



## REGULAR MEETING MINUTES

**Date:** 3/10/2021

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

**Special Meeting Location:** Zoom.us/join – ID# 959 6579 2741

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

#### A. Call to Order

Chair Levin called the meeting to order at 7:03 p.m.

#### B. Roll Call

**Present:** Behroozi, Cebrian, Espinosa, Kirsch, Lee, Levin, Meyer

**Absent:** Cromie

**Staff:** Engineering Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen

**Other:** City/County Association of Governments (C/CAG) of San Mateo County  
Transportation Systems Coordinator Susy Kalkin and Placeworks Senior Associate Greg Goodfellow

#### C. Reports and Announcements

Staff Chen reported out on City Council actions related to transportation since the February 10, 2021, Commission meeting.

Chair Levin reported on the City Council priorities and work plan meeting.

#### D. Public Comment

None.

#### E. Regular Business

- E1. Approve the Complete Streets Commission regular meeting minutes of February 10, 2021 (Attachment)

**ACTION:** Motion and second (Kirsch/ Behroozi), to approve the Complete Streets Commission regular meeting minutes of February 10, 2021, passed 7-0-1 (Cromie absent).

- E2. Receive an update from City/County Association of Governments of San Mateo County on the San Mateo County Community Based Transportation Plan

Transportation Systems Coordinator Susy Kalkin and Placeworks Senior Associate Greg Goodfellow made the presentation (Attachment).

Chair Levin led a discussion about the plan, outreach timelines, and potential outreach recipients.

- E3. Receive an update and provide feedback on the Ravenswood Avenue bike lane gap closure project as part of the Ravenswood Avenue Resurfacing project (Staff Report #21-001-CSC)

Staff Chen made the presentation (Attachment).

- Judy Okio spoke in opposition of Concept A and concerns of possible tree removal.
- Randy Avalos spoke in opposition of the proposed tree removal.

**ACTION:** Motion and second (Meyer/ Behroozi), to support staff's recommendation and advised staff to explore 1) innovative bicycle marking for the westbound direction and; 2) a pedestrian median refuge, passed 7-0-1 (Cromie absent).

Chair Levin reordered the agenda.

- E5. Receive an update from the Transportation Master Plan Implementation Subcommittees

The Subcommittee made the presentation (Attachment).

**ACTION:** Motion and second (Levin/ Lee), to approve Subcommittee recommendations and designate the Subcommittee to present at the City Council meeting, passed 7-0-1 (Cromie absent).

- E4. Evaluate commission subcommittees to support City Council priorities

**ACTION:** Motion and second (Kirsch/ Espinosa), to 1) dissolve the Active Transportation Network Subcommittee and; 2) add Commissioner Behroozi to the Transportation Master Plan Implementation Subcommittee, passed 7-0-1 (Cromie absent).

## **F. Informational Items**

- F1. Update on major project status

Staff Chen provided an update on Climate Action Plan (CAP).

Chair Levin provided brief remarks on CAP.

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

- G1. Update from Active Transportation Network Subcommittee

None.

- G2. Update from Climate Action Plan Subcommittee

Chair Levin reported on upcoming CAP item going to the City Council.

- G3. Update from Downtown Access and Parking Subcommittee

None.

- G4. Update from Multimodal Metrics Subcommittee

Commissioner Espinosa reported on Streetlight Data.

G5. Update from Multimodal Subcommittee

Chair Levin reported on potential earmarked future infrastructure funding/spending plan.

G6. Update from Safe Routes to School Program Subcommittee

Commissioner Lee reported on upcoming Safe Routes to School Task Force meeting and the M-A High School student returning to school.

G7. Update from Transportation Master Plan Implementation Subcommittee

None.

G8. Update from Zero Emission Subcommittee

None.

**H. Adjournment**

Chair Levin adjourned the meeting at 9:59 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.

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 special meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID# 959 6579 2741
  - Access the regular meeting real-time via telephone (listen only mode) at:  
(669) 900-6833 Regular Meeting ID # 959 6579 2741

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)).



# Menlo Park Complete Streets Commission

## March 10, 2021



Southeast San Mateo County Community Based Transportation Plan



# Goals This Evening

- » Introduce the Southeast San Mateo County Community Based Transportation Plan (CBTP)
- » Increase community participation and stakeholder involvement





# Community Based Transportation Plans





# CBTP Fundamentals

- » Response to 2001 MTC *Lifeline Transportation Network* report
- » Improve mobility for disadvantaged “Communities of Concern”
- » MTC Requirements
  - Inclusive planning
  - Improve a range of transportation choices
  - Address mobility gaps identified through direct outreach to low-income communities

# Communities of Concern

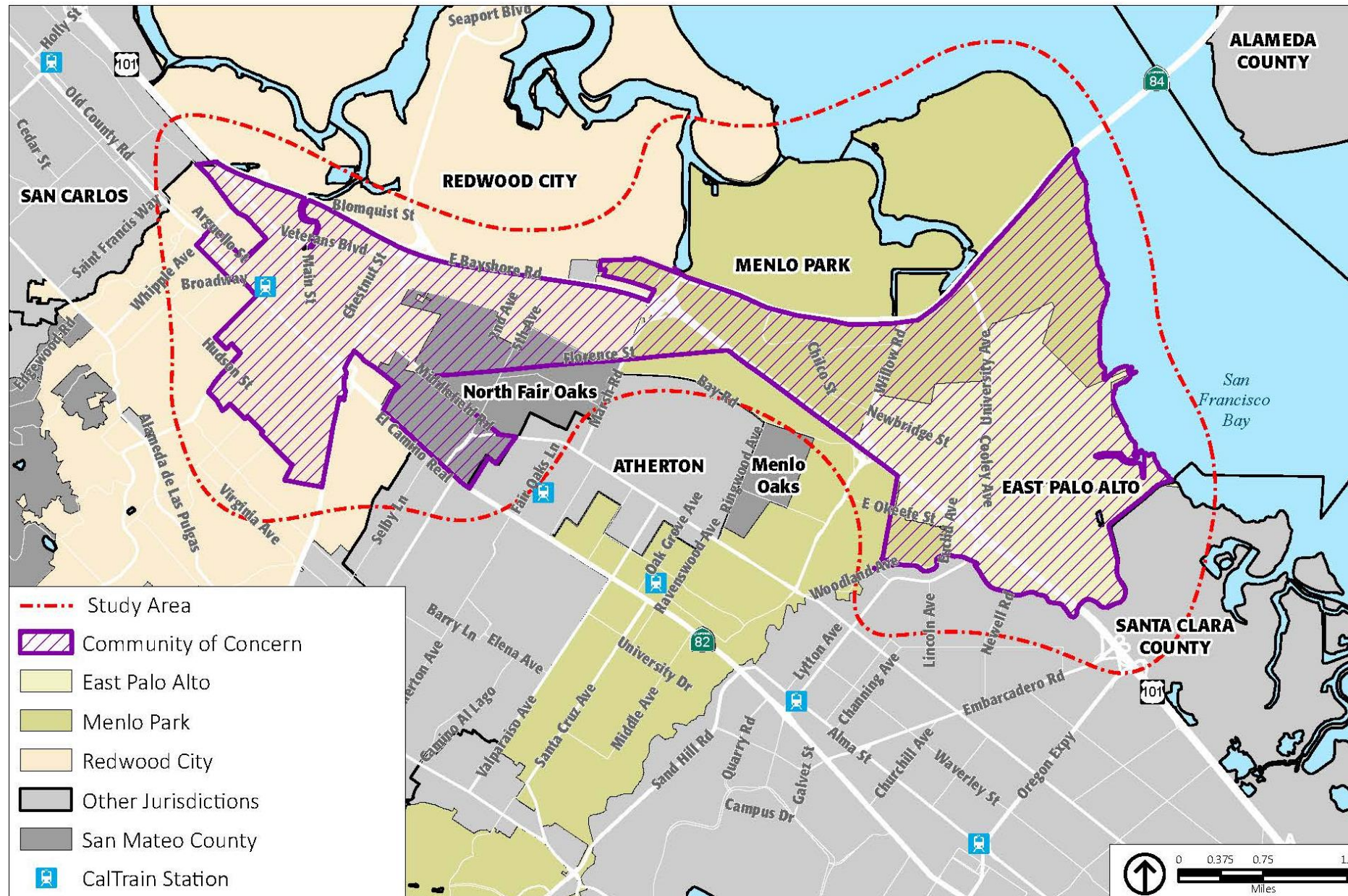
## » 8 Variables

1. Minority (70%)
2. Low-Income (30%)
3. Level of English Proficiency (20%)
4. Elderly (10%)
5. Zero-Vehicle Households (10%)
6. Single Parent Households (20%)
7. Disabled (25%)
8. Rent-Burdened Households (15%)

## » COCs either:

1. Exceed Low-Income and Minority thresholds
2. Exceed Low-Income threshold and three other thresholds

# Southeast San Mateo County CBTP



- » **12 Census Tracts**
- East Palo Alto, Menlo Park, Redwood City, North Fair Oaks, unincorporated
  - 69,280 residents
  - 19,004 households
  - 13,045 families
  - All 12 low-income
  - All 12 rent-burdened



# CBTP Outreach





# MTC Requirements

## » CBTP Advisory Board

- Jurisdiction staff
- samTrans
- Commute.org

## » Stakeholder Involvement

- CBOs
- Non-profits

## » Diverse Community Engagement Plan



HELP IMPROVE TRANSPORTATION OPTIONS IN  
PITTSBURG, BAY POINT AND ANTIOCH!



### PARTICIPATE IN THE PITTSBURG-BAY POINT COMMUNITYBASED TRANSPORTATION PLAN

The Pittsburg-Bay Point Community Based Transportation Plan (CBTP) is an opportunity to improve transportation options and quality of life for residents in Pittsburg, Bay Point and Antioch.

### PLAN DE RICHMOND DE TRANSPORTE BASADO EN LA COMUNIDAD

#### ¿Qué es Plan de Richmond de Transporte Basado en la Comunidad?

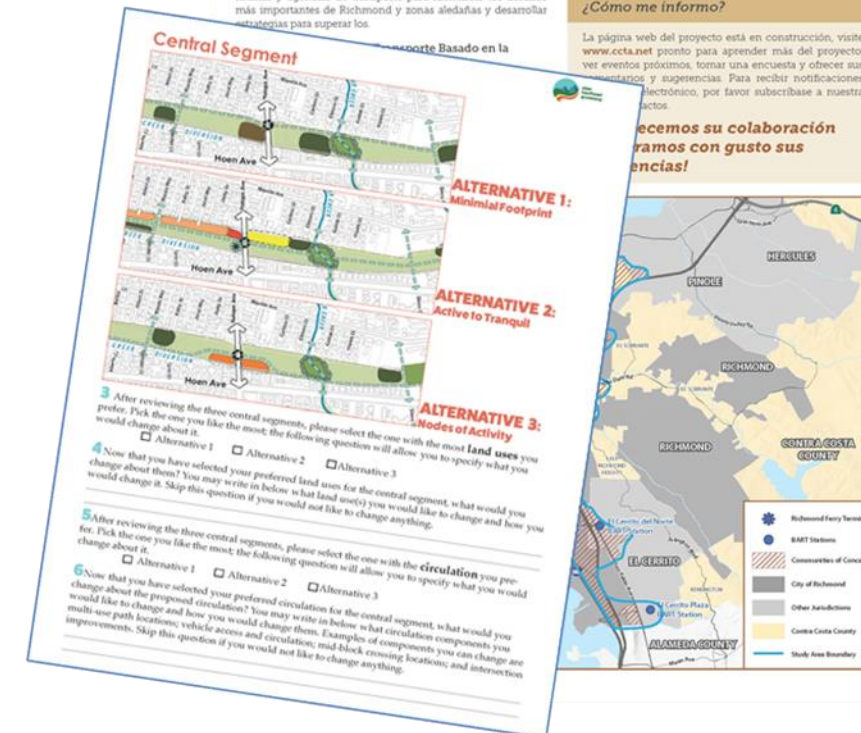
El plan de Richmond de transporte basada en la comunidad, o CBTP, es una oportunidad para mejorar las opciones de transporte y la calidad de vida de los vecindarios en la Ciudad de Richmond, North Richmond y San Pablo, incluyendo porciones de El Cerrito. El plan reunirá residentes, organizaciones comunitarias y agencias de transporte para identificar los desafíos más importantes de Richmond y zonas aledañas y desarrollar estrategias para superarlos.

El Plan incorporará un amplio programa dirigido al público para empoderar a las comunidades locales y residentes, ayudando así a formar el futuro de la comunidad.

#### ¡Quiero saber más de el plan! ¿Cómo me informo?

La página web del proyecto está en construcción, visite [www.ccta.net](http://www.ccta.net) pronto para aprender más del proyecto, ver eventos próximos, tomar una encuesta y ofrecer sus comentarios y sugerencias. Para recibir notificaciones electrónicas, por favor suscríbase a nuestra lista de correo.

**Necesamos su colaboración  
¡Trabamos con gusto sus  
ideas!**



### Latest News and Events



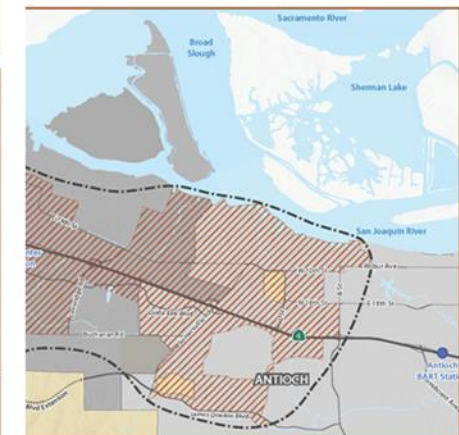
#### Text-based mobile survey

Please take a few moments to answer our short mobile phone survey about your transportation habits and challenges. Access the survey by sending a text to (111) 111-1111



#### Project webpage:

A project webpage is currently under development. Check [www.ccta.net](http://www.ccta.net) soon to learn more about the project, project partners and community events!





# Impacts of COVID

## » Creative Outreach

### Approaches

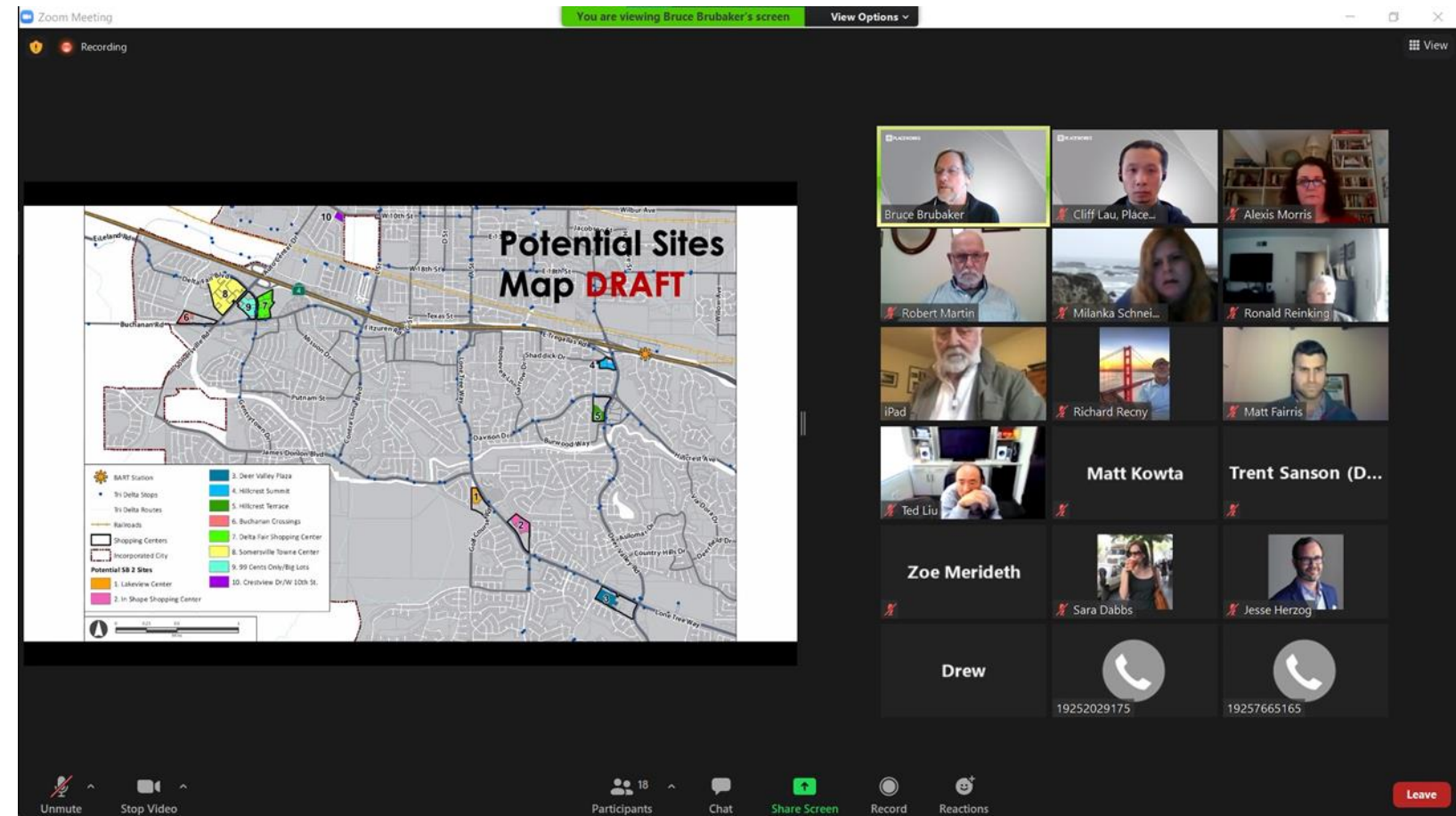
- Distanced engagement
- Digital divide

## » Shifted Mobility Landscape

- New community challenges

## » Changes in CBO Priorities

- Economic support
- Health and lifestyle support



# Current Outreach Efforts

## » Stakeholder Surveys

- Broad perspectives


## » Community Surveys

- COVID impact questions
- Spanish version:  
<https://arcg.is/G1WiX>
- English version:  
<https://arcg.is/j00jb>

## » Stakeholder Coordination

- Compensation package
- Various “Levels of Support”

### AYUDA A MEJORAR LAS OPCIONES DE TRANSPORTE EN SUR ESTE SAN MATEO COUNTY



PARTICIPE EN EL PLAN CONDADO  
SOUTHEAST SAN MATEO PLAN DE  
TRANSPORTE BASADO EN LA COMUNIDAD

**El CBTP hará:**

- Evaluar las brechas de transporte y las barreras identificadas por la comunidad
- Desarrollar soluciones y proyectos para solucionar estos desafíos
- Identificar posibles fuentes de financiación para pagar esas soluciones y proyectos

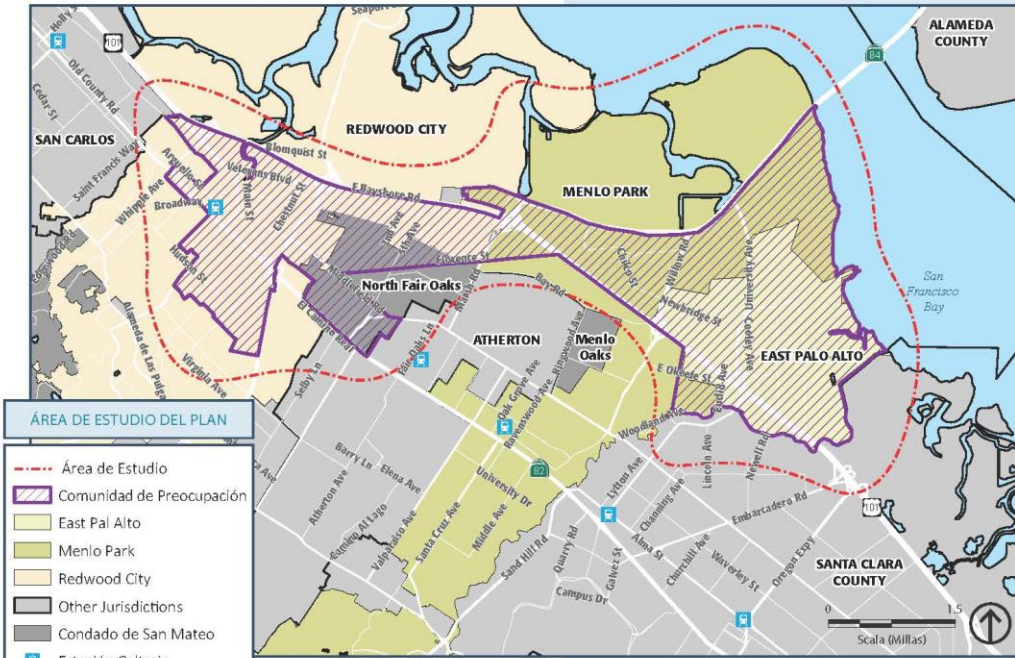
**C/CAG**  
City/County Association of Governments  
of San Mateo County

**POR FAVOR,  
TOME NUESTRA ENCUESTA**

**Sus comentarios darán  
forma al Plan:**

Los resultados de esta breve encuesta sobre los problemas de transporte existentes nos permitirán crear soluciones significativas:

<https://arcg.is/G1WiX>



ÁREA DE ESTUDIO DEL PLAN

- Área de Estudio
- Comunidad de Preocupación
- East Palo Alto
- Menlo Park
- Redwood City
- Other Jurisdictions
- Condado de San Mateo
- Estación Caltrain

Scale (Millas)

# CBTP Next Steps

## » Increased Survey Distribution

- Stakeholder, government & local leadership social media
- Social support centers

## » Stakeholder/CBO Contracts

- Stakeholder survey
- Community Survey distribution
- Meeting facilitation

## » Plan & Policy Development

- Advisory Body review and prioritization

# Questions for the Commission

- » Known gaps, restrictions or accessibility challenges?
- » Community forums—digital or traditional—for survey distribution?
- » Suggestions for Menlo Park-focused CBO's or non-profits?
- » Web Page: <https://ccag.ca.gov/community-based-transportation-plans/>
- » Susy Kalkin, C/CAG: [kkalkin@smcgov.org](mailto:kkalkin@smcgov.org)
- » Greg Goodfellow, PlaceWorks : [ggoodfellow@placeworks.com](mailto:ggoodfellow@placeworks.com)





# Menlo Park Complete Streets Commission

## March 10, 2021

Southeast San Mateo County Community Based Transportation Plans



City/County Association of Governments of San Mateo County | March 10, 2021

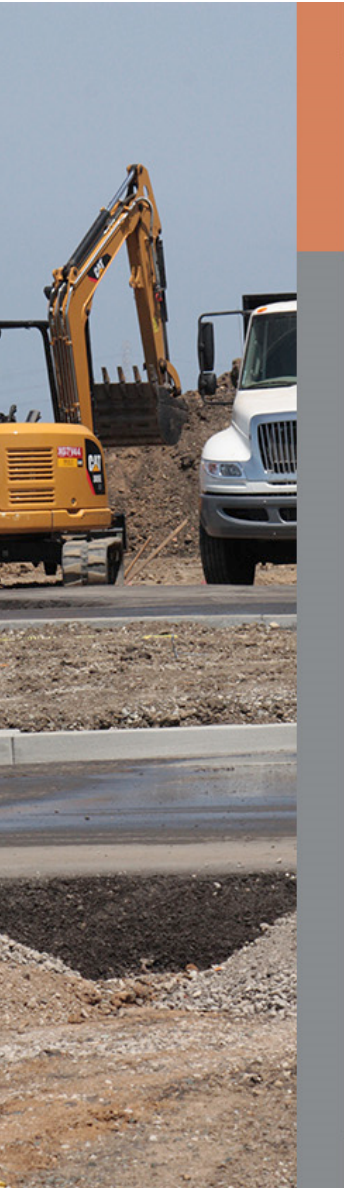


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The background image shows a close-up of a yellow excavator bucket filled with dark gravel. The bucket is positioned on a road surface. In the background, a traffic cone and a road with white lane markings are visible. A semi-transparent teal banner is overlaid across the middle of the image, containing the main title and date.

# RECEIVE UPDATE ON RAVENSWOOD AVE. RESURFACING AND BIKE LANE GAP CLOSURE

Complete Streets Commission: March 10, 2021



## AGENDA

- Background
- Transportation study
- Study results
- Recommendation
- Next steps



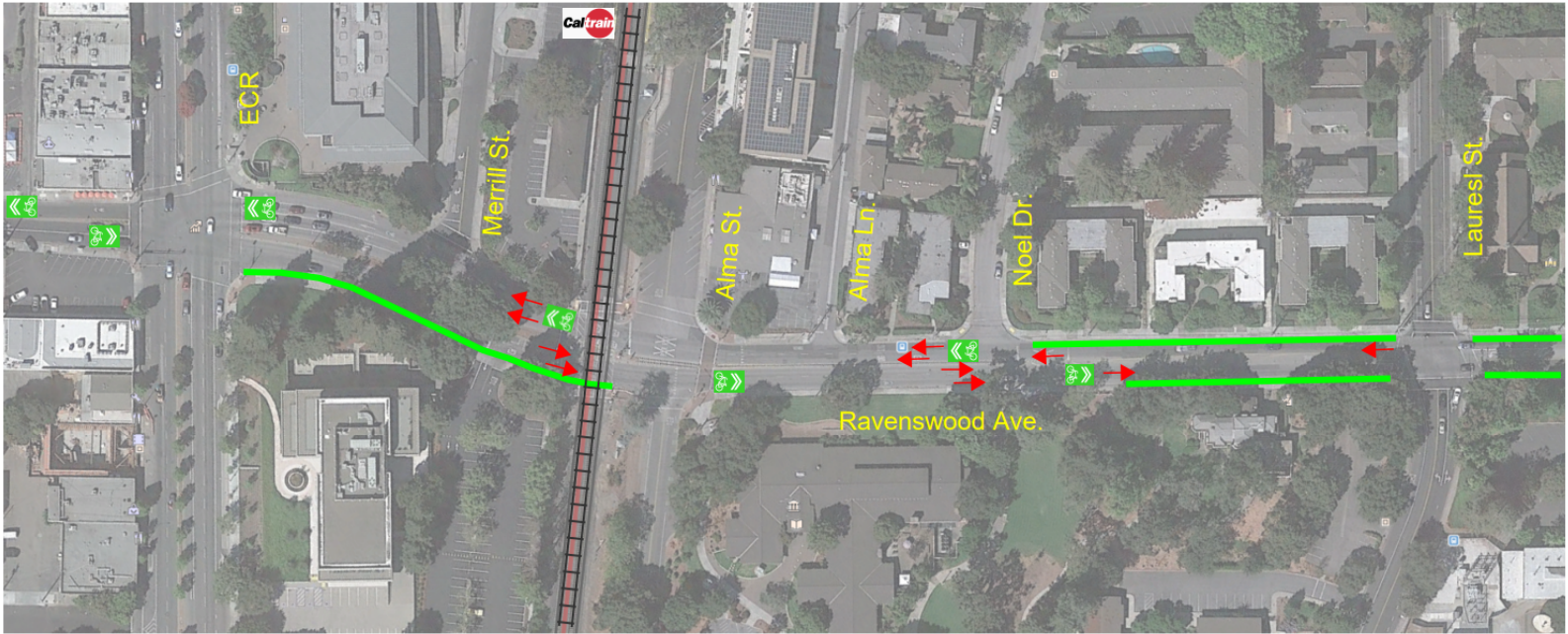


## BACKGROUND


- Ravenswood Ave. resurfacing
  - Capital Improvement Program: fiscal year 2020-2021
  - Alma St. to Marcussen Dr.
  
- Ravenswood Ave. bike lane project
  - Transportation Master Plan No. 78
  - El Camino Real (ECR) to Noel Dr.
  
- Ravenswood Ave. bike lane gap closure (Project)
  - Alma St. to Noel Dr.




# BACKGROUND





Legends:

 Bike lane

 Bike routes

 Railroad tracks

 Caltrain station

 Travel lanes

**EXISTING CONDITIONS**  
RAVENSWOOD AVENUE

## TRANSPORTATION STUDY

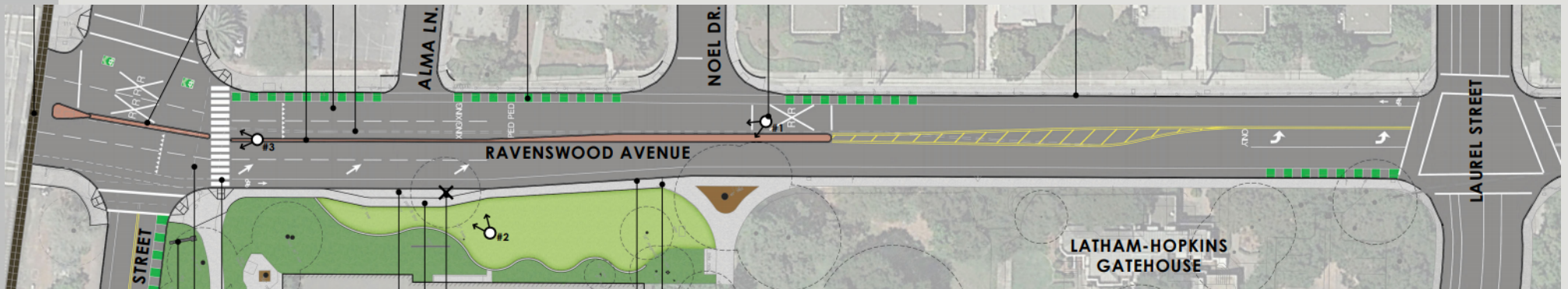
- Study area: Ravenswood Ave. from ECR to Laurel St.
- Study concepts: Ravenswood Ave. from Alma St. to Noel Dr.
  - “No project”
  - Concept A: bike lanes w/ two travel lanes in each direction
  - Concept B: bike lanes w/ two travel lanes in eastbound and one travel lane in westbound
- Study metrics:
  - Level of service (LOS)
  - Queue length



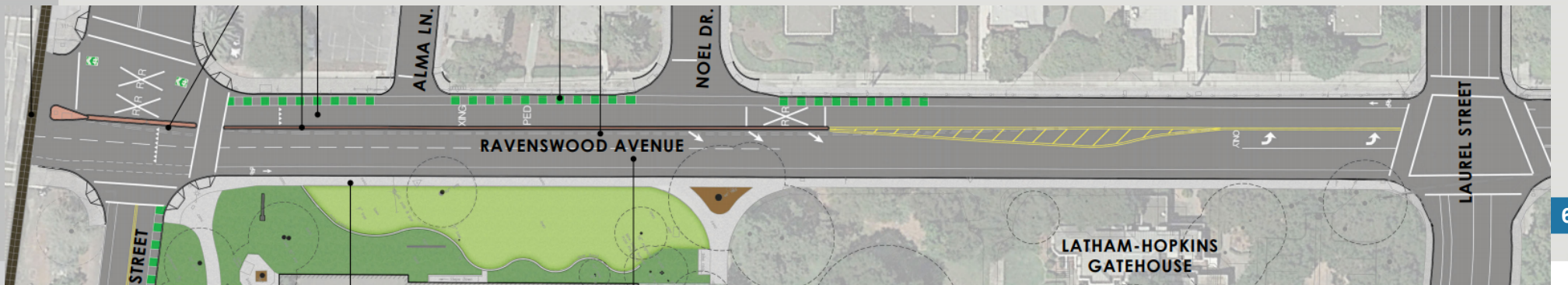
# TRANSPORTATION STUDY



Concept A



Concept B





# STUDY RESULTS – EXISTING (2019)

AM peak hour



## LEGEND

AM Peak Hour Queuing (ft)

- = No Build
- = Concept A
- = Concept B

PM peak hour



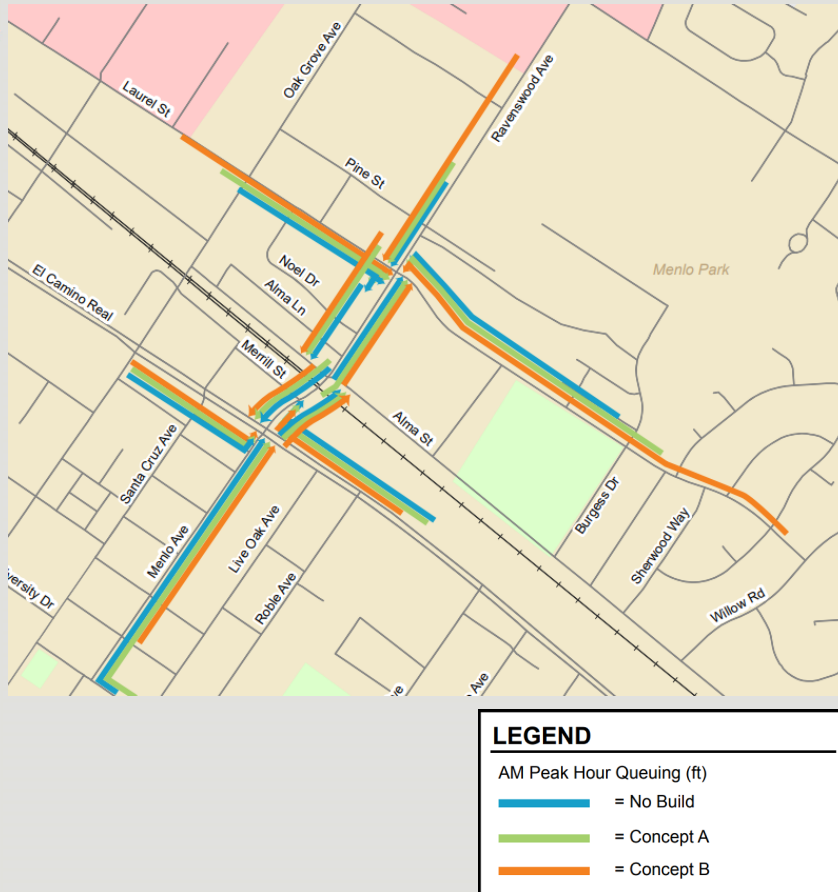




# STUDY RESULTS – FUTURE (2040)



AM peak hour



PM peak hour

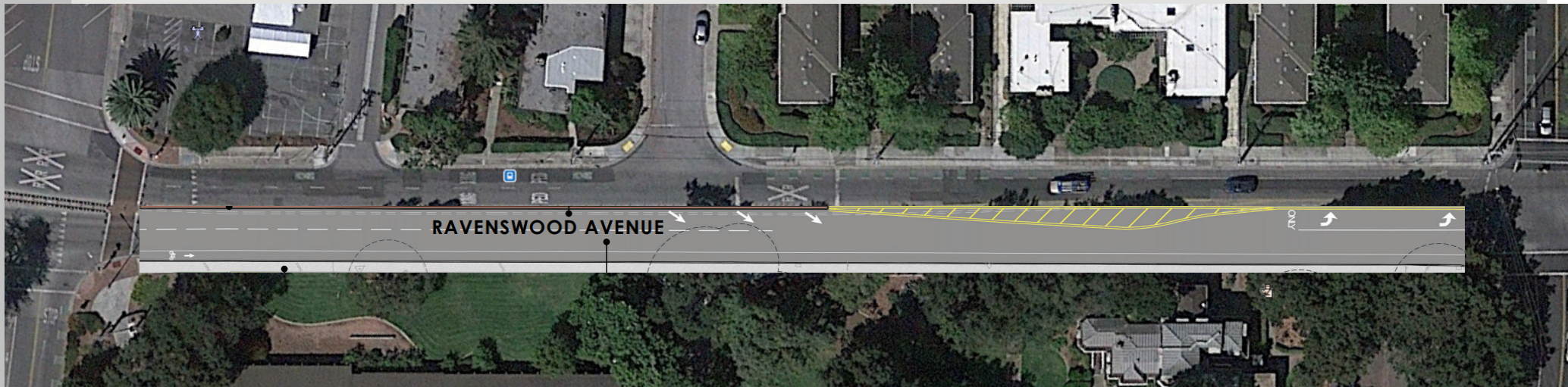


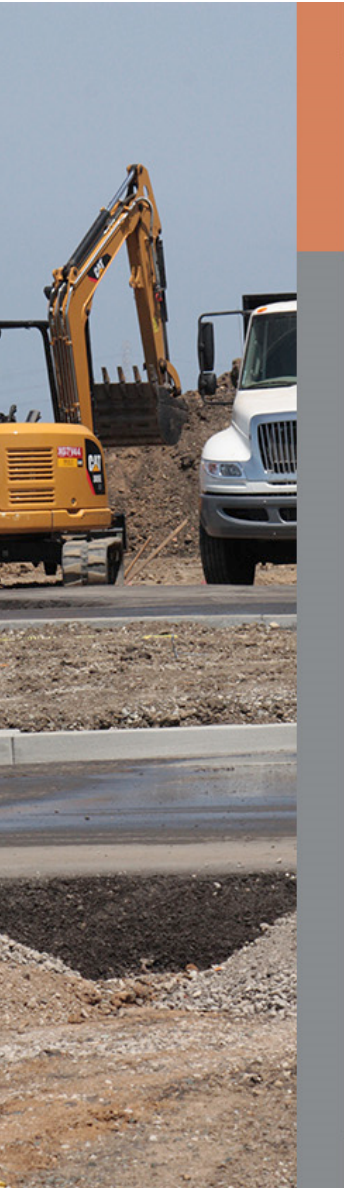


# STAFF RECOMMENDATION



Concept B (MOD) – Eastbound only





## NEXT STEPS

- Incorporate commission feedback
- Design phase
- Tentative resurfacing schedule: Summer 2021







THANK YOU /  
QUESTIONS



# RAVENSWOOD AVE. / LAUREL ST QUEUE COMPARISON - FUTURE

Approach	Peak hour	No project	Concept A	Concept B	Concept A – No project	Concept B – No project
Northbound	AM	1,560	1,980	2,860	420	1,300
	PM	2,880	2,900	2,920	20	40
Southbound	AM	1,040	1,240	1,500	200	460
	PM	1,100	1,360	1,480	260	380
Westbound	AM	520	660	1,480	140	960
	PM	680	740	1,320	60	640

Assumed Ravenswood Ave. is a east-west roadway.



## EXISTING INTERSECTION DELAYS



#	Intersection	Traffic Control	Peak Hour	Current (No Bike Lanes)		Concept Plan A <sup>1</sup>		Concept Plan B <sup>2</sup>	
				Delay <sup>3</sup>	LOS	Delay <sup>3</sup>	LOS	Delay <sup>3</sup>	LOS
1	Ravenswood & Laurel St	Signal	AM	31.35	C	31.21	C	31.25	C
			PM	30.62	C	31.85	C	31.57	C
2	Ravenswood & Alma St	TWSC							
	NB Alma Street	Stop	AM	7.10	A	6.20	A	5.80	A
			PM	7.50	A	7.90	A	7.00	A
	SB Alma Street	Stop	AM	11.30	B	10.60	B	9.30	A
			PM	10.60	B	11.20	B	9.90	A
	EB Ravenswood	Yield	AM	30.74	D	30.36	D	28.84	D
			PM	<b>46.59</b>	<b>E</b>	<b>52.21</b>	<b>F</b>	<b>45.15</b>	<b>E</b>
	WB Ravenswood	Yield	AM	12.92	B	14.98	B	25.00	D
			PM	14.93	B	17.18	C	30.61	D
3	Ravenswood & El Camino Real	Signal	AM	40.40	D	40.75	D	40.59	D
			PM	44.47	D	49.06	D	43.08	D

### Notes-

TWSC - Two Way Stop Control

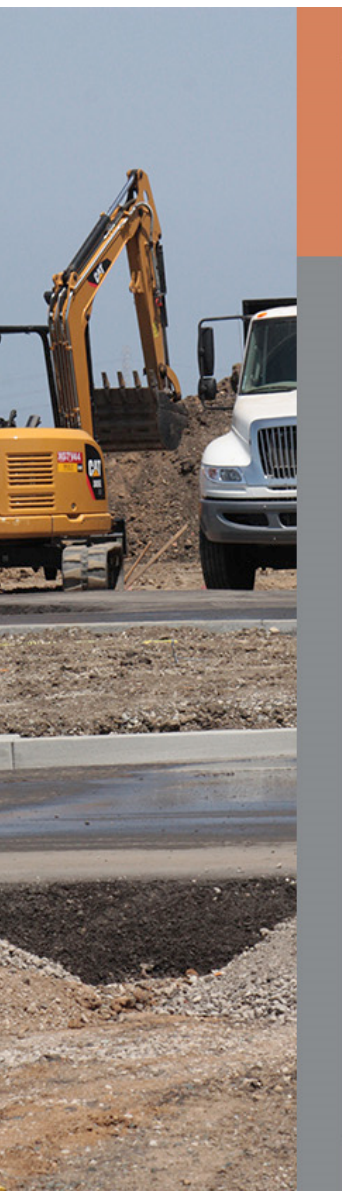
**BOLD** - Indicates deficient LOS operation.

<sup>1</sup> Under Concept Plan A, the existing merge (from 2 travel lanes to 1 travel lane) on eastbound Ravenswood that currently exists east of Noel Drive would be offset approximately 175 feet to the west.

<sup>2</sup> Under Concept Plan B, travel lanes on westbound Ravenswood between Noel Drive and Alma Street would be reduced from two lanes to one lane. The location of the existing merge (from 2 travel lanes to 1 travel lane) on eastbound Ravenswood would not change.

<sup>3</sup> The delay reflects extended queues from the downstream intersection.





# FUTURE INTERSECTION DELAYS



#	Intersection	Traffic Control	Peak Hour	No Improvements		Concept Plan A <sup>1</sup>		Concept Plan B <sup>2</sup>	
				Delay <sup>3</sup>	LOS	Delay <sup>3</sup>	LOS	Delay <sup>3</sup>	LOS
1	Ravenswood & Laurel St	Signal	AM	<b>88.42</b>	F	<b>113.03</b>	F	<b>181.17</b>	F
			PM	<b>201.58</b>	F	<b>199.48</b>	F	<b>230.67</b>	F
2	Ravenswood & Alma St	TWSC							
	NB Alma Street	Stop	AM	14.20	B	14.60	B	11.20	B
			PM	19.90	C	20.10	C	22.90	C
	SB Alma Street	Stop	AM	16.40	C	18.30	C	11.40	B
			PM	14.60	B	14.80	B	11.80	B
	EB Ravenswood	Yield	AM	<b>68.21</b>	F	<b>71.11</b>	F	<b>62.14</b>	F
			PM	<b>75.83</b>	F	<b>80.24</b>	F	<b>82.84</b>	F
	WB Ravenswood	Yield	AM	22.92	C	29.08	D	<b>65.93</b>	F
			PM	29.20	D	30.17	D	<b>61.21</b>	F
3	Ravenswood & El Camino Real	Signal	AM	<b>208.32</b>	F	<b>205.02</b>	F	<b>178.89</b>	F
			PM	<b>305.21</b>	F	<b>310.87</b>	F	<b>312.92</b>	F

## Notes-

TWSC - Two Way Stop Control

**XXX - Bold** indicates deficient LOS operation.

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<sup>3</sup> The delay reflects extended queues from the downstream intersection.

# Complete Streets Commission

Transportation Master Plan Implementation  
Subcommittee Recommendations



# TMP Implementation Subcommittee Goals

Recommendations to City Council regarding implementation of the Transportation Master Plan, especially to address the goals of:

- Safety / Vision Zero / Eliminate Traffic Fatalities
- Climate / Reduce Vehicle Miles Travelled



# City Council Process

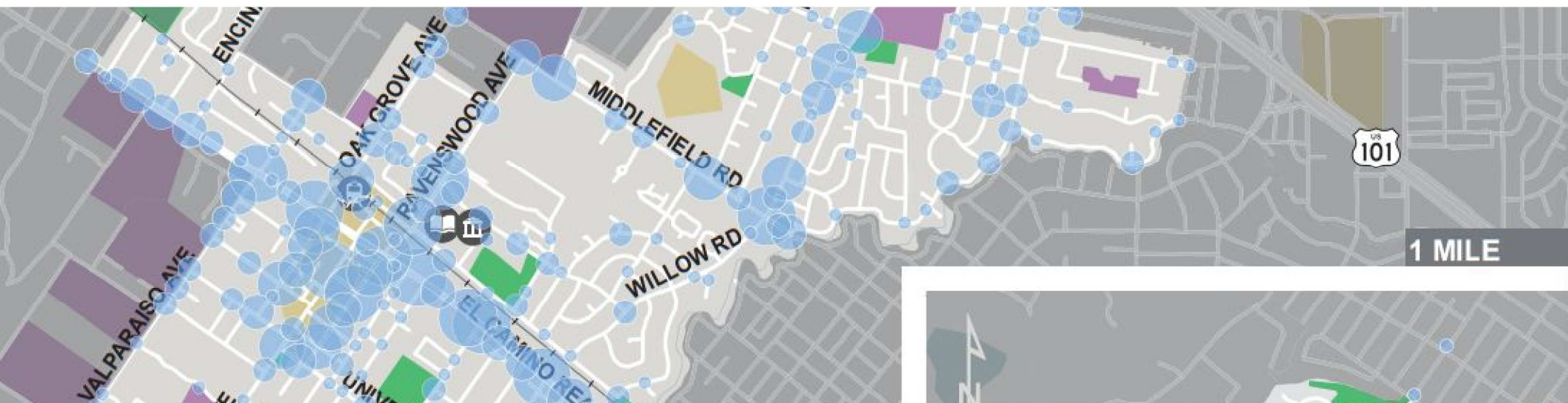
The City Council decision-making process includes:

- Priority-Setting - the top Council projects for the upcoming fiscal year (21/22)
- Capital Improvement Plan - a 5-year plan for construction projects
- Budget - what gets funded

# Sources

The subcommittee reviewed these materials

- [Transportation Master Plan](#)
  - Project listing and prioritization
  - Collision map in Appendix III (page 139)
- Council Priority-Setting staff reports
- [Last year's Capital Improvement Plan](#)





# Criteria for recommendations

- Safety/Vision Zero
  - Address collision hot spots and high-injury corridors
- Climate / Vehicle Miles Travelled
  - Routes that connect frequently used destinations (staff recommended method)



# Priority-Setting Recommendations

- Staff recommendation includes:
  - Middle Avenue Bicycle/Pedestrian Crossing of Caltrain Tracks
  - Traffic Calming on Middle Ave
  - Transportation Management Association
- Subcommittee Recommends keeping these priorities, for these reasons

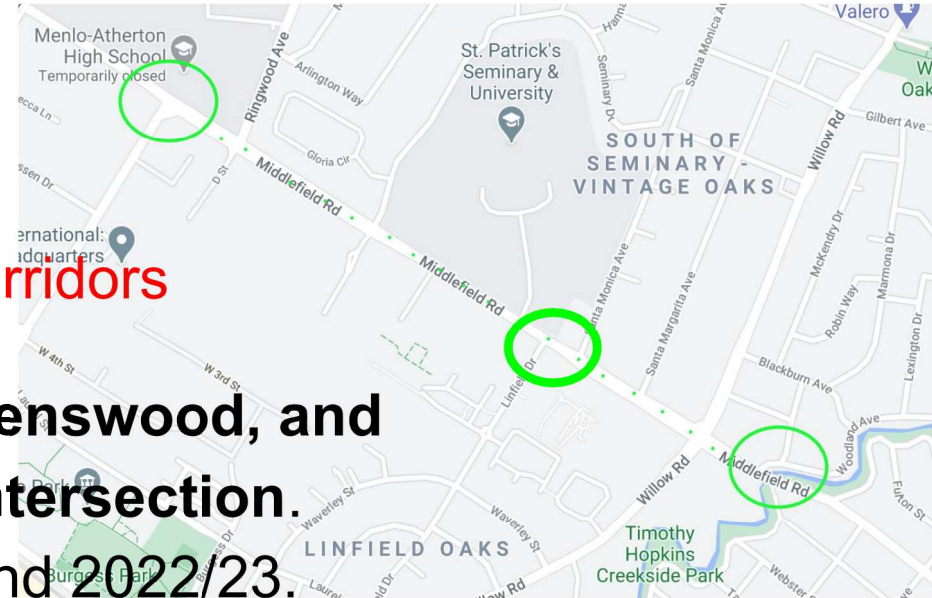
Middle Avenue Crossing	Connects to schools, parks, civic center, supermarkets, downtown - many options to reduce driving
Middle Avenue Improvements	A complete route with the Middle Ave Crossing; Frame broadly as “complete streets” safety for all road users
Transportation Management Association	Programs to reduce commute trips - benefits for climate and traffic reduction pending staff/consultant report

- For any additional projects, clarify impact on these and other CIP projects

# CIP recommendations

Keep good TMP projects in the CIP and consider additions along the high-injury corridors

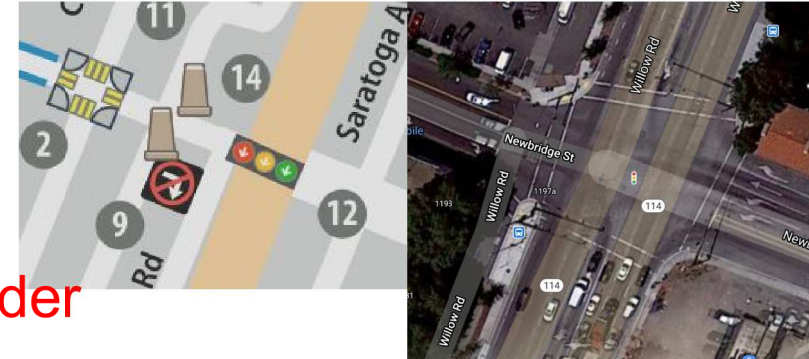
- **Middlefield Road–Woodland to Ravenswood, and Middlefield/Linfield/Santa Monica intersection.**
  - Spending proposed for 2021/22 and 2022/23.
  - Serves many local trips to common destinations such as schools, food shopping, transit, downtown, and workplaces
  - Consider adding intersections at Ravenswood, Ringwood that are also categorized as Tier 1 projects in the TMP and are hot spots in the city's collision map.





# CIP recommendations

Keep good TMP projects in the CIP and consider additions along the high-injury corridors



- **Willow and Newbridge bicycle and pedestrian improvements.**
- Spending proposed for 2022/3.
- Major hotspot in the city's collision map; enables connections to local destinations such as food stores, bus stops, churches, schools.
- Consider adding other Willow corridor projects including O'Brien and Ivy (Tier 1) and Hamilton (classified as Tier 2).
- Given increased commercial and residential density in the Bayside area, all of these will merit attention in the coming years.

## Related policy recommendations

### ***Design Standards and Principles that Further City Safety and Climate Goals.***

- Recommend City Council adopt goals and standards for sidewalk, bike lane, and repaving projects to achieve more uniform outcomes throughout the city.
- Currently, staff draw from a set of established technical standards when developing new infrastructure.
  - However, the minimum standards are not always the same as the level desirable or optimal for safety.
- Examples of desirable standards to achieve more uniform outcomes:
  - Narrow travel lanes in residential and mixed-use areas
  - Build sidewalks and bike lanes that are wider than minimum and consistently available at all times of day
- Allow for some discretion around context such as available right of way, relative level of vehicle traffic, and land uses



# Related policy recommendations




## ***Consider Project Clusters.***

- There are many examples of projects in which an individual project has more impact in conjunction with additional nearby improvements.
- Creating a complete route on high-injury corridors improves safety and encourages use of alternatives to driving, improving climate outcomes

### Examples:

- Middlefield Corridor, Ravenswood, Ringwood, Santa Monica
- Willow Corridor North of 101: Newbridge, Ivy, O'Brien, Hamilton

39.		Willow Rd & Ivy Dr
40.		Willow Rd & O'Brien Dr
41.		Willow Rd & Newbridge St

63.		Middlefield Rd & Ravenswood Ave
64.		Middlefield Rd & Ringwood Ave-D St
65.		Middlefield Rd & Linfield Dr-Santa Monica Ave

## Key Insights

***Vision Zero and VMT reduction goals are symbiotic.***

If we want more people to feel comfortable biking and walking to destinations outside of their immediate neighborhoods (e.g. offices, schools, parks, downtown), we need to **invest in infrastructure projects that *complete networks*** by safely connecting popular neighborhood cycling and pedestrian routes along and across high-traffic corridors (e.g. Willow, Ravenswood, Middlefield, Santa Cruz, and El Camino Real).



# Key Insights

***Well-executed Complete Streets projects can have a traffic calming effect.***

Example: Oak Grove between El Camino Real and Middlefield

- Measured 85th percentile speed dropped from 32mph in 2012 to 24 mph in 2019
- Posted speed limit was always 25 mph
- In 2017, the city added buffered bike lanes and narrowed travel lanes

Example: Santa Cruz between University and Olive

- Measured 85th percentile speed dropped from 34 to 30 mph after implementation of sidewalks and bike lanes



## Summary of Recommendations

- Council Priorities: Support staff recommendation
  - Middle undercrossing
  - Middle corridor, framing the project as complete streets providing safety for all road users and slowing vehicle speeds
  - Transportation Management Association (pending staff review)
- For any other proposed transportation priorities, consider impact on these priorities and other CIP projects that advance safety and climate/VMT reduction



# Summary of Recommendations

- Capital Improvement Plan
  - Projects
    - Support Middlefield Corridor and Willow / Newbridge
    - Consider adding other TMP projects on these high injury corridors to improve safety
  - Policies
    - Consider project clusters to improve safety on high injury corridors
    - Adopt goals and standards for sidewalk, bike lane, and repaving projects to achieve more uniform outcomes throughout the city.