were installed, specifically on Marmona Drive and McKendry Drive,

traffic speeds were significantly reduced with reductions ranging from 0.8 mph to 8.3 mph. On Baywood Avenue, where yield control was installed at its intersection with Blackburn Avenue, traffic speeds were also significantly reduced. This result justifies not to install a speed hump on Baywood Avenue. Blackburn Avenue did see a very slight increase in traffic speeds for the NB direction but a decrease in traffic speeds for the SB direction. This result justifies not to install a speed hump on Blackburn Avenue.

Table 2 shows the traffic volume collected on June 4, 2017 and May 17, 2018 (“Before” studies) and on the week of October 14, 2019 (“After”) studies. Table 2 also compares the traffic volumes among these three studies.

Table 2: Traffic volumes (vehicles per day)							
Roadway	Direction	June 4, 2017 (1)	May 17, 2018 (2)	October 15, 2019 (3)	Difference in 85%ile speeds (2) - (1)	Difference in 85%ile speeds (3) - (2)	Difference in 85%ile speeds (3) - (1)
Baywood Avenue	East Bound	913	431	388	-482	-43	-525
	West Bound	431	366	368	-65	+2	-63
	Total	1344	797	756	-547	-41	-588
Blackburn Avenue	North Bound	196	183	332	-13	+149	+136
	South Bound	465	333	230	-132	-103	-235
	Total	661	516	562	-145	+46	-99
Clover Lane	North Bound	105	74	127	-31	+53	+22
	South Bound	104	50	72	-54	+22	-32
	Total	209	124	199	-85	+75	-10
Marmona Drive	East Bound	934	496	478	-438	-18	-456
	West Bound	346	279	292	-67	+13	-54
	Total	1280	775	770	-505	-5	-510
McKendry Drive	East Bound	168	152	122	-16	-30	-46
	West Bound	83	76	93	-7	+17	+10
	Total	251	228	215	-23	-13	-36

The combination of the turn restrictions in the Willows neighborhood, speed humps, and full roadway closure on Clover Lane near its intersection with Willow Road saw reductions in the total traffic volumes on all five roadways. In considering only the impacts of the speed humps and the full roadway closure on Clover Lane on traffic volumes, the after studies, under column (3) – (2), showed that traffic volumes increased on Blackburn Avenue and on Clover Lane. The full closure on Clover Lane appear to have shifted the NB traffic from Clover Lane to Blackburn Avenue. The increase in traffic volume on Clover Lane could be due to drivers’ inattention and/or unfamiliarity with the “No Outlet” sign at the intersection of Clover Lane with Baywood Avenue.

The NTMP requires that 51 percent support of households in the study area. As shown in the table below, households in the study area supported that the traffic management measures on

The following is the final result of the resident survey for permanent installation:

Table 3: Survey results	
Yes, I support plan	101 votes or 58.0%
No, I do not support the plan	11 votes or 6.3%
Did not respond	62 or 35.7%

The speed humps, having been installed with asphalt concrete with their associated pavement markings and traffic signs, would have no change if they were to remain permanent.

The temporary roadway closure on Clover Lane installation was made of a 2.5 inch high rubber speed bump with two impact resistant recovery posts (Attachment C). This allowed bicycles, garbage trucks and fire trucks/engines to go through the closure. Without a turn-around area on Clover Lane for garbage trucks, garbage trucks have to access this roadway closure. However, staff was told by residents that some SUVs and small trucks were able to drive through the closure as well. Consequently, it is recommended that the permanent roadway closure replace the 2.5 inch speed bump with a 3.5 inch high heavy duty plastic stop (Attachment C). The 3.5 inch plastic stop will make it difficult for vehicles other than garbage trucks and fire trucks/engines to drive over the block.

Impact on City Resources

The estimated cost for the permanent roadway closure installation is \$1,500 and budget for this is available from the City's annual budget for signing and striping work.

Environmental Review

Environmental review is Categorically Exempt under the California Environmental Quality Act since it involves minor construction on a public street.

Public Notice

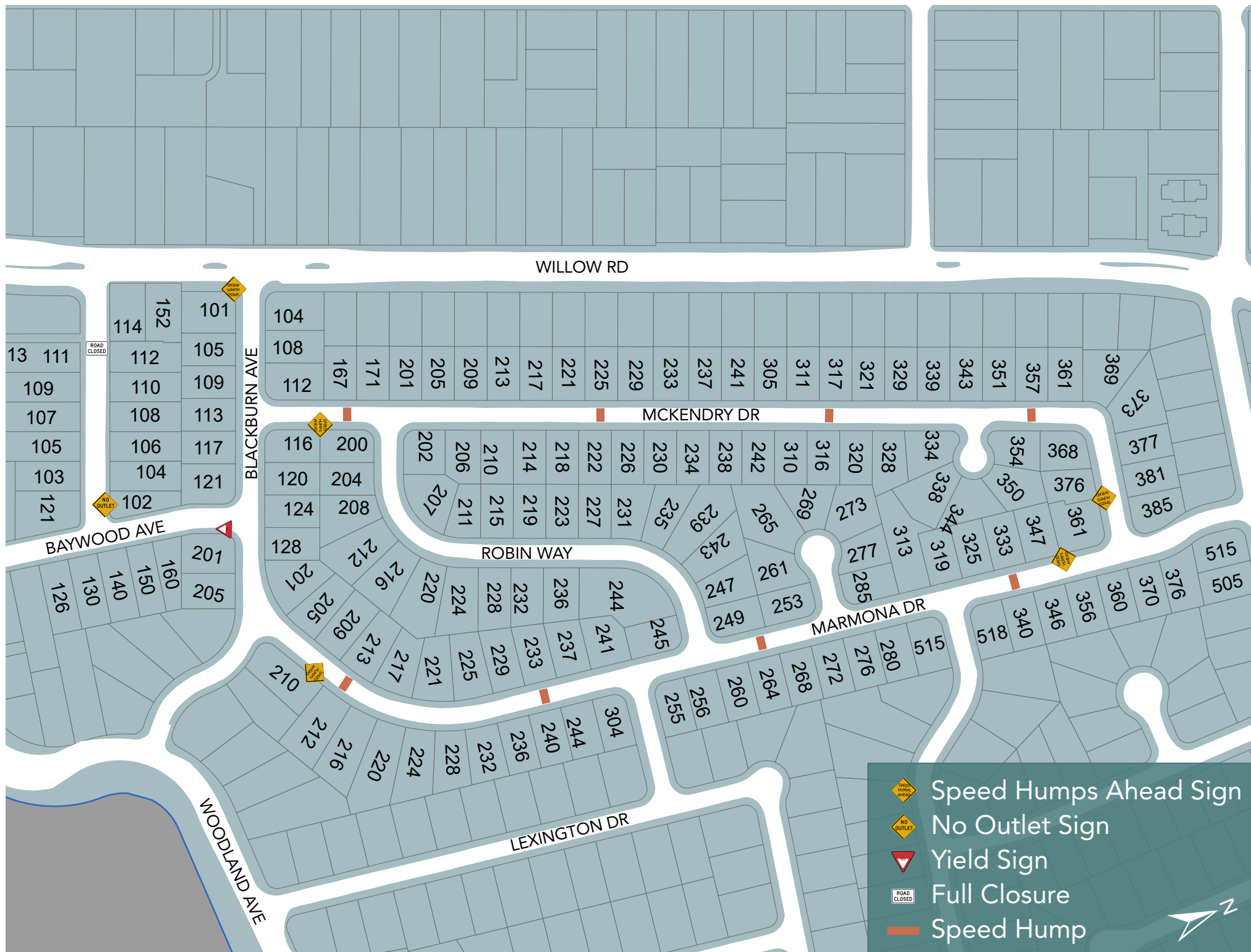
Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Postcard notices of this meeting were also mailed to the residents and property owners on the streets within the survey area. The postcard invited the residents and property owners to learn about the survey results and provide input for the permanent installation.

Attachments

- A. Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive and Marmona Drive traffic plan
- B. Survey for permanent installation
- C. Roadway closure on Clover Lane near Willow Road

Report prepared by:
Rene Baile, Associate Transportation Engineer

Report reviewed by:
Kevin Chen, Acting Senior Transportation Engineer



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Public Works



January 13, 2020

RE: Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive, and Marmona Drive Neighborhood Traffic Management Program (NTMP)

Dear Menlo Park Resident/Property Owner:

Attached is the Resident Survey for Permanent Installation of the Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive, and Marmona Drive Traffic Management Plan. Please complete and return to our office by January 27, 2020. In accordance with the City's Neighborhood Traffic Management Plan (NTMP), a vote not turned in is considered a "No" vote.

On September 11, 2018, the City Council approved the implementation of the traffic management plan for Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive, and Marmona Drive Traffic Management Plan for a six-month trial period. This project was the result of the NTMP process to address the observed speeding on Marmona Drive, Baywood Avenue and parallel routes, and the increase in cut-through traffic in the neighborhood due to traffic congestion on Willow Road, especially in the evening commute hours.

The traffic management plan implemented for the six-month trial period comprised of the following measures as shown on Exhibit A and listed below. Due to conflict with the adjacent driveways that made it difficult for residents to exit out of their driveway and the inability to find a feasible alternative location, the speed hump on Blackburn Avenue was eliminated from the trial plan. Its elimination is reflected on Exhibit A.

- Installation of a Yield sign on Baywood Avenue at Blackburn Avenue
- Full roadway closure of Clover Lane for vehicular traffic (except bicycles), approximately at the current location of the partial closure, south of Willow Road; and installation of No Outlet sign on Clover Lane at Baywood Avenue
- Installation of four speed humps on McKendry Drive
- Installation of four speed humps on Marmona Drive
- Installation of "Speed Humps Ahead" and 15 MPH Advisory speed limit signs in advance of the first speed hump on each street

On March 31, 2019, the temporary installation of the above measures was completed and subsequently, the trial period of the installation commenced.

In accordance with the NTMP, at the conclusion of this trial period on September 30, 2019, an after traffic study was conducted to collect traffic speeds and volume. Subsequently, this survey is being sent to study area households and businesses to determine whether they consider the Level II traffic management plan measures to be successful and if they wish them to be implemented on a permanent basis. Attachment C illustrates the permanent roadway closure detail for Clover Lane near Willow Road. The construction cost for this work is estimated to be \$2,500.

Next Steps:

If at least 51% of households and businesses in the study area support the permanent installation, the Complete Streets Commission will vote to approve or deny the recommendation to City Council for permanent installation. The City Council will then review the Commission's recommendation and decide to either deny or approve the permanent establishment of measures shown on Exhibit A. Based on the Council's decision, the traffic management measures on Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive, and Marmona Drive will be either removed or remain permanently. The expected timeline for the meetings will be as follows"

- Complete Streets Commission Meeting – Mid- January, 2020
- City Council Meeting – Late February, 2020

If you have any questions regarding the above, please contact me at 650-330-6770 or visit the webpage below (Attachment A).

Sincerely,



Rene C. Baile
Associate Transportation Engineer

Attachments:

- A. City's Neighborhood Traffic Management Program web page:
www.menlopark.org/documentcenter/view/300
- B. Resident Survey
- C. Clover Lane Permanent Roadway Closure Detail



RESIDENT SURVEY FOR PERMANENT INSTALLATION OF THE BAYWOOD AVENUE, CLOVER LANE, BLACKBURN AVENUE, MCKENDRY DRIVE, AND MARMONA DRIVE TRAFFIC MANAGEMENT PLAN MEASURES

As stated in the enclosed cover letter, the City of Menlo Park is taking a survey to determine whether the residents consider the Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive, and Marmona Drive traffic management plan measures to be successful and wish them to remain on a permanent basis. The measures are as shown on Exhibit A. Please note that Exhibit A will permanently eliminate the speed hump proposed on Blackburn Avenue in the trial installation plan and will not propose any new speed hump on Baywood Avenue. The "No Left Turn, 3-7 p.m., weekdays" restrictions in the Willows neighborhood were installed in conjunction with the Willow Road-US 101 Interchange Project in December 2017, including the sign installed on Woodland Avenue at Baywood Avenue, and is not part of this survey. Whether these turn restrictions will be removed or not will be considered by the City Council at a future meeting.

Table 1 shows the 85th percentile speeds collected on June 4, 2017 and May 17, 2018 ("Before" studies) and on the week of October 14, 2019 ("After") studies. The traffic data collected on May 17, 2018 was to determine the effect of the "No Left Turn, 3-7 p.m., weekdays" restrictions in the Willows neighborhood installed in conjunction with the on-going Willow Road-US 101 Interchange Project in December 2017, including the sign installed on Woodland Avenue at Baywood Avenue. Table 1 also compares the speed statistics among these three studies.

Roadway	June 4, 2017 (1)	May 17, 2018 (2)	October 15, 2019 (3)	Difference in 85 th ile speeds (2) - (1)	Difference in 85 th ile speeds (3) - (2)	Difference in 85 th ile speeds (3) - (1)
Baywood Avenue	30.6 (EB)	26.9 (EB)	23.6 (EB)	-3.7 (EB)	-3.3 (EB)	-7.0 (EB)
	28.9 (WB)	26.6 (WB)	23.9 (WB)	-2.3 (WB)	-2.7 (WB)	-5.0 (WB)
Blackburn Avenue	19.7 (NB)	20.8 (NB)	19.8 (NB)	+1.1 (NB)	-1.0 (NB)	+0.1 (NB)
	22.6 (SB)	20.9 (SB)	20.6 (SB)	-1.7 (SB)	-0.3 (SB)	-2.0 (SB)
Clover Lane	25.1 (NB)	24.0 (NB)	16.4 (NB)	-1.1 (NB)	-7.6 (NB)	-8.7 (NB)
	24.2 (SB)	16.3 (SB)	16.9 (SB)	-7.9 (SB)	+0.6 (SB)	-7.3 (SB)
Marmona Drive	31.1 (EB)	26.6 (EB)	25.8 (EB)	-4.5 (EB)	-0.8 (EB)	-5.3 (EB)
	25.9 (WB)	27.6 (WB)	23.1 (WB)	+1.7 (WB)	-4.5 (WB)	-2.8 (WB)
McKendry Drive	29.5 (EB)	27.4 (EB)	21.2 (EB)	-2.1 (EB)	-6.2 (EB)	-8.3 (EB)
	23.9 (WB)	26.7 (WB)	21.0 (WB)	+2.8 (WB)	-5.7 (WB)	-2.9 (WB)

1. The 85th Percentile speed is the speed at or below which 85 percent of traffic is moving.

On roadways where speed humps were installed, specifically on Marmona Drive and McKendry Drive, traffic speeds were significantly reduced with reductions ranging from 0.8 mph to 8.3 mph. On Baywood Avenue, where yield control was installed at its intersection with Blackburn Avenue, traffic speeds were also significantly reduced. This result justifies not to install a speed hump on Baywood Avenue. Blackburn Avenue did see a slight increase in traffic speeds for the NB direction but a decrease in traffic speeds for the SB direction. This result justifies not to install a speed hump on Blackburn Avenue.

Table 2 shows the traffic volume collected on June 4, 2017 and May 17, 2018 ("Before" studies) and on the week of October 14, 2019 ("After") studies. Table 2 also compares the traffic volumes among these three studies.

Roadway	June 4, 2017 (1)	May 17, 2018 (2)	October 15, 2019 (3)	Difference in 85 th ile speeds (2) - (1)	Difference in 85 th ile speeds (3) - (2)	Difference in 85 th ile speeds (3) - (1)
Baywood Avenue	913 (EB)	431 (EB)	388 (EB)	-482 (EB)	-43 (EB)	-525 (EB)
	431 (WB)	366 (WB)	368 (WB)	-65 (WB)	+2 (WB)	-63 (WB)
	1344 (total)	797 (total)	756 (total)	-547 (total)	-41 (total)	-588 (total)
Blackburn Avenue	196 (NB)	183 (NB)	332 (NB)	-13 (NB)	+149 (NB)	+136 (NB)
	465 (SB)	333 (SB)	230 (SB)	-132 (SB)	-103 (SB)	-235 (SB)
	661 (total)	516 (total)	562 (total)	-145 (total)	+46 (total)	-99 (total)

Clover Lane	105 (NB)	74 (NB)	127 (NB)	-31 (NB)	+53 (NB)	+22 (NB)
	104 (SB)	50 (SB)	72 (SB)	-54 (SB)	+22 (SB)	-32 (SB)
	209 (total)	124 (total)	199 (total)	-85 (total)	+75 (total)	-10 (total)
Marmona Drive	934 (EB)	496 (EB)	478 (EB)	-438 (EB)	-18 (EB)	-456 (EB)
	346 (WB)	279 (WB)	292 (WB)	-67 (WB)	+13 (WB)	-54 (WB)
	1280 (total)	775 (total)	770 (total)	-505 (total)	-5 (total)	-510 (total)
McKendry Drive	168 (EB)	152 (EB)	122 (EB)	-16 (EB)	-30 (EB)	-46 (EB)
	83 (WB)	76 (WB)	93 (WB)	-7 (WB)	+17 (WB)	+10 (WB)
	251 (total)	228 (total)	215 (total)	-23 (total)	-13 (total)	-36 (total)

The combination of the turn restrictions in the Willows neighborhood, speed humps, and full roadway closure on Clover Lane near its intersection with Willow Road saw reductions in the total traffic volumes on all five roadways. In considering only the impacts of the speed humps and the full roadway closure on Clover Lane on traffic volumes, the after studies, under column (3) – (2), showed that traffic volumes increased on Blackburn Avenue and on Clover Lane. The full closure on Clover Lane appear to have shifted the NB traffic from Clover Lane to Blackburn Avenue. The increase in traffic volume on Clover Lane could be due to drivers' inattention and/or unfamiliarity with the "No Outlet" sign at the intersection of Clover Lane with Baywood Avenue.

You may return your completed survey by using the self-addressed envelope or by dropping it off at the front desk at City Hall. We would appreciate receiving your response by January 27, 2020. (Please check one response)

Do you support the Baywood Avenue, Clover Lane, Blackburn Avenue, McKendry Drive, and Marmona Drive Traffic Management Plan Measures to remain or be installed on a permanent basis?

☐ **Yes, I support the plan measures to remain or be installed on a permanent basis.**

☐ **No, I do not support the plan measures to remain or be installed on a permanent basis.**

Thank you for taking the time to respond to this survey for trial installation. Please provide your name and address in the spaces below – only one signature per household or business. (Identities of individuals responding to this survey will remain confidential in the City's processing of the returns).

Name: _____ Date: _____

I am resident or property owner at (address):

E-mail Address (optional): _____

Tel. No. (optional): _____

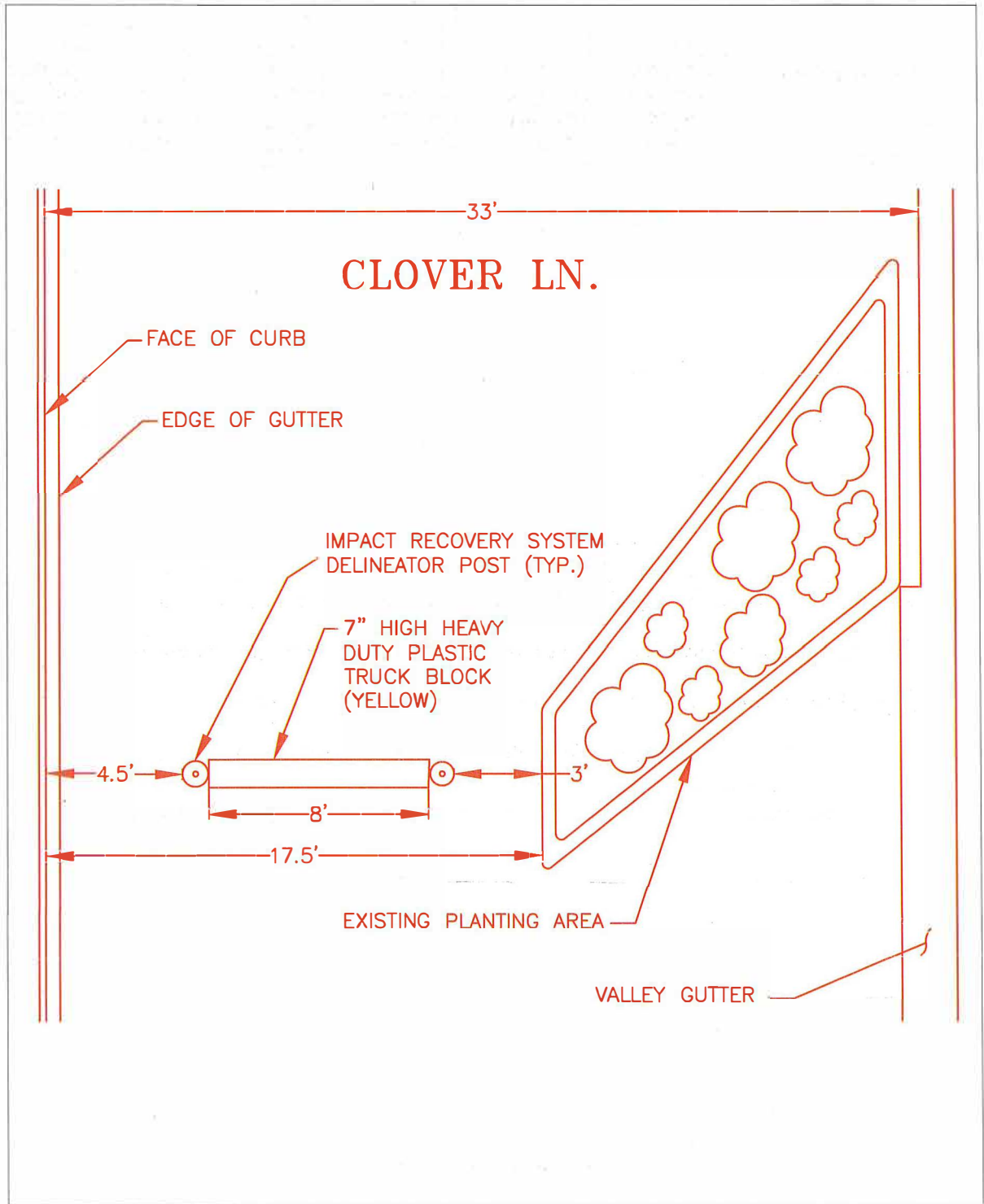
If you have any questions regarding this, please contact Rene Baile, Associate Transportation Engineer.

Sincerely,



Rene C. Baile, P.E.
Associate Transportation Engineer

x:\engdiv\CAOSTNRD\Tiltebika\BX11515d\Bick



CITY OF MENLO PARK STANDARD DETAILS



NO.	REVISIONS	DATE
1	BIKE ACCESS	12/4/18
2		
3		
4		
5		

CLOVER LANE PERMANENT FULL ROADWAY CLOSURE

APPROVED

RENE C. BAILE
ASSOC. TRANSPORTATION ENGINEER, R.C.E. No.44832

DRAWN
BN

CHECKED
RCB

DATE
11/14/19

SCALE
N.T. S.

SHEET
1 OF 1

ROADWAY CLOSURE ON CLOVER LANE NEAR WILLOW ROAD



TEMPORARY ROADWAY CLOSURE



PARKING STOP (3 ½ INCH HIGH)

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STAFF REPORT

Complete Streets Commission

Meeting Date: 2/12/2020

Staff Report Number: 20-002-CSC

Regular Business: Provide feedback on the final intersection design layout of Ravenswood Avenue at Laurel Street

Recommendation

Provide feedback on the final intersection design layout of Ravenswood Avenue at Laurel Street (Attachments B and Attachment C).

Policy Issues

This project is 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.

This project is also consistent with one of the guiding principles of the El Camino Real/Downtown Specific Plan which is to provide an integrated, safe and well-designed pedestrian and bicycle network.

This project is also consistent with the recommended intersection improvements in the Menlo Park Transportation Master Plan (TMP). The overall project (Attachments B and C,) includes traffic safety, signal upgrades, and pedestrian and bike safety improvements. It will also improve intersection level of service and reduce overall delay.

Background

Ravenswood Avenue is an east-west street. It is classified as Avenue-Mixed Use in the 2016 general plan circulation element between El Camino Real and Middlefield Road. Ravenswood Avenue has a posted speed limit of 30 miles per hour and has one lane in each direction east of Noel Drive and two lanes in each direction between El Camino Real and Noel Drive. It provides access to both commercial and residential uses. Near its intersection with Laurel Street, there are bike lanes on both sides of Ravenswood Avenue. The bike lanes on Ravenswood Avenue provide connection for bicyclists to Menlo Atherton High School, Burgess Park Campus, and the Stanford Research Institute. In 2019, Ravenswood Avenue between Laurel Street and Middlefield Road had a daily traffic volume of 14,900 vehicles and Ravenswood Avenue between Alma Street and Laurel Street had a daily traffic volume of 18,700. In 2019, during the am peak hour, there were 26 westbound bicyclists and 22 eastbound bicyclists. Also, during the pm peak hour, there were 22 westbound bicyclists and 12 eastbound bicyclists.

Laurel Street is a north-south street with one lane in each direction and a 25 miles per hour posted speed limit. It is classified as a Neighborhood Collector in the 2016 general plan circulation element. Near its intersection with Ravenswood Avenue, there are bike lanes on both sides of Laurel Street except the northbound bike lane stops approximately 120 feet short of the intersection. In 2019, it had a daily traffic

volume of 4,300 vehicles between Oak Grove Avenue and Ravenswood Avenue and a daily traffic volume of 5,300 between Ravenswood Avenue and Willow Road. The bike lanes on Laurel Street provides connections and safe routes to elementary schools in the area such as Encinal School, Trinity School and Nativity School as well as to the Burgess Park campus. In 2019, during the am peak hour, there were 23 northbound bicyclists (14 going straight) and 20 southbound bicyclists. Also, during the pm peak hour, there were 25 northbound bicyclists (12 going straight) and 9 southbound bicyclists.

Attachment A shows the existing intersection layout on Ravenswood Avenue at Laurel Street. The northbound Laurel Street approach currently consists of one exclusive left turn lane, one shared through/right turn, and no bike lane. The southbound approach currently consists of one shared left turn/through/right turn lane and a bike lane. Both the eastbound and westbound approaches have one exclusive left turn lane, one shared through/right turn lane and a bike lane on the right side of the shared through/right turn lane.

The intersection of Ravenswood Avenue and Laurel Street is operated by a traffic signal. Because of its distant location to the other traffic signals on Ravenswood Avenue and on Laurel Street, this traffic signal is not coordinated with any other traffic signals. In the three year period between 2015 and 2017, there have been a total of 12 reported collisions at the intersection or an accident rate of 0.04 collision per million vehicle, which is relatively low compared to other similar City's signalized intersections. Intersection accident rate is calculated as: $\text{number of collisions for three years} \times 1,000,000 / (\text{Intersection Daily Traffic Volumes} \times 3)$.

This project originated as one of the transportation mitigation measures identified in the Station 1300 Project Environmental Impact Report (EIR). The Station 1300 Project, located on 1300 El Camino Real, is a mixed-use development that consists of non-medical office, residences, community-serving uses, and public/quasi-public spaces. It sits on a 6.4 acre site, close to Caltrain station and the downtown core. The project construction started in spring 2018 and is scheduled to be completed in 2021. Staff is currently working with the developer in scheduling completing the mitigation measures for the intersection of Ravenswood Avenue at Laurel Street and adding to this project the extension of the northbound bike lane that will be at the City's expense.

Analysis

On April 10, 2019, the Complete Streets Commission passed a motion to recommend to City Council to approve the removal of on-street parking on the west side of Laurel Street at Ravenswood Avenue to install intersection improvements, to maintain existing time restriction between the Menlo Park Childcare Center and City Hall Buildings, and to return to the Commission with the final intersection design layout of Ravenswood Avenue and Laurel Street, specifically the final design layout for the northbound Laurel Street approach, which would include a new bike lane to be extended from where it currently stops approximately 120 feet from the intersection.

For the northbound Laurel Street approach, staff looked at the following lane configuration alternatives:

- Alternative I: One exclusive left turn lane, one shared through/right turn lane, bike lane on the right side of the shared through/right turn lane. (This is what is proposed in the final design intersection layout per Attachment B)
- Alternative II: One shared/through lane, bike lane (between lanes), one exclusive right turn lane

The table below shows the northbound traffic volumes at the intersection during the AM and PM peak hours:

Table 1: Peak hours		
Northbound traffic volumes		Peak hours
	AM	PM
Left turning vehicles (vph)	185	240
Through vehicles (vph)	71	124
Right turning vehicles (vph)	20	35

Due to the significantly higher left turning vehicles over the right turning vehicles in both AM and PM peak hours, an exclusive left turn lane proposed to remain in Alternative I appears to be more warranted than an exclusive right turn lane proposed in Alternative II.

The results of the intersection Level of Service (LOS) analysis comparing Alternatives I and II are shown in the following table:

Table 2: Level of service analysis results				
	Alternative I		Alternative II	
	Periods		Periods	
	AM	PM	AM	PM
Intersection delay (seconds)	29.0	30.9	31.3	37.3
Intersection level of service	C	C	C	D
Queue length (ft) worst case	158	273	250	410
Vehicle length, 20 ft. long	8	13	12	20

The intersection Level of Service analysis shows that Alternative I will provide a better level of service as well as shorter queue lengths during both the AM and PM peak hours.

For the above reasons, staff recommends that the northbound Laurel Street approach have the Alternative I lane configuration, as illustrated on Attachment "B".

Attachment C illustrates the new traffic signal layout of the intersection and the proposed traffic signal phasing.

Impact on City Resources

The proposed and planned improvements at the intersection (Attachments B and C,) will be funded both by the Station 1300 project and by the City from its traffic signal modification and signing and striping program budget. Staff is currently working with the Station 1300 developer for the completion of this project.

Environmental Review

The proposed and planned improvements at the intersection (Attachments B and C,) are 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.

Attachments

- A. Existing intersection layout of ravenwood avenue at Laurel Street
- B. Final intersection design layout on Ravenswood Avenue at Laurel Street
- C. Final traffic signal layout on Ravenswood Avenue at Laurel Street

Report prepared by:

Rene Baile, Associate Transportation Engineer

Report reviewed by:

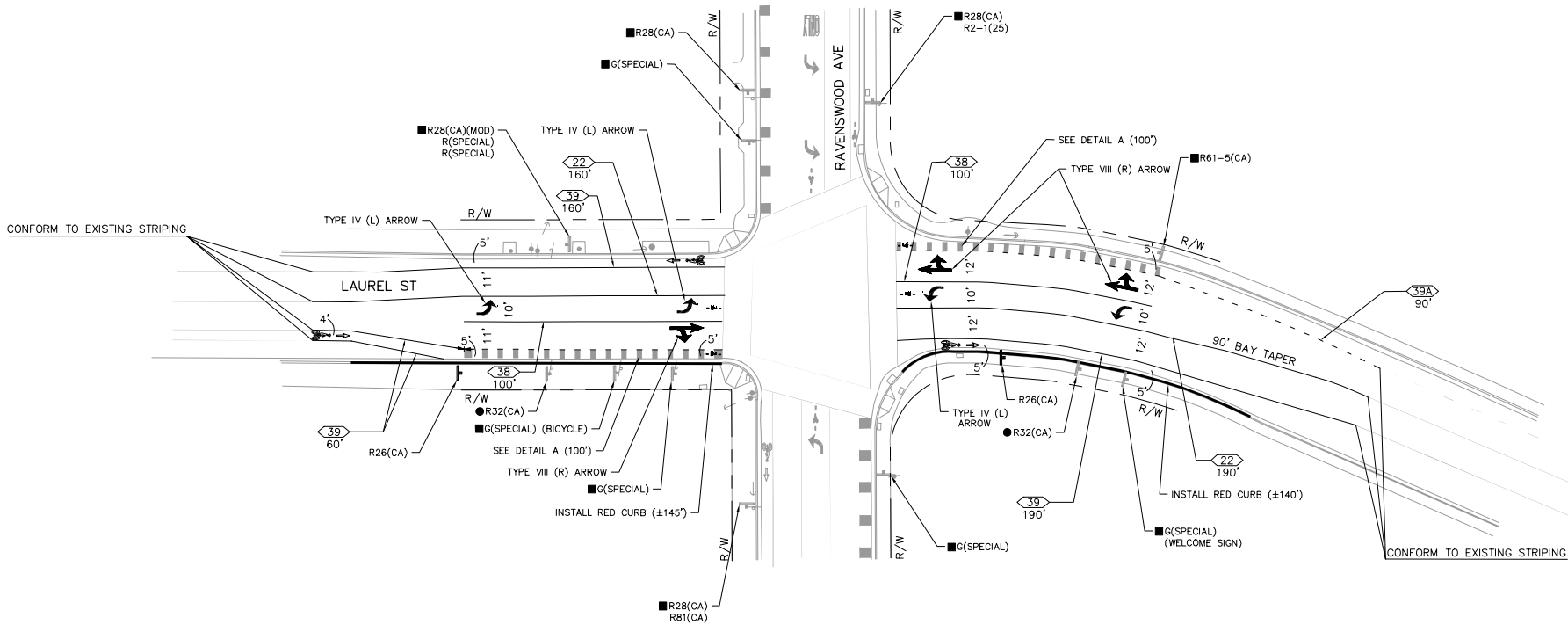
Kevin Chen, Acting Senior Transportation Engineer

EXISTING INTERSECTION LAYOUT – RAVENSWOOD AVENUE AT LAUREL STREET



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Revisions	
No.	Description

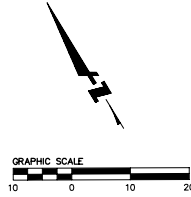
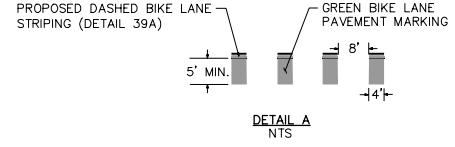


SIGNING AND STRIPING NOTES:

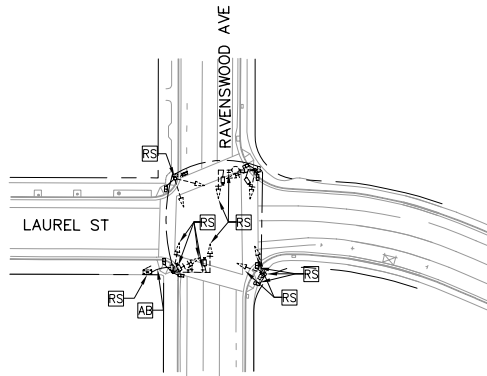
1. ALL STRIPING ARE BASED ON THE LATEST CALTRANS STANDARD PLANS.
2. THE CONTRACTOR SHALL REMOVE AND GRIND EXISTING STRIPING AND PAVEMENT MARKING WHICH CONFLICT WITH THIS PLAN.
3. ALL STRIPING AND PAVEMENT MARKING SHALL BE THERMOPLASTIC UNLESS OTHERWISE NOTED.
4. EXACT LOCATION AND POSITION OF ROADSIDE SIGNS TO BE DETERMINED BY THE ENGINEER.
5. EXACT LOCATION AND POSITION OF PAVEMENT MARKINGS TO BE DETERMINED BY THE ENGINEER.
6. ALL SIGNS ARE BASED ON THE LATEST CALIFORNIA MUTCD.

LEGEND:

- PROPOSED ROADSIDE SIGN
- EXISTING ROADSIDE SIGN
- EXISTING ROADSIDE SIGN TO REMAIN
- REMOVE EXISTING ROADSIDE SIGN
- PAVEMENT DELINEATION DETAIL PER 2018 CALTRANS STANDARD PLANS
- BIKE LANE MARKING
- BICYCLE LOOP DETECTOR SYMBOL
- PAVEMENT MARKING
- GREEN BIKE LANE PAVEMENT MARKING
- CHANGE OF PAVEMENT DELINEATION DETAIL



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EXISTING EQUIPMENT TO BE REMOVED AND SALVAGED

1:40 SCALE

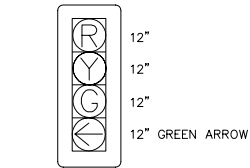
- 1 CONTROLLER CABINET ASSEMBLY WITH TYPE II SERVICE
- 2 1-B POLES
- 3 8 VEHICLE SIGNAL HEADS
- 4 4 PEDESTRIAN SIGNAL HEADS
- 5 4 PUSH BUTTON ASSEMBLIES
- 6 2 REGULATORY SIGNS
- 7 1 VIDEO DETECTION CAMERA (TO BE RELOCATED PER THESE PLANS)

LEGEND

- BIKE DETECTION ZONE
- VIDEO DETECTION ZONE

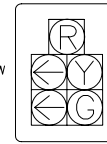
PROJECT NOTES:

- 1 FURNISH AND INSTALL MODEL 2070 CONTROLLER IN TYPE 332 CABINET.
- 2 FURNISH AND INSTALL NEW TYPE III-AF SERVICE CABINET.
- 3 FURNISH AND INSTALL NEW 4-SECTION SIGNAL HEAD. SEE DETAIL A.
- 4 FURNISH AND INSTALL NEW 5-SECTION DOGHOUSE SIGNAL HEAD. SEE DETAIL B.
- 5 REMOVE EXISTING R3-4 SIGN. INSTALL NEW R10-12 SIGN.
- 6 FROM THE EXISTING PULL BOX, CAREFULLY REMOVE ALL EXISTING VIDEO DETECTION CABLES FROM CONDUITS LEADING TO THE EXISTING CONTROLLER AT THE INTERSECTION OF RAVENSWOOD AVE/LAUREL ST. DO NOT CUT, SPLICE, OR DAMAGE THE EXISTING VIDEO DETECTION CABLES. UPON COMPLETION OF INSTALLATION OF CONDUITS AND PULL BOXES, REINSTALL THE EXISTING CABLES TO THE NEW CONTROLLER AT RAVENSWOOD AVE/LAUREL ST AS INDICATED ON THESE PLANS. CONTRACTOR SHALL INSTALL NEW CABLES IF THE EXISTING CABLES ARE NOT LONG ENOUGH OR ARE DAMAGED DURING CONSTRUCTION.

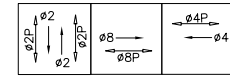
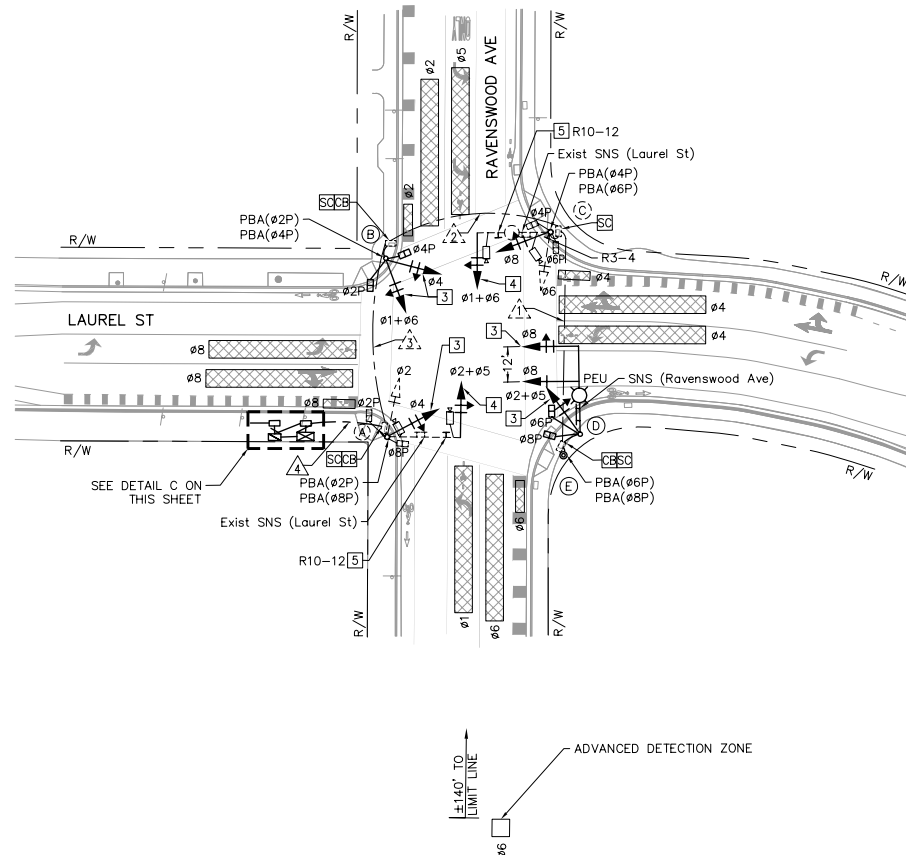
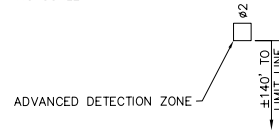


DETAIL A
4-SECTION SIGNAL HEAD
NO SCALE

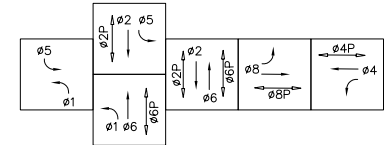
12" YELLOW ARROW
12" GREEN ARROW



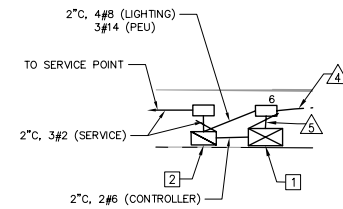
DETAIL B
5-SECTION DOGHOUSE SIGNAL HEAD
NO SCALE



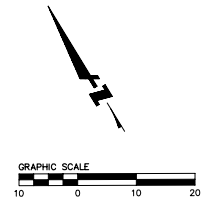
EXISTING PHASE DIAGRAM



PROPOSED PHASE DIAGRAM



DETAIL C
1:10 SCALE



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City Manager's Office



MEMORANDUM

Date: 1/2/2020
To: Commissioners and Committee Members
From: Nick Pegueros, Assistant City Manager
Re: 2020-21 Capital Improvement Plan (CIP) Budget Development

Happy New Year!

As with previous years, the City Manager's Office is transmitting this memorandum to advise the Commissions and Committees of the CIP budget development process for the upcoming year.

Before a discussion of the 2020 process, I want to commend our staff and dedicated volunteers comprising the Commissions and Committees for a very productive 2019. Several highlights include:

- New energy reach codes
- Transportation impact fee update
- New Nealon Park nature playground
- Parks and recreation facilities master plan
- Heritage tree ordinance update
- Green stormwater infrastructure plan adoption
- Citywide street resurfacing

And work continues on a number of projects! Staff continues to work diligently to complete the City Council's adopted priorities and work plan for 2019-20 as well as several CIP projects approved by the current city council and previous city councils. For more information on the City Council's adopted priorities and work plan, please visit menlopark.org/goalsetting.

The development of this year's CIP will differ from previous years in light of the proposal from Facebook to partner on the construction of a new Multigenerational Community Center and Library (MGCCL) in the Belle Haven neighborhood. The MGCCL proposal is an exciting opportunity to develop a state of the art facility for the community. If the City Council accepts the proposal and directs staff to move forward, staff expects that the MGCCL will require a great deal of interdepartmental collaboration in 2020. Specifically, the proposal outlines an aggressive construction schedule that results in the facility opening in July 2022.

At the City Council's January 28 meeting, staff will present a project plan for the MGCCL project plan, which outlines the resources necessary to entitle the project by June 2020 and begin construction in January 2021. Staff expects that the ambitious timeline for the MGCCL project will require adjustments to business as usual. Such adjustments are likely to include clear roles for the Planning Commission in the project's review and how City Council advisory bodies participate in the project.

Additionally, if the City Council accepts the Facebook proposal, staff anticipates that

the MGCCL project will be the highest priority for 2020 and require resources that have previously been committed to other projects. At their goal-setting session, tentatively scheduled for January 30, the City Council will consider recommendations from staff to suspend or cancel projects so that resources are available to meet deliverable deadlines for the MGCCL project.

Staff liaisons to the Commissions and Committees will include this memorandum for discussion at your next commission/committee meeting. At that time, I anticipate that there will be an update following the scheduled meetings below:

- January 9 – Budget process informational workshop
5:30–7 p.m.; City Council Chambers
- January 11 – Community meeting on the MGCCL
10 a.m.–Noon; Menlo Park Senior Center
- January 14 – City Council meeting
5:30 p.m.; City Council Chambers
Study session: Resource capacity analysis for anticipated projects
Informational item: MGCCL proposal
- January 28 – City Council meeting
7 p.m.; City Council Chambers
Regular business item: Accept the MGCCL offer
- January 30 – City Council goal setting session
tentative 1–5 p.m.; City Council Chambers

You are invited to attend any of the meetings above. Again, happy New Year, thank you for your service to our community, and looking forward to a very productive 2020.

cc: City Council
Executive and Management Teams
Commission and Committee staff liaisons