



Complete Streets Commission

REGULAR MEETING AGENDA

Date: 3/9/2022
Time: 7:00 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 845 2506 8381
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 845 2506 8381
Press *9 to raise hand to speak

Subject to Change: 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. 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).

Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381)

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. Accept the Complete Streets Commission minutes for February 9, 2022 (Attachment)
- E2. Provide feedback on the Ravenswood Avenue bike lane pilot project to be included in the Ravenswood Avenue resurfacing project (Staff Report #22-004-CSC)
- E3. Recommend to City Council the preferred Complete Streets Commission member count (Staff Report #22-005-CSC)

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. 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 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: 3/3/2022)

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Complete Streets Commission

REGULAR MEETING MINUTES – DRAFT

Date: 2/9/2022
Time: 7:00 p.m.
Location: Zoom

A. Call To Order

Chair Levin called the meeting to order at 7:05 p.m.

B. Roll Call

Present: Altman, Behroozi, Cebrian, Cole, Jensen, King, Lee, Levin
Absent: Cromie
Staff: Assistant Public Works Director Hugh Louch, Engineering Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen

C. Reports and Announcements

Staff Chen reported on City Council actions related to transportation since the January 12, 2022 Commission meeting.

D. Public Comment

None.

E. Regular Business

- E1. Approve minutes for the Complete Streets Commission's January 12, 2022 regular meeting (Attachment)

ACTION: Motion and second (Behroozi/ Jensen), to approve minutes for the Complete Streets Commission's January 12, 2022 regular meeting, passed 6-0 (Cole and King abstaining, Cromie absent).

- E2. Receive an update and provide feedback on the Bayfront area pedestrian circulation plan (Staff Report #22-003-CSC)

Staff Chen made the presentation (Attachment).

The Commission provided the following feedback:

- Number of mid-block crosswalks are sufficient. Raised crosswalk design is preferred, but should be enhanced with flashing beacons if infeasible. Design should consider adjacent driveways and align with public paseos wherever possible.
- Number of transit stops are sufficient. The pull out design is preferred and should account for interaction with private shuttles and TNCs.
- Attention should be given to: 1) TIDE Academy entrance, 2) future school buses serving Bayfront area residents, 2) Independence Drive at the curve, 4) Jefferson Drive at the curve, 5) street light level, 6) u-turning vehicles on Constitution Drive near Independence Drive, 6) regulate traffic on

Chrysler Drive at Jefferson, 7) avoid overcrowding intersections, 8) provide crosswalk on all intersection approaches if feasible.

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on the Caltrain quiet zone feasibility study, El Camino Real pedestrian crossing project, Middle Avenue Complete Streets Project, Belle Haven traffic calming plan, and Ravenswood Avenue resurfacing project.

Commissioner Cebrian spoke about damaged street lights in Belle Haven. Commissioner Behroozi spoke about the County's Coleman/Ringwood Avenue study.

G. Committee/Subcommittee Reports

G1. Update from Climate Action Plan Subcommittee

Chair Levin provided information on subcommittee charges.

G2. Update from Downtown Access and Parking Subcommittee

None.

G3. Update from Multimodal Metrics Subcommittee

Chair Levin provided updates on future discussions with MTC policy advisory council about complete streets metrics.

G4. Update from Multimodal Subcommittee

Chair Levin provided updates on Senate Bill 917 Seamless Transit Transformation Act and potential support from the Commission.

G5. Update from Safe Routes to School Program Subcommittee

Commissioner Lee provided an update on Hillview Middle School's bike education.

Commissioner Behroozi discussed the possibility of a walk audit for Middle Avenue after the Middle Avenue complete streets project public meeting.

Commissioner Cole discussed the possibility of a walk audit for Santa Cruz Avenue and addressing illegal parking in bike lanes.

G6. Update from Transportation Master Plan Implementation Subcommittee

Chair Levin provided an update on next subcommittee meeting.

G7. Update from Zero Emission Subcommittee

Commissioner Jensen discussed previous City efforts on e-bike policies.

H. Adjournment

Chair Levin adjourned the meeting at 9:13 p.m.

Kevin Chen, Senior Transportation Engineer

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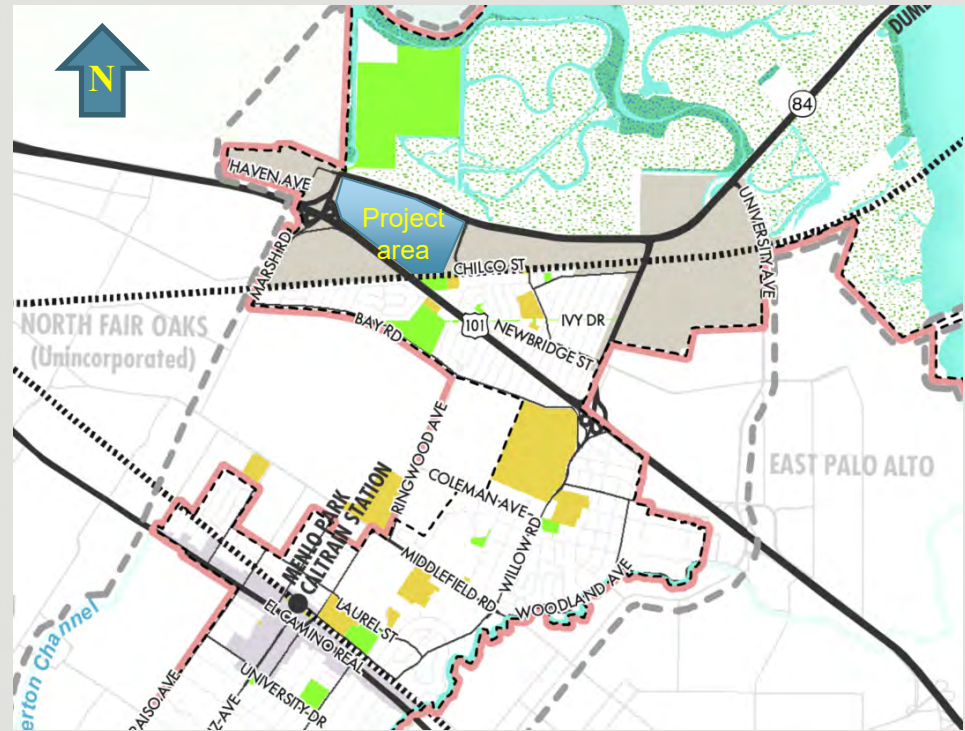
RECEIVE UPDATE AND PROVIDE FEEDBACK ON BAYFRONT AREA PEDESTRIAN CIRCULATION PLAN

Complete Streets Commission Meeting: February 9, 2022



AGENDA

- Background
- Existing & future conditions
- Recommendations
- Feedback





BACKGROUND

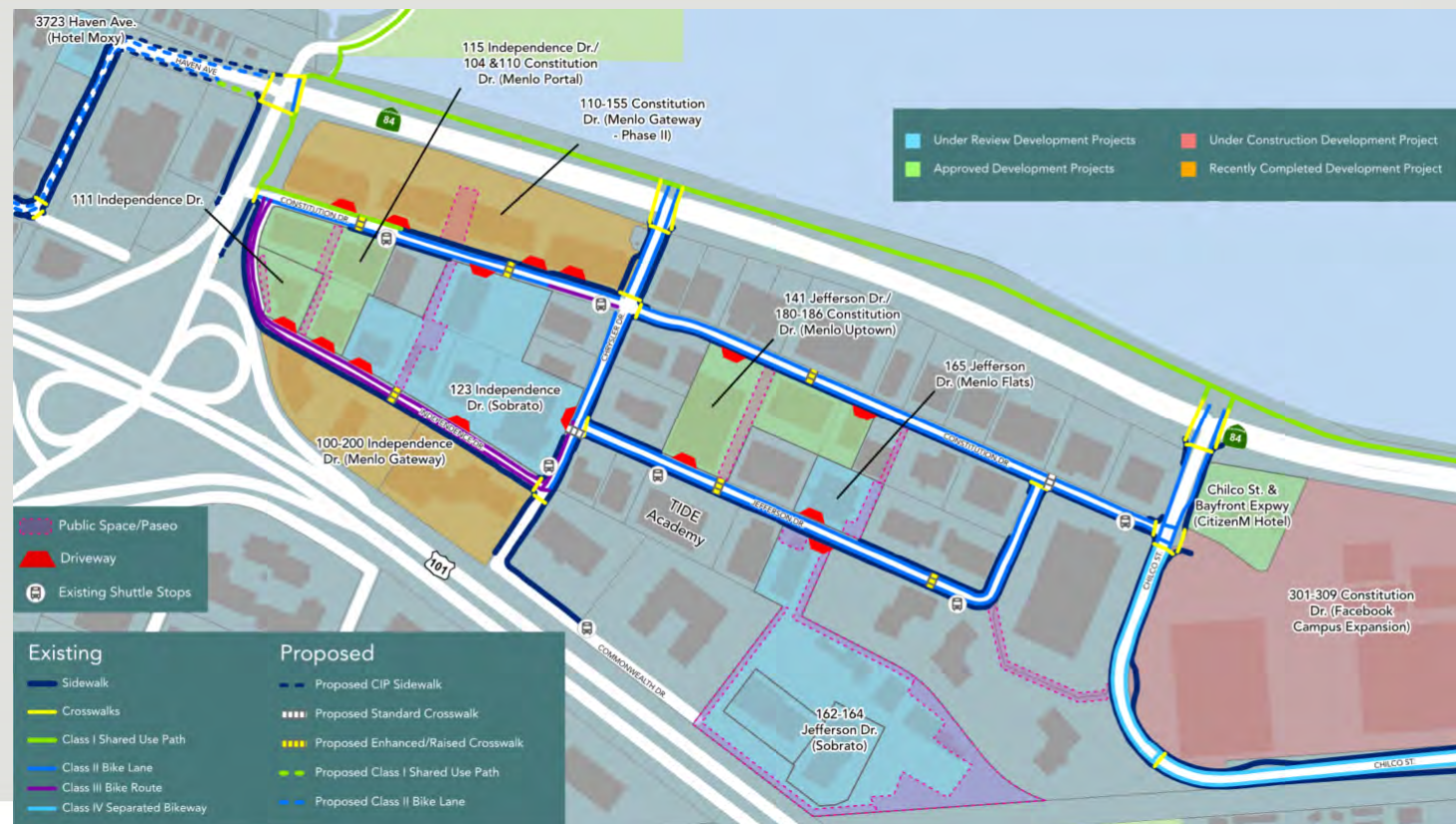
- Sept. 8, Complete Streets Commission
 - Commission introduced area pedestrian circulation plan

- Oct. 26, City Council
 - Council supported





EXISTING & FUTURE CONDITIONS





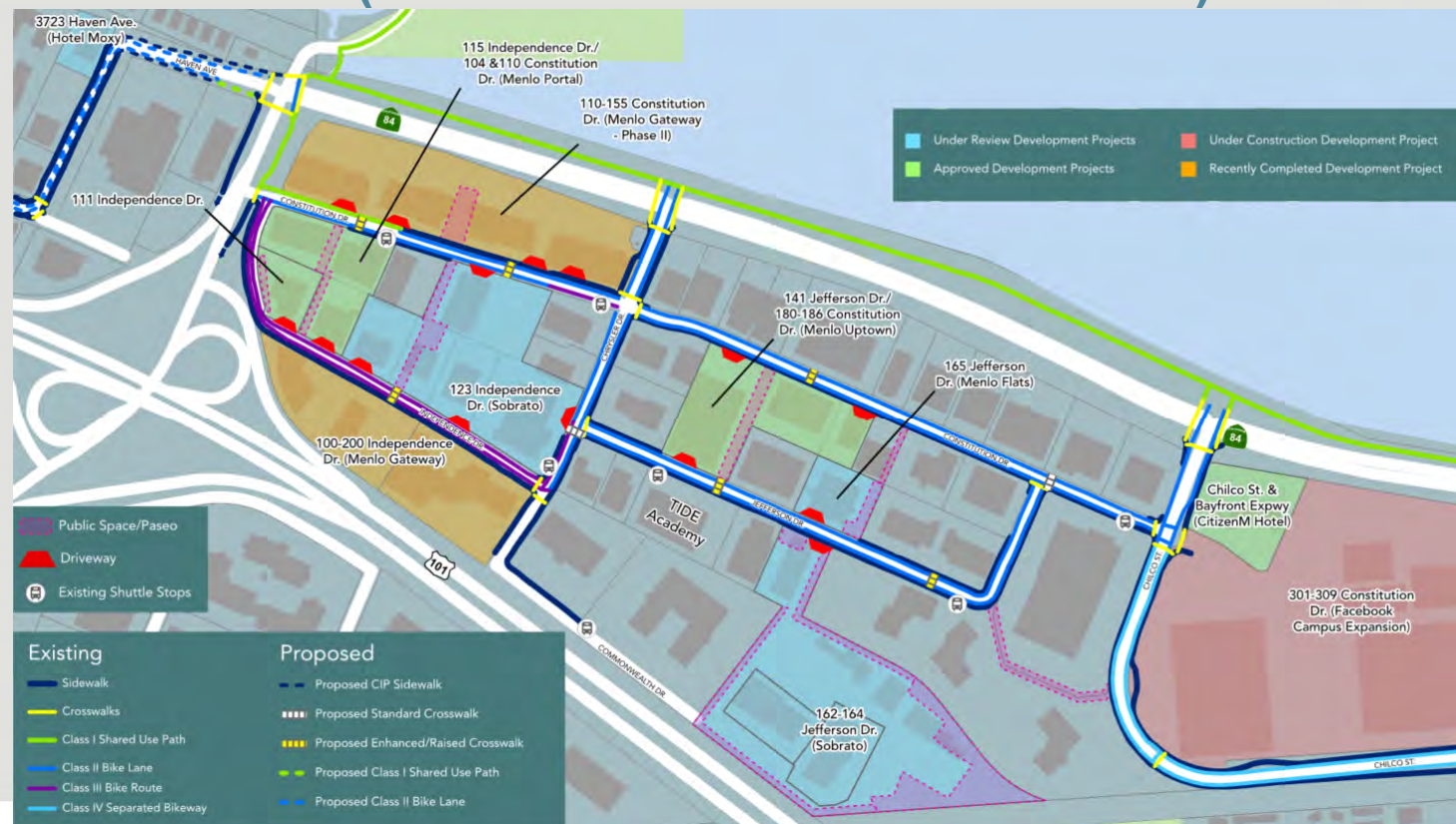
RECOMMENDATIONS

- Pedestrian crossings (e.g., mid-block & intersection)
 - Mid-block crossing enhancements (e.g., striping, flashing beacon, raised crosswalk)
- Transit stops (e.g., City shuttle, SamTrans)





FEEDBACK (PED. CROSSING LOCATIONS)





FEEDBACK (MID-BLOCK CROSSING ENHANCEMENT)

Type	Advantages	Disadvantages
Flashing beacon	<ul style="list-style-type: none"> Higher vehicle yield rate to pedestrian than basic crosswalk No impact to emergency vehicles 	<ul style="list-style-type: none"> No secondary traffic calming effect Higher construction cost
Raised crosswalk (Traditional)	<ul style="list-style-type: none"> Crossing height matches sidewalk for an even level crossing Less impactful to bicyclists 	<ul style="list-style-type: none"> Increased maintenance required for storm water drainage system Potential Impact to emergency vehicles
Raised crosswalk (Simplified)	<ul style="list-style-type: none"> No impact to existing storm water drainage system 	<ul style="list-style-type: none"> Crossing will slope down near the crosswalk curb ramps for unleveled crossing More impactful to bicyclists Potential Impact to emergency vehicles

Flashing beacon



Raised crosswalk (Simplified)



Raised crosswalk (Traditional)





FEEDBACK (TRANSIT STOP LAYOUT)



Non- pull out (Existing conditions)



Pull out



NEXT STEPS

- Incorporate Commission feedback
- Review draft final recommendations with City Council
- Implement as opportunity arises



**THANK YOU &
QUESTIONS**



STAFF REPORT

Complete Streets Commission

Meeting Date: 3/9/2022
Staff Report Number: 22-004-CSC

Regular Business: Provide feedback on the Ravenswood Avenue bike lane pilot project to be included in the Ravenswood Avenue resurfacing project

Recommendation

Staff recommends the Complete Streets Commission provide feedback on the bike lane pilot project on westbound Ravenswood Avenue between Noel Drive and Alma Street.

The resulting roadway segment configuration is as follows (Attachment A):

- Eastbound: one permanent bike lane and two travel lanes
- Westbound: one pilot bike lane and one travel lane

Policy Issues

If the pilot project is to remain permanent, it will fulfill part of project No. 78 in the Transportation Master Plan (TMP), which is to establish bike lanes on Ravenswood Avenue between El Camino Real and Noel Drive.

This project is consistent with policies stated in the 2016 General Plan Circulation Element (eg, CIRC-1.2, CIRC-1.7, CIRC-2.7, etc). These policies seek to maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe and active community and quality of life throughout Menlo Park.

Background

Ravenswood Avenue, from El Camino Real to Middlefield Road, is one of the main east-west routes in the City, providing access to key destinations including the Menlo Park Caltrain Station, downtown Menlo Park, Burgess Park, Civic Center, and Menlo-Atherton High School. This route also serves local businesses and many residential units.

On May 12, 2021, the Complete Streets Commission received updates on:

- The Ravenswood Avenue resurfacing project and TMP project No. 78 project scopes
- Proposed bike lane options on Ravenswood Avenue between Noel Drive and Alma Street
- Possible vehicular travel lane reduction options and supporting vehicular congestion study results

The Commission voted (with one dissenting vote) to support a permanent bike lane on the eastbound direction and minimum modification to the existing vehicular travel lane configuration. The westbound direction would remain as a Class III bike route with two vehicular travel lanes between Noel Drive and Alma Street. This option has the least amount of construction and vehicular congestion impacts. Attachment B includes the Commission staff report hyperlink.

Analysis

Ravenswood Avenue resurfacing project scope revision

In late 2021, SRI presented a master plan to redevelop their current 63-acre campus in Menlo Park. The campus is generally bounded by Ravenswood Avenue to the north, residential and industrial parcels to the south, a short segment of Middlefield Road and an industrial campus to the east, and Laurel Street to the west.

If approved, this redevelopment would likely be required to resurface Ravenswood Avenue. As a result, staff shifted the resurfacing project scope by removing the portion between Laurel Street and Middlefield Road and adding the portion between El Camino Real and Alma Street. Staff evaluated the condition of Ravenswood Avenue and determined that it could be maintained in acceptable condition while a decision is made about the proposed SRI development and any construction activity is ongoing.

Staff is working with the design consultant to finalize the revised scope.

Ravenswood bike lane project scope revisions

Concurrent with the revised resurfacing project scope, staff has identified opportunities to complete the remaining missing bike lane gap for TMP project #78 (i.e., westbound Ravenswood Avenue between Noel Drive and El Camino Real) through this process.

Ravenswood from Merrill Street to El Camino Real

A westbound bike lane will require reduction in travel lane widths and possible adjustment to the center median. As a result, this segment will be further evaluated as part of the resurfacing project design.

Ravenswood from Alma Street to Merrill Street

A westbound bike lane will likely require a reduction in travel lane width only. As a result, this segment can be implemented with minimal construction and congestion impacts.

Ravenswood from Noel Drive to Alma Street

The May 2021 effort concluded that a bike lane would require the elimination of one westbound travel lane which will result in queues past Laurel Avenue in the future. However, as more Bay Area public agencies and private businesses have adopted temporary and permanent hybrid work schedules (i.e., a combination of on-site and remote work days), it is conceivable the analyzed Existing (Year 2019) and Future (Year 2040) congestions and queues shown in the congestion study are less likely to materialize.

Traffic counts taken in Spring and Fall 2021 show that vehicle volumes on Ravenswood Avenue are about 20 to 35 percent lower than peak volumes than those taken in 2019. While current observations are well below pre-COVID pandemic levels, new future volumes projections are less reliable given uncertainty about how the City and region will emerge from the pandemic .

Recommendations – Noel Drive to Alma Street

In order to more accurately assess potential future congestion impacts of a new westbound bike lane as a result of the newly evolving work schedule, staff recommends the following steps to establish a pilot project, to be implemented after the completion of the resurfacing project:

1. Install one travel lane and one bike lane, by widening the existing median using a combination of striping and flexible posts
2. Assess the pilot program using a set of metrics (to be discussed below) after six months or at least one full school semester

3. Determine if the new finding is likely to be carried over to future conditions
4. Provide a recommendation to retain or remove the bike lane

Evaluation metrics

Staff recommends the following set of metrics to evaluate the pilot project, through data:

Table 1: Ravenswood Avenue Pilot Metrics		
Metric	Methodology	Variables
Morning / evening peak hour vehicular queues	Observations ¹	Relative to Laurel Street ²
Pre- and post- pilot vehicular volumes (on Ravenswood Avenue and Oak Grove Avenue)	Observations ¹	Change in vehicular volumes
Pre- and post- pilot bicycle volumes	Observations ¹	Change in bicycle volumes
Community feedback survey	Online survey ³	Percent support
Bicycle and pedestrian collisions	Police Department	Number of collisions
Note: 1. Data to be collected over two mid-week days (i.e., Tuesday / Wednesday / Thursday). 2. Exclude queues caused by back-to-back Caltrain gate down occurrences. 3. Survey will stay open during the pilot plus three additional weeks.		

Post- pilot evaluation

Staff will review the results with the Commission and then City Council approximately one year after pilot initiation. Staff will also seek authorization to terminate the pilot immediately if significant safety or congestion challenges are detected.

Next steps

Staff will incorporate Commission feedback, if any, and present a final recommendation to the City Council in April.

Impact on City Resources

City resources required to complete this evaluation and design is included in the City's 2020-2021 CIP budget. Resources for data collection will be drawn from City's existing on-call traffic data collection services.

Environmental Review

This project is categorically exempt under the California Environmental Quality Act Article 19, § 15301 Existing Facilities - Class 1. 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. Staff also posted the meeting information on the City's social media platforms and conducted individual outreach to immediately impacted stakeholders such as immediate business

owners, Stanford Research Institute, and Menlo Park schools.

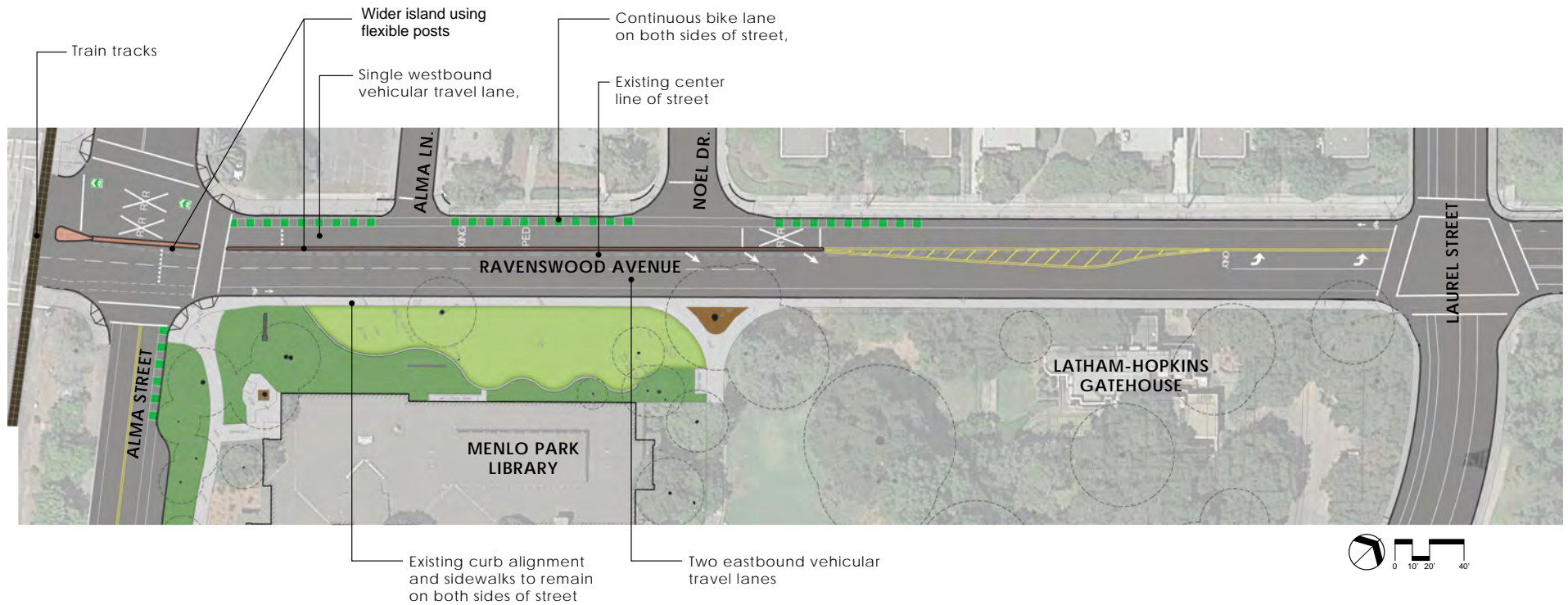
Attachments

- A. Bike lane pilot project
- B. Hyperlink – May 12, 2021 Complete Streets Commission staff report:
menlopark.org/DocumentCenter/View/28053/SR---Ravenswood-Bike-Lane

Report prepared by:
Kevin Chen, Senior Transportation Engineer

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

Ravenswood Bike Lane Improvements



Note:

1. Eastbound: approved permanent infrastructure
2. Westbound: proposed pilot infrastructure (Noel Dr to Alma St)

BIKE LANE CONCEPT RAVENSWOOD AVENUE

Ravenswood Avenue Bike Lane Concept

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STAFF REPORT

Complete Streets Commission

Meeting Date: 3/9/2022
Staff Report Number: 22-005-CSC

Regular Business: Recommend to City Council the preferred Complete Streets Commission member count

Recommendation

Staff recommends the Complete Streets Commission discuss and recommend to City Council the preferred Complete Streets Commission member count, as a result of two of the nine commissioners terming out after April 2022.

Policy Issues

The proposed action is consistent with City Council Policy CC-21-004, Commissions/Committees policies and procedures and roles and responsibilities.

Background

On March 5, 2019, the City Council adopted Resolution No. 6477 to create Complete Streets Commission permanently as a nine-member body following a two-year pilot program that began February 28, 2017 by merging the former Bicycle and Transportation Commissions.

All of the seven current regular, non-ad hoc City advisory bodies, the Complete Streets Commission is the sole nine-member body. All other advisory bodies are seven-member bodies.

On November 13, 2019, the Commission voted to continue as a nine-member body.

On October 12, 2021, the City Council approved the 2021-22 Commission work plan (Attachment A).

Commission charges

The Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero and the climate action plan, and to provide input on major land use and development projects as it relates to transportation. This includes strategies to encourage safe travel, improve accessibility, and maintain a functional and efficient transportation network for all modes and persons traveling within and around the City.

Analysis

On average, the past 12 Complete Streets Commission virtual meetings lasted approximately 2 hours and 35 minutes. The shortest meeting took approximately 1 hour and 12 minutes and the longest meeting took approximately 3 hours and 9 minutes.

By contrast, the average meeting durations for the last 12 former Bicycle Commission and Transportation

Commission in-person meetings were 2 hours and 15 minutes and 2 hours and 26 minutes, respectively. These former commissions were seven-member bodies.

The table below summarizes the meeting durations of the three commissions:

Table 1: Commission meeting durations			
Duration ¹	Complete Streets Commission	Former Bicycle Commission	Former Transportation Commission
Average	2:35	2:15	2:26
Shortest	1:12	1:24	1:55
Longest	3:09	2:36	3:55
Note: 1. Based on the last twelve meetings.			

Typically, staff works with the Commission Chair and Co-chair to ensure a balanced agenda to account for meeting substance and duration.

Recommendation

Staff recommends that the Commission discuss and recommend to the City Council one of the preferred Commission member count options below:

- Remain as a nine-member body, or
- Reduce to a seven-member body

Impact on City Resources

Resources expended for this evaluation is considered part of the City's baseline service levels.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378.

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. Complete Streets Commission 2021-22 work plan

Report prepared by:
Kevin Chen, Senior Transportation Engineer

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

**MEMORANDUM**

Date: 10/12/2021
To: City Council
From: Complete Streets Commission
Re: Complete Streets Commission 2021-22 Work Plan

Mission Statement:

"The Complete Streets Commission shall advise the City Council on realizing the City's adopted goals for Complete Streets, Vision Zero, Climate Action Plan, and provide input on major land use and development projects as it relates to transportation."

Goals/Priorities (and near-term actionable tasks):

1. To advance the goals of the city's newly adopted Climate Action plan by making alternatives to driving safer and more attractive, namely by:
 - Reviewing the city's Transportation Master Plan (TMP) and recommending the projects most likely to reduce Vehicle Miles Traveled (VMT)
 - Providing input on major development projects by looking at them through the lens of transportation accessibility, especially bicycle/pedestrian/public transportation accessibility and update the transportation impact analysis guidelines to include multimodal study metrics
2. Advise City Council on the implementation of the TMP:
 - Evaluate the current process and procedure of the neighborhood traffic management program (TMP Project #165)
3. Continue to advocate for and advise the Council on the planning and installation of the Middle Avenue pedestrian and bicycle rail crossing, and safe cycling/pedestrian infrastructure connecting the Burgess complex to the Middle Avenue corridor to Olive Street, and north on Olive Street to Hillview Middle School.
4. Continue to support Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
5. Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation:
 - Evaluate the current state of the safe routes to school program
6. Continue to support City Council's role as a stakeholder with regard to regional multimodal and transportation demand management programs projects to increase sustainable transportation for Menlo Park:

- Request the City Council to sign the Seamless Transit Principles
- Request the City Council to allocate staff resources to assist the Multimodal Subcommittee to review future transit related study recommendations that could impact the City of Menlo Park and develop an action list for City Council approval

Current Commission Subcommittees

- Climate Action Plan Subcommittee
- Downtown Access and Parking Subcommittee
- Multimodal Metrics Subcommittee
- Multimodal Subcommittee
- Safe Routes to School Program Subcommittee
- Transportation Master Plan Implementation Subcommittee
- Zero Emission Subcommittee