

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 9/14/2022
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 July 13, 2022 ([Attachment](#))
- E2. Recommend the adoption of Resolutions No. 2022 3-5, to remove parallel on-street parking spaces on East O'Keefe Street, Roble Avenue, and University Drive ([Staff Report #22-011-CSC](#))
- E3. Evaluate commission subcommittees to support City Council priorities

F. Informational Items

- F1. Update on the site access and circulation for the proposed Willow Village master plan project ([Staff Report #22-012-CSC](#))
- F2. Update on major project status

G. Committee/Subcommittee Reports

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

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Complete Streets Commission

REGULAR MEETING MINUTES – DRAFT

Date: 7/13/2022

Time: 7:00 p.m.

Location: Zoom

A. Call To Order

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

B. Roll Call

Present: Altman, Behroozi, Cebrian, Cole, Jensen, Kollmann

Absent: King

Staff: Assistant Public Works Director – Transportation Hugh Louch, Associate Transportation Engineer Esther Jung, 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 June 8, 2022 Commission meeting.

Commissioners Behroozi and Jensen reported debris on the Willow Road and U.S. Highway 101 overpass.

D. Public Comment

- Bill Kirsch requested an update on the Middle Avenue pedestrian and bicycle rail crossing project.
- Terry Barton spoke in support of the reevaluation of the proposed tunnel under Willow Road and the SamTrans railroad tracks.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for June 8, 2022 (Attachment)

- Bill Kirsch spoke about the City's vision zero, complete streets, and climate action goals.

ACTION: Motion and second (Cole/ Cebrian), to accept the Complete Streets Commission minutes for June 8, 2022, including edits to item E2.: removal of "...traffic flow efficiency..." and adding "...to prioritize pedestrian and bicycle safety...", passed 5-0 (Altman abstaining and King absent).

E2. Recommend preferred conceptual designs for Middle Avenue to the City Council (Staff Report #22-010-CSC)

Staff Jung made the presentation (Attachment).

- John Donahoe spoke in favor of moving this project forward and its influence to the opening of the Middle Plaza project.

- Randy Ferrando spoke about sidewalk gaps and requested clarification on the operation of a mini-roundabout.
- Sandy Napel spoke about vehicular circulation at Blake Street, parking needs for Nealon Park, and in opposition to restricting the left turn out of the Safeway driveway on Middle Avenue.
- David Alfano expressed concerns about Safeway driveway operation on Middle Avenue and signal operation at El Camino Real and Middle Avenue.
- Adina Levin spoke in support of Nealon Park parking survey, Safeway driveway relocation, sidewalk gap closure, and expressed concern about two-way bike lanes.
- Susan Erhart spoke in opposition of restricting the left turn out of the Safeway driveway.
- Bill Kirsch spoke in support of the project for pedestrian and bicycle safety, reconfigure Nealon Park frontage parking, speed tables, all-way stop at San Mateo Drive, and parking removal for the entire corridor.
- Ashley Callahan spoke in support of Option 1, expressed concerns about the Nealon Park parking survey accuracy, and suggested postponing the mini-roundabout and speed humps.

The Commission discussed the following advantages and disadvantages of each bicycle lane and parking removal option, two-way bike lanes and proposals for the Safeway driveway, sidewalk gaps on the south side of Middle Avenue, traffic operation and transportation mode interactions at a mini-roundabout and the possibility of a trial phase, signal operation at El Camino Real and Middle Avenue, and proposed traffic calming measures.

ACTION: Motion and second (Behroozi/ Jensen), to recommended the following to City Council:

- Support parking removal on one side of Middle Avenue and explore additional parking removal on the other side where feasible. Incorporate bus stops and shared pedestrian/bicycle space into final design. Defer final parking design retention decision to staff.
- Support recommended corridor traffic calming measures and the trial Blake Street closure.
- Support trial of mini-roundabout at Middle Avenue/ University Drive, and if infeasible, replacing the Middle Avenue right turn lane at University Drive with a new bulbout.
- Support leading pedestrian interval as a short term improvement at Middle Avenue/ El Camino Real. Evaluate a dedicated intersection design, no right turn on red signal operation on eastbound Middle Avenue, and protected left turn phases on Middle Avenue as long term improvements.
- Support replacing the Middle Avenue right turn lane at Olive Street with a new bulbout.
- Continue to monitor Safeway driveway but take no action. Support Shell gas station driveway closure.
- Support continuous sidewalk on the south side of Middle Avenue.

E3. Recommend to City Council a new Complete Streets Commission meeting start time

Staff Chen introduced the item.

The Commission discussed varying start times.

ACTION: Motion and second (Cole/ Behroozi), to recommend 6:30 p.m. as the new regular commission meeting start time, passed 6-0 (King absent).

E4. Evaluate commission subcommittees to support City Council priorities

The Commission continued this item to a future meeting.

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on the County's Ringwood Avenue/ Coleman Avenue transportation study and the high-speed rail project.

G. Committee/Subcommittee Reports

G1. Update from Downtown Access and Parking Subcommittee

None.

G2. Update from Multimodal Metrics Subcommittee

None.

G3. Update from Safe Routes to School Program Subcommittee

None.

G4. Update from Transportation Master Plan Implementation Subcommittee

None.

G5. Update from Zero Emission Subcommittee

None.

H. Adjournment

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

Kevin Chen, Senior Transportation Engineer

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A wide-angle landscape photograph showing a wetland or marsh area. In the foreground, there's a body of water reflecting the sky. A small, grassy island is in the middle of the water. In the background, there are green hills under a blue sky with large, white, fluffy clouds. The overall scene is peaceful and natural.

MIDDLE AVENUE COMPLETE STREETS PROJECT

Complete Streets Commission | July 13, 2022

A close-up photograph of a grassy area with small purple flowers. The flowers are in the foreground, and the grass is green. The background is slightly blurred, showing more of the grassy area.

AGENDA

- Project Goals
- Background
- Conceptual Design Alternatives:
 1. Bikeway Facility Design
 2. Intersection Treatments
 3. Traffic Calming Measures
- Next Steps

PROJECT GOALS

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

BACKGROUND

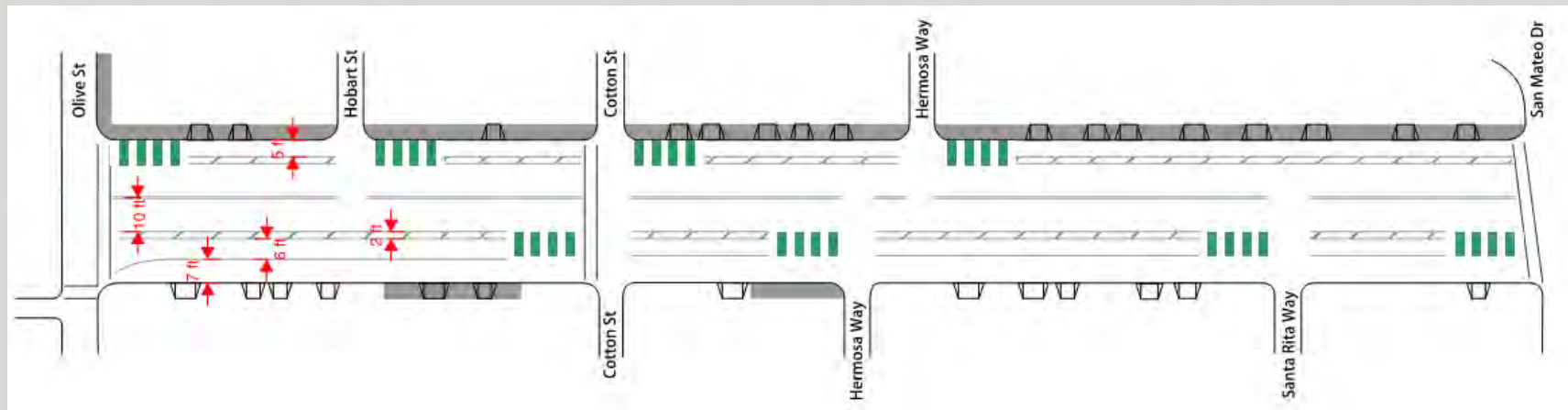
- Existing Conditions
 - 65' City right of way
 - 42' wide curb to curb
- Public Meetings and Online Surveys
 - Overall support for bicycle and pedestrian improvements
 - Concerns about bicycling safety, especially for children
 - Support for a removal of parking from at least one side of the street
 - Concerns about speeding vehicles and the lack of traffic calming to slow down vehicles

COMMISSIONER FEEDBACK MAY 11, 2022

- Bicycle infrastructure and on-street parking
- Traffic calming measures
- Others
 - Conduct a parking demand evaluation at Nealon Park and propose frontage parking configuration
 - Explore the possibility of eliminating westbound right turn lanes at University Drive and Olive Street
 - Explore a temporary trial phase for Blake Street closure
 - Evaluate circulation from Safeway and gas station driveways near El Camino Real

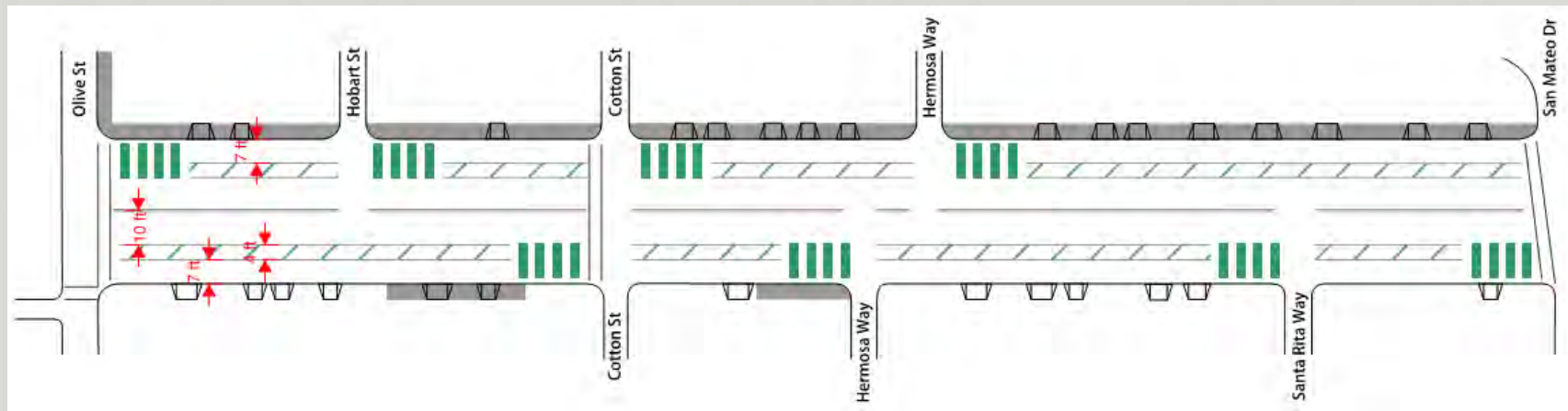
BICYCLE FACILITY DESIGN

OPTION 1 : CLASS II BIKE LANES WITH PARKING



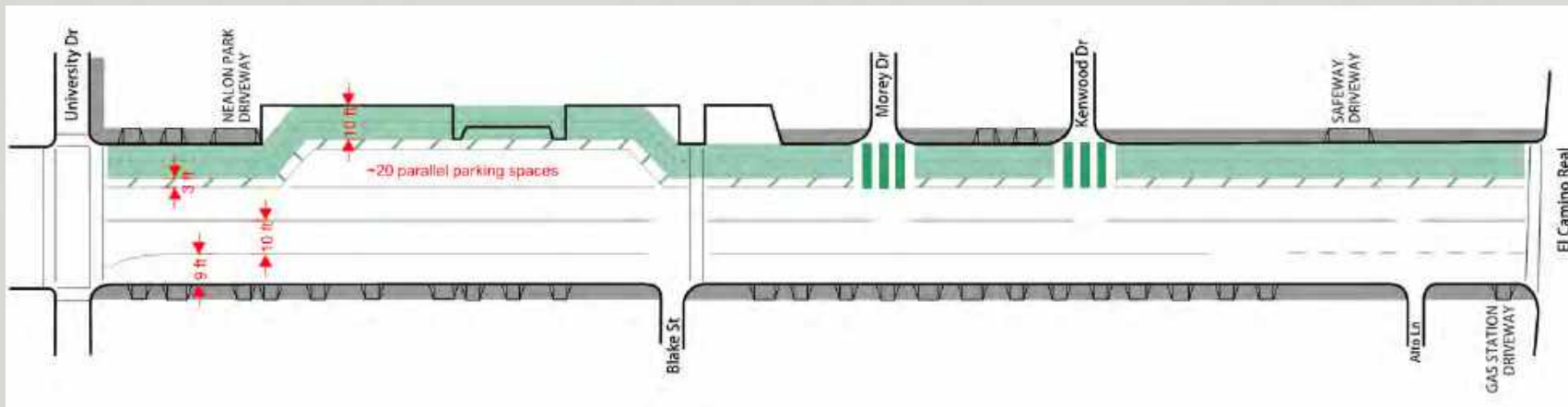
BICYCLE FACILITY DESIGN

OPTION 2 : CLASS II BUFFERED BIKE LANES NO PARKING



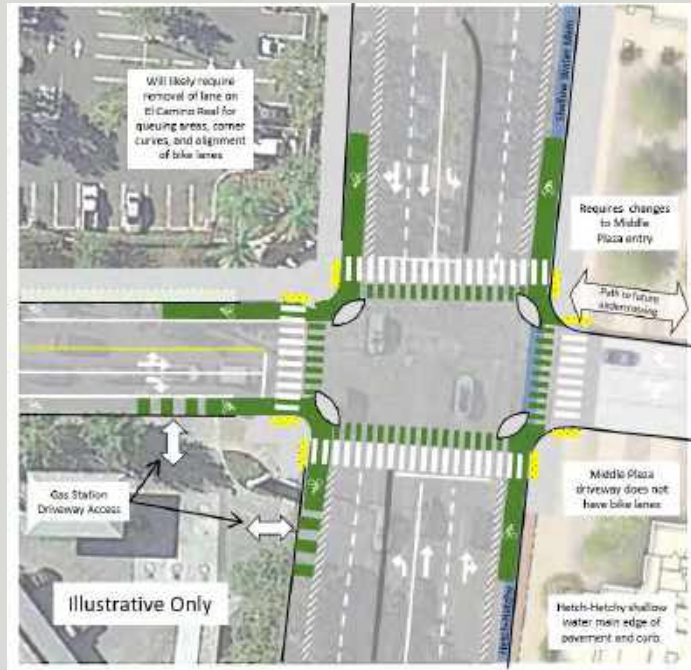
BICYCLE FACILITY DESIGN

OPTION 3 : CLASS IV SEPARATED BIKE LANES W/ OR W/O PARKING



INTERSECTION DESIGN – EL CAMINO REAL

Protected Intersection



Dedicated Intersection

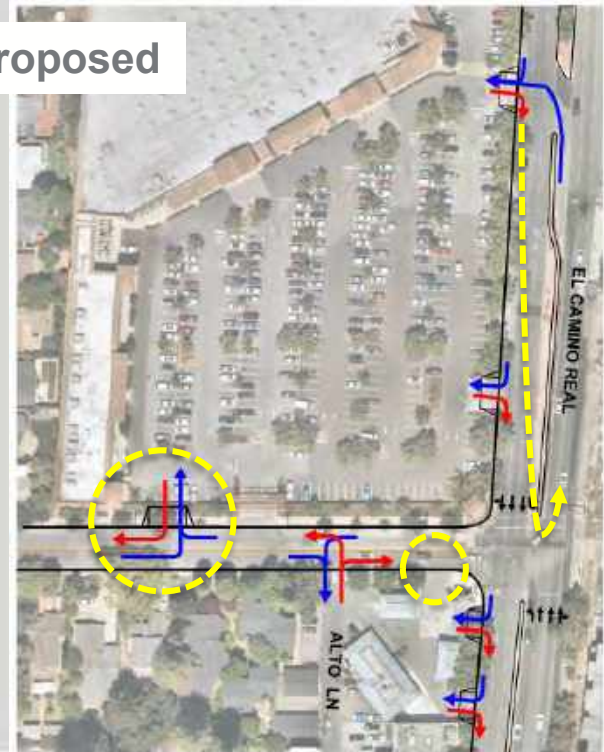


INTERSECTION DESIGN – EL CAMINO REAL

Existing



Proposed



INTERSECTION DESIGN – UNIVERSITY DR & OLIVE STREET

Mini-Roundabout

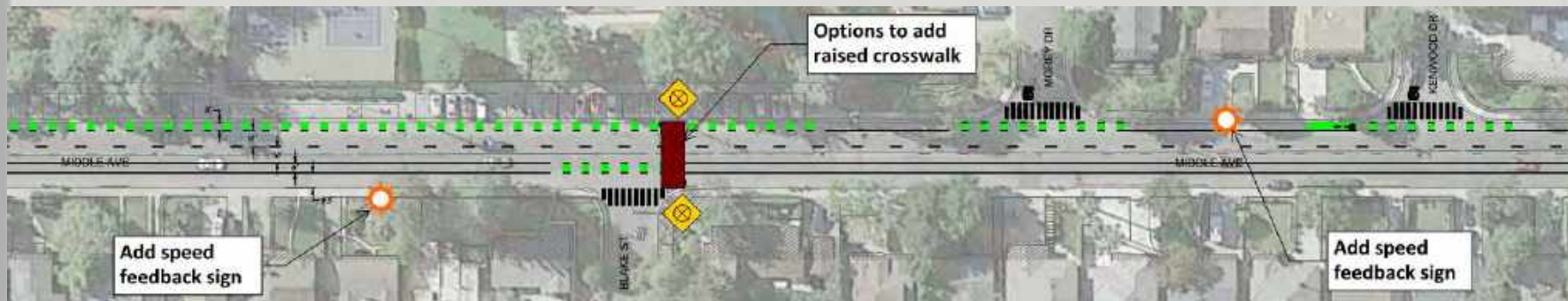


Bulb-Out / Curb Extension



TRAFFIC CALMING MEASURES

Blake Street



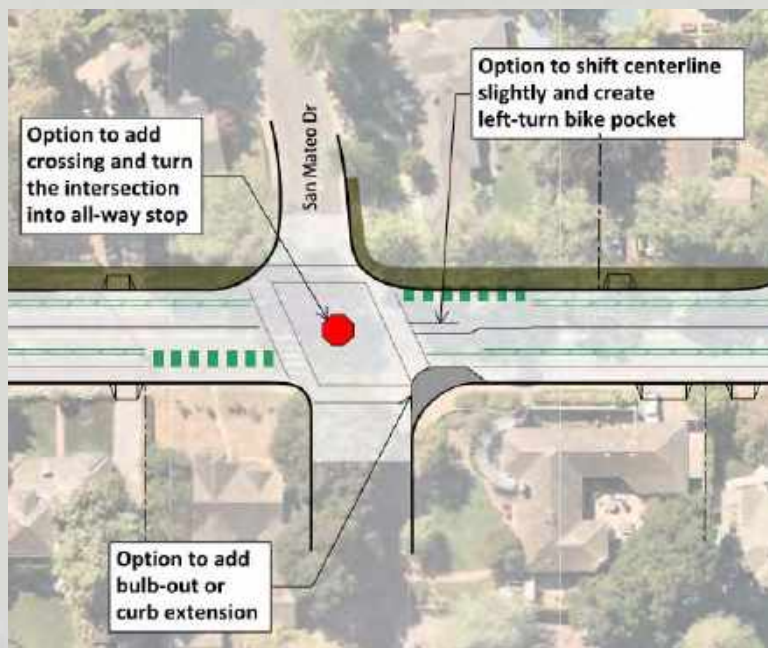
TRAFFIC CALMING MEASURES

Arbor Road



TRAFFIC CALMING MEASURES

San Mateo Drive



Olive Street



BLAKE STREET

- Trial phase of street closure through signs and removable bollards
- Two Options:
 1. Local traffic accessible to/from both ends
 2. Local traffic accessible to/from one end
- Pedestrian and bicyclists space

SUMMARY

OPTIONS	ADVANTAGES	DISADVANTAGES
OPTION 1: Remove parking on one side	<ul style="list-style-type: none"> Accommodates bicyclists traveling between neighborhoods, schools, and other common destinations Maintains on-street parking on the south side Retains space for delivery vehicles 	<ul style="list-style-type: none"> Higher risk of bicycle collisions with opening car doors Limited space for bicyclists to pass other bicyclists without encroaching into the travel lane
OPTION 2: Remove parking from both sides	<ul style="list-style-type: none"> Greater distance between vehicles and bicyclists Without parking, risk of “dooring” accidents is eliminated 	<ul style="list-style-type: none"> No on-street parking along Middle Ave. Package delivery vehicles likely to use bike lane for deliveries Wide space (10’ or more) for bicycle lane and buffer may lead to vehicles passing other vehicles using the bike lane University Drive to El Camino Real would be more impacted due to fewer cross streets
OPTION 3: Separated bikeway El Camino Real to University Dr	<ul style="list-style-type: none"> Improves comfort and safety for bicyclists due to separation from traffic and limited conflict points Improves access to and circulation around Nealon Park and community center 	<ul style="list-style-type: none"> Potential for complicated transition from separated bikeway to bike lanes at University Dr. Requires vertical separation between the bikeway and travel lane (bollards or concrete islands), increasing cost Potential to increase conflicts between drivers and bicyclists in front of Safeway shopping center

SUMMARY

INTERSECTION TREATMENTS

El Camino Real Intersection Design	Dedicated Intersection*
El Camino Real Safeway	Right-out only at driveway on Middle*
	Relocate driveway further down on Middle*
El Camino Real Gas Station	Close the driveway on Middle*
University Drive	Remove right-turn pocket
	Mini-roundabout
Olive Street	Remove right-turn pocket

**condition on mutual agreement with private parties*

SUMMARY

TRAFFIC CALMING MEASURES

Blake Street	Raised crosswalk
	Flashing Beacons*
University Drive	Bulb-out/curb extension on Middle
Arbor Road	Raised crosswalk
	Flashing Beacons
San Mateo Drive	All-way stop signs
	Left-turn bike pocket
	Bulb-out/curb extension on Middle
Olive Street	Bulb-out/curb extension on Middle
Additional Measures	Speed tables
	Speed feedback signs

Installed as part of the Nealon Park sidewalk project

NEXT STEP

- Incorporate commission feedback
- Present final recommendation to the City Council for approval
- If approved, staff will proceed with final design of improvements for Middle Avenue
- Middle Plaza by fall 2022

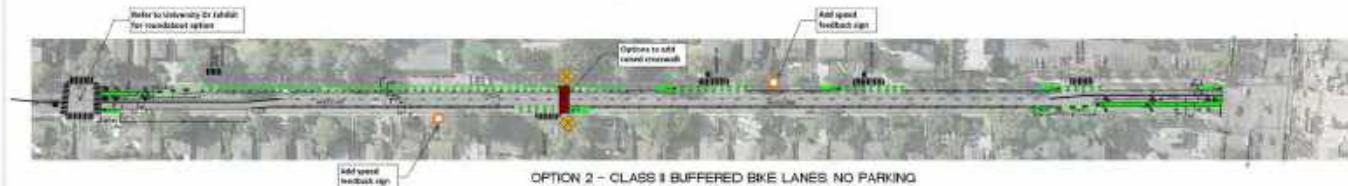
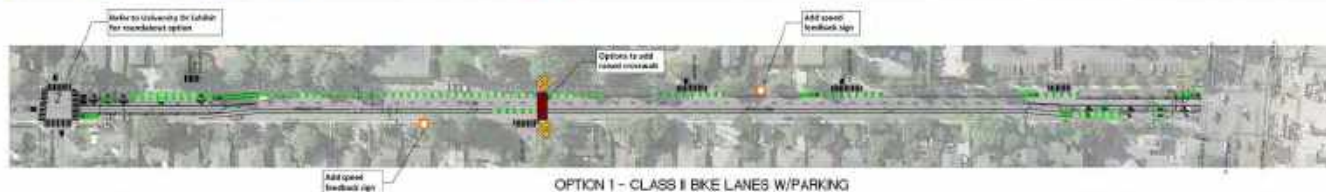


THANK YOU

El Camino Real - University Drive



 Parking location
  Raised crosswalk
  Speed table
  Speed feedback sign
  Car turn lane / Bulb-out
  Stop sign



University Drive - San Mateo Drive



OPTION 1: CLASS 3 BIKE LANES w/ PARKING



OPTION 2: CLASS 3 BUFFERED BIKE LANES, NO PARKING

San Mateo Drive - Olive Street



OPTION 1: CLASS II BIKE LANES w/ PARKING



OPTION 2: CLASS II BUFFERED BIKE LANES, NO PARKING

Table 1: Parking Counts at Nealon Park - Weekdays

		Wednesday, 5/18/22				Thursday, 5/19/22				
		1pm	2pm	4pm	6pm	2pm	4pm	5pm	6pm	7pm
Handicapped	Occupied	4	5	1	1	3	1	0	0	0
Non-Handicapped	Occupied	72	58	49	29	61	55	63	63	69
Unmarked Spaces	Occupied	10	2	7	6	15	8	7	8	9
Total	Occupied	86	65	57	36	79	64	70	71	78
	Vacant	39	52	65	85	51	59	52	52	46
On-street: Middle		4	3	2	2	7	4	4	5	4
On-street: Blake		0	0	1	0	1	0	0	0	0
On-street: Morey		1	1	1	1	5	3	4	2	1

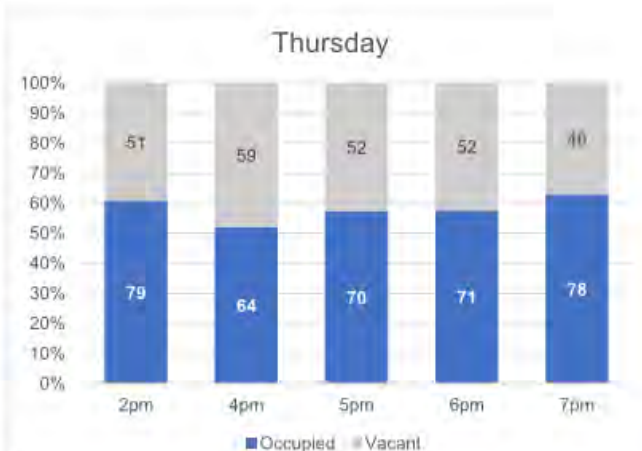
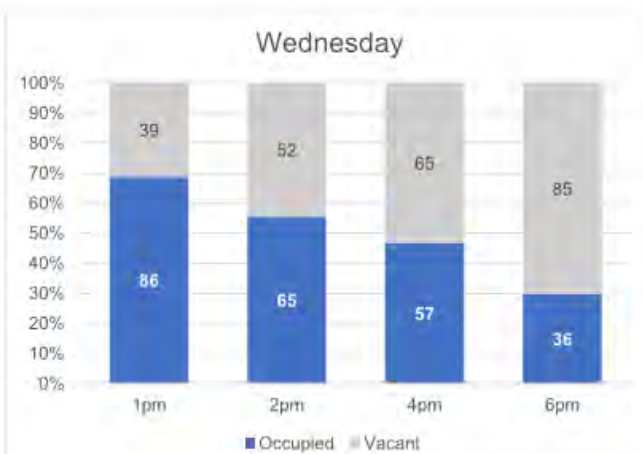


Table 2: Parking Counts at Nealon Park - Weekend

		Saturday, 5/20/22			Sunday 5/21/22		
		10am	12pm	2pm	10am	12pm	2pm
Handicapped	Occupied	1	0	0	0	2	2
Non-Handicapped	Occupied	89	65	78	54	71	47
Unmarked Spaces	Occupied	6	11	12	15	9	6
Total	Occupied	96	76	90	69	82	55
	Vacant	25	50	37	61	42	66
On-street: Middle		5	12	8	5	7	6
On-street: Blake		0	0	1	0	2	2
On-street: Morey		0	2	1	3	0	2

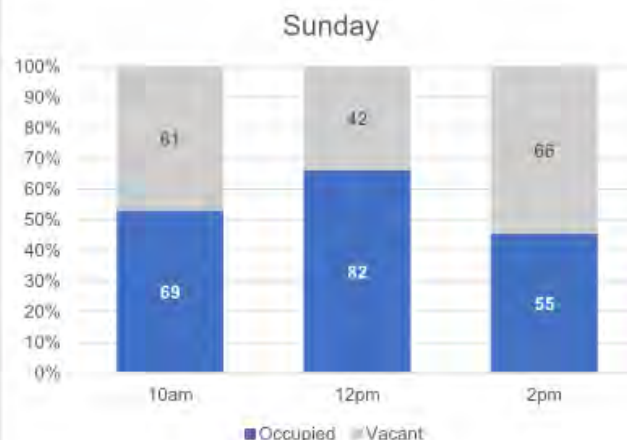
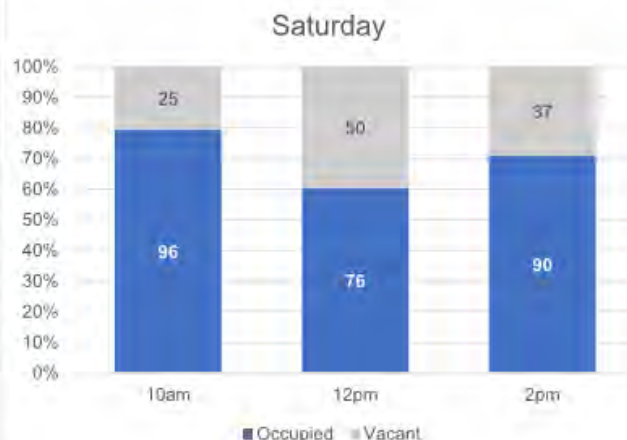


Table 3: Driveway and Garage Capacity

Segment		Number of SFH ¹	Average SFH Garage Size	Average SFH Driveway Capacity
Olive Street – San Mateo Drive	North	21	1.6	2.7
	South	17	1.9	2.9
San Mateo Drive – University Drive²	North	9	1.8	2.1
	South	22	1.7	2.9
University Drive – El Camino Real	North	5	1.0	2.2
	South	26	1.4	2.9

¹ Not including multi-unit housing (i.e. duplex, fourplex, condominiums, etc.)

² Church, preschool, community center, and 10 additional parcels with multi-unit housing are located on the north side of the segment between San Mateo Drive and El Camino Real

Table 4: Cross Streets

Segment		Number of Cross Streets
Olive Street – San Mateo Drive¹	North	4
	South	4
San Mateo Drive – University Drive²	North	4
	South	4
University Drive – El Camino Real³	North	3
	South	2

¹ cross street includes Olive Street, excludes San Mateo Drive

² cross street includes San Mateo Drive, excludes University Drive

³ cross street includes University Drive. Parking is not allowed on El Camino Real

Traffic Calming Features

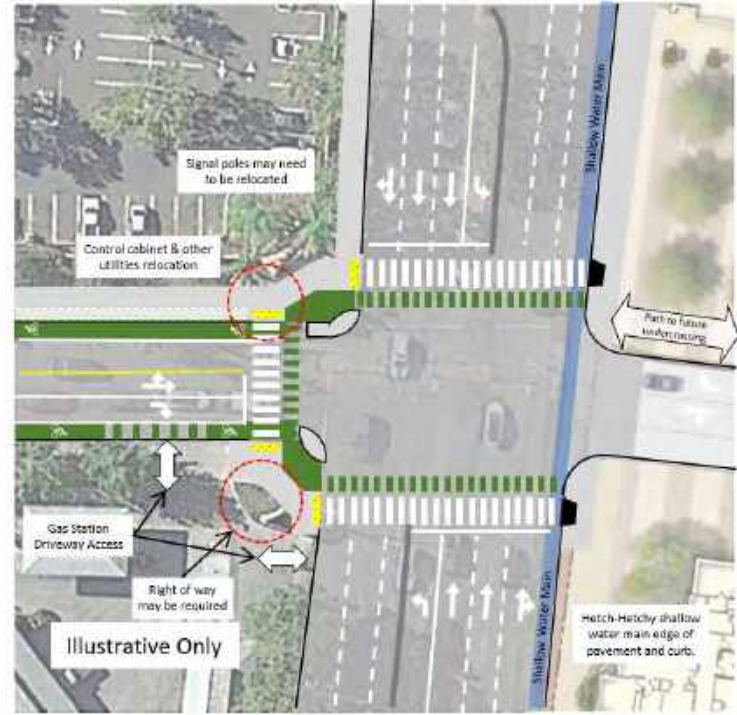
Feature	Pros	Cons	Location		Typical Cost
			Intersection	Street Segment	
Flashing beacons (RRFB)	<ul style="list-style-type: none"> Higher vehicle yield rate to pedestrians No impact to emergency vehicles 	<ul style="list-style-type: none"> No secondary traffic calming effect Higher construction cost 	x	x	Medium
Speed tables or speed humps	<ul style="list-style-type: none"> Reduces speed Speed tables are preferred by Menlo Fire 	<ul style="list-style-type: none"> May increase noise Driver discomfort if immediate adjacent to driveways 		x	Low
Raised crosswalks	<ul style="list-style-type: none"> Improve safety for both vehicles and pedestrians Effective in reducing speeds, though not to the extent of speed bumps 	<ul style="list-style-type: none"> Potential impact to drainage Impact to emergency vehicle 	x		Medium
Speed feedback signs	<ul style="list-style-type: none"> Visually remind drivers of speed and alerts violators without affecting normal traffic 	<ul style="list-style-type: none"> Effectiveness may be reduced over time as regular drivers become desensitized Some drivers may ignore knowing that the signs do not include automated enforcement 		x	Low
Bulb-out/ Curb extension/ Corner Radius Reduction	<ul style="list-style-type: none"> Reduces speeds of turning vehicles Shortens pedestrian crossing distance Prevents street parking near intersection 	<ul style="list-style-type: none"> Makes right-turns more difficult for large vehicles May result in loss of street parking 	x		Medium
All-way stop signs	<ul style="list-style-type: none"> Requires vehicles to stop Prioritizes pedestrian crossings 	<ul style="list-style-type: none"> Effectiveness may be reduced if drivers do not stop Not effective in situations with limited cross-traffic or pedestrian and bicycle volumes 	x		Low
Roundabout	<ul style="list-style-type: none"> Reduce number of conflicts between transportation modes Better traffic flow 	<ul style="list-style-type: none"> May require more intersection space to implement Relatively new feature for Menlo Park 	x		Medium
Left-turn bike pocket	<ul style="list-style-type: none"> Provides dedicated space for turning bicyclists 	<ul style="list-style-type: none"> Relatively new feature for Menlo Park 	x		Low
Turn restrictions	<ul style="list-style-type: none"> Limits specific turning movements especially where volume control is desired Does not limit emergency vehicles from accessing sites 	<ul style="list-style-type: none"> May divert traffic problem onto another street or intersection May increase trip lengths for some drivers or limit access for local homeowners/businesses 	x		Low
Reduce Travel Lane Width	<ul style="list-style-type: none"> Allows inclusion of other facilities, such as bicycle lanes and medians Reduces travel speeds 	<ul style="list-style-type: none"> May not be appropriate for higher volume streets with significant numbers of large vehicles 		x	Low
Traffic Enforcement	<ul style="list-style-type: none"> Produces immediate results and can be effective where streets experience excessive speeding or stop sign violations Can be deployed on short notice and during specific hours when problem occurs 	<ul style="list-style-type: none"> Takes considerable staff time and there are limited resources Effectiveness typically does not last beyond enforcement period 	x	x	Medium



INTERSECTION DESIGN – EL CAMINO REAL



Standard Intersection Treatment



Dedicated Intersection



CITY COUNCIL AND COMMISSIONS MEETING START TIMES

- City Council – 6 p.m.
- Complete Streets Commission – 7 p.m.
- Environmental Quality Commission – 6 p.m.
- Housing Commission – 6:30 p.m.
- Library Commission – 6:30 p.m.
- Park and Recreation Commission – 6:30 p.m.
- Planning Commission – 7 p.m.

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Public Works



STAFF REPORT

Complete Streets Commission**Meeting Date:** 9/14/2022**Staff Report Number:** 22-011-CSC

Regular Business: **Recommend the adoption of Resolutions No. 2022 3-5, to remove parallel on-street parking spaces on East O'Keefe Street, Roble Avenue, and University Drive**

Recommendation

Staff recommends that the Complete Streets Commission adopt Resolution No. 2022-3 (Attachment A), Resolution No. 2022-4 (Attachment B), Resolution No. 2022-5 (Attachment C) to approve the removal of parallel on-street parking spaces at the following locations:

- 190 East O'Keefe Street: one space to the north and two spaces to the south
- 660 Roble Avenue: two spaces to the east and two spaces to the west
- University Drive and Live Oak Avenue: two spaces to the north and two spaces to the south

The purpose of these three alterations is to address resident concerns by improving existing lines of sight for drivers turning onto East O'Keefe Street, Roble Avenue and University Drive.

Policy Issues

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

Background

On separate occasions, staff received resident feedback concerning inadequate lines of sight for drivers as they exit the apartment complex of 190 East O'Keefe Street and also similar concern for residents at 660 Roble Avenue. At these locations, parked vehicles close to driveways significantly block the view of oncoming vehicles from both directions. Under existing conditions, drivers are forced to encroach beyond the edge of the driveway approximately three to four feet before they can clearly see approaching vehicles from both directions.

University Drive and Live Oak Avenue is a T-intersection with Live Oak Avenue being stopped controlled. When vehicles are parked on University Drive adjacent to Live Oak Avenue, drivers from Live Oak Avenue also experience difficulty making turns due to inadequate lines of sight.

Currently, at 190 East O'Keefe Street, there is 14 feet of red curb to the north and 13 feet of red curb to the south. At 660 Roble Avenue, there is 3 feet of red curb to the east and 10 feet of red curb to the west. On the east side of University Drive at Live Oak Avenue, there is 3 feet of red curb to the north and 10 feet to the south.

East O'Keefe Street, Roble Avenue, and University Drive have a posted speed limit of 25 miles per hour (mph). According to the American Association of State Highway and Transportation Officials' (AASHTO) Policy on Geometric Design of Highway and Streets, a minimum of 155 feet of stopping sight distance is required.

Analysis

Based on field investigations, the existing lines of sight fall below the minimum 155 feet when vehicles are parked at these locations. To get a clear view of approaching vehicles, residents at East O'Keefe Street and at Roble Avenue must cross beyond the edge of the driveway three to four feet before proceeding. Similarly, at the intersection of University Drive and Live Oak Avenue, drivers need to drive beyond the stop bar four to six feet to clearly see oncoming vehicles and make safe turns.

The following summarizes steps needed to achieve at least 155 feet of stopping sight distance in both directions at each location:

- 190 East O'Keefe Street: there is 14 feet of red curb on the north side of the driveway, 12 additional feet of red curb will be needed (i.e., 1 parking space). On the south side, there is 13 feet of red curb, 36 additional feet of red curb will be needed (i.e., 2 parking spaces).
- 660 Roble Avenue: there is 3 feet of red curb on east side of the driveway, 30 additional feet of red curb will be needed (i.e., 2 parking spaces). On the west side, there is 10 feet of red curb, 38 additional feet of red curb will be needed (i.e., 2 parking spaces).
- University Drive and Live Oak Avenue: there is 3 feet of red curb on the north side, 27 additional feet of red curb will be needed (i.e., 2 parking spaces). On the south side, there is 10 feet of red curb, 20 additional feet of red curb will be needed. (i.e., 2 parking spaces). The south side will reinforce the existing no parking policy.

Next steps

Per Section 11.24.028 of the Municipal Code, if these alterations are approved, any Menlo Park resident, business owner, or property owner may appeal to the City Council in writing within fifteen (15) days after the decision, by September 29, 2022.

Impact on City Resources

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

Environmental Review

The installation of red curb is categorically exempt under Class 1 (Section 15301(c)) of the California Environmental Quality Act. Class 1 allows for minor alterations of existing facilities, including highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additional public outreach was achieved by sending notification postcards to

residents/property owners within 500 feet of the proposed “No Parking Zone”. In addition, posters with the alterations and meeting information were placed on A-frames at the site.

Attachments

- A. Resolution No. 2022-3 (East O’Keefe Street)
- B. Resolution No. 2022-4 (Roble Avenue)
- C. Resolution No. 2022-5 (University Drive)

Report prepared by:
Phu Nguyen, Engineering Technician II

Report reviewed by:
Kevin Chen, Senior Transportation Engineer

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RESOLUTION NO. 2022-3

**RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE
CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF NO
PARKING ZONES AT 190 EAST O'KEEFE STREET**

WHEREAS, the City of Menlo Park received resident requests to evaluate inadequate sight distance issue at 190 East O'Keefe Street; and,

WHEREAS, a field investigation revealed limited sight distance due to adjacent parked vehicles; and,

WHEREAS, to achieve at least 155 feet stopping sight distance, extending the existing no parking zones adjacent to the driveway (i.e., 12 feet of new red curb with 14 feet of existing red curb to the north, 36 feet of new red curb with 13 feet of existing red curb to the south) would be needed; and,

WHEREAS, California Vehicle Code Sections 22506 and 22507 authorizes local jurisdictions to install parking restrictions; and,

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park does hereby authorize the installation of no parking zones at 190 East O'Keefe Street, as shown on Exhibit A.

I, Kevin Chen, City staff liaison to the Complete Streets Commission of Menlo Park, do hereby certify that the above and foregoing Commission Resolution was duly and regularly passed and adopted at a meeting by said Commission on the fourteenth day of September, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this fourteenth day of September, 2022.

Kevin Chen
Complete Streets Commission Liaison

Exhibit

A. Proposed no parking zones at 190 East O'Keefe Street



Proposed conditions

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RESOLUTION NO. 2022-4

**RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE
CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF NO
PARKING ZONES AT 660 ROBLE AVENUE**

WHEREAS, the City of Menlo Park received resident requests to evaluate inadequate sight distance issue at 660 Roble Avenue; and,

WHEREAS, a field investigation revealed limited sight distance due to adjacent parked vehicles; and,

WHEREAS, to achieve at least 155 feet stopping sight distance, extending the existing no parking zones adjacent to the driveway (i.e., 30 feet of new red curb with 3 feet of existing red curb to the east, 38 feet of new red curb with 10 feet of existing red curb to the west); and,

WHEREAS, California Vehicle Code Sections 22506 and 22507 authorizes local jurisdictions to install parking restrictions; and,

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park does hereby authorize the installation of no parking zones at 660 Roble Avenue, as shown on Exhibit A.

I, Kevin Chen, City staff liaison to the Complete Streets Commission of Menlo Park, do hereby certify that the above and foregoing Commission Resolution was duly and regularly passed and adopted at a meeting by said Commission on the fourteenth day of September, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this fourteenth day of September, 2022.

Kevin Chen
Complete Streets Commission Liaison

Exhibit

A. Proposed no parking zones at 660 Roble Avenue



Existing conditions at 660 Roble Avenue

Proposed conditions

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RESOLUTION NO. 2022-5

**RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE
CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF NO
PARKING ZONES ON UNIVERSITY DRIVE AT LIVE OAK AVENUE**

WHEREAS, the City of Menlo Park received resident requests to evaluate inadequate sight distance issue on the east side of University Drive at Live Oak Avenue; and,

WHEREAS, a field investigation revealed limited sight distance due to adjacent parked vehicles; and,

WHEREAS, to achieve at least 155 feet stopping sight distance, extending the existing no parking zones on University Drive at Live Oak Avenue (i.e., 27 feet of new red curb with 3 feet of existing red curb to the north, 20 feet of new red curb with 10 feet of existing red curb to the south) would be needed; and,

WHEREAS, California Vehicle Code Sections 22506 and 22507 authorizes local jurisdictions to install parking restrictions; and,

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park does hereby authorize the installation of no parking zones on University Drive at Live Oak Avenue, as shown on Exhibit A.

I, Kevin Chen, City staff liaison to the Complete Streets Commission of Menlo Park, do hereby certify that the above and foregoing Commission Resolution was duly and regularly passed and adopted at a meeting by said Commission on the fourteenth day of September, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this fourteenth day of September, 2022.

Kevin Chen
Complete Streets Commission Liaison

Exhibit

A. Proposed no parking zones on University Drive at Live Oak Avenue



Existing conditions at intersection of University Drive/Live Oak Avenue

Proposed conditions

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STAFF REPORT

Complete Streets Commission

Meeting Date: 9/14/2022
Staff Report Number: 22-012-CSC

Informational Item: Update on the site access and circulation for the proposed Willow Village master plan project

Recommendation

This is an informational item and does not require Complete Streets Commission action. This report transmits an update on the proposed site access and circulation for the proposed Willow Village master plan project (Project).

Policy Issues

The City Council will ultimately decide whether to certify the environmental impact report (EIR) and adopt the associated ordinances and resolutions for the Project entitlements. This will include the applicant's request to amend the General Plan Circulation Element and Zoning Map to modify the locations of the adopted street connections and paseos within the main Project site, and the request to create a new access point to the main project site from O'Brien Drive (at the southeastern corner of the main Project site). The Complete Streets Commission is charged with evaluating the proposed site circulation and site access in relation to the requested amendments to the Circulation Element and Zoning Map.

Background

On June 8, 2022, staff and the applicant team presented to the Commission the proposed project site access and on-site circulation for the Willow Village master plan project including street cross-sections, pedestrian, bicycle and transit facilities. A link to the staff report for that meeting is included as Attachment A. Staff requested that the Commission review the site circulation and access and approve the amendments to the Circulation Element and Zoning Map. The Commission voted to recommend approval of the General Plan Circulation Element and Zoning Map amendments for review and consideration by the Planning Commission and City Council, but provided feedback and comments to improve on-site circulation to prioritize pedestrian and bicycle safety.

The proposed masterplan includes new streets and connections to Willow Road, O'Brien Drive and Adams Court. At the June meeting, the Commission recommended reducing the number of travel lanes on some streets and the lane widths on several streets to reduce speeds, provide more space for bicyclists, and to shorten crossing distances for pedestrians.

At the meeting, Commission members also asked if they could receive an update on the street designs. The next step in the project review process for the changes to the Circulation Element and Zoning Map is the Planning Commission, but staff and the applicant agreed to provide an informational update in advance of the Planning Commission meeting at which these changes would be heard.

Analysis

Following the Commission meeting, staff has worked with the applicant to revise the proposed street layout and cross-sections. The applicant's updated proposal includes narrowing lane widths on most of the internal streets either by providing a painted median or, for Main Street, by using materials to provide a textured median. On Park Street, the applicant is proposing to remove one of the automobile travel lanes, with bike lanes provided in both directions instead.

On a few of the streets, the applicant has retained four lanes to accommodate a complex set of travel movements and their large commuter shuttles that would be accessing the site during the commute peak periods. These wider cross-sections are limited to the first block of Main Street and Park Street and along East Loop Road where the two office parking garages are located. On East Loop Road, the applicant has adjusted the cross section to provide a wider shared use path. Because the office area adjacent to the garages is a closed campus, staff do not anticipate that there will be pedestrians crossing East Loop Road.

Staff generally agrees with the proposed changes, which provide reduced travel lanes on most streets, additional space for bicyclists, and accommodation of additional capacity primarily on the perimeter of the site. Table 1 summarizes the feedback provided by the Commission and the proposed changes to the street network. The revised street circulation and bicycle facilities, as well as roadway cross sections, are included in Attachment B. These updated exhibits will be included in a future plan set submittal.

Table 1: Proposed changes

Street	Commission feedback	Proposed change
Main	<ul style="list-style-type: none"> Consider a narrower cross-section Improve bicycle access Reduce vehicular lane widths 	<ul style="list-style-type: none"> Reduced travel lanes to 11.5 feet Added median treatment using different materials Allow bikes to use wide sidewalks as a multi-use pathway on the first block from Willow Road
Park	<ul style="list-style-type: none"> Consider a narrower cross-section Improve bicycle access Reduce vehicular lane widths 	<ul style="list-style-type: none"> Reduced travel lanes to 11 feet Removed westbound travel lane to provide 3-lane cross-section east of West Street Added bike lanes east of West Street; bicycles can use wide sidewalk/shared use path on first block of Park Street
East Loop	<ul style="list-style-type: none"> Consider a narrower cross-section Reduce vehicular lane widths 	<ul style="list-style-type: none"> Reduced travel lanes to 10 feet for inside lanes and 12 feet for outside lanes Widened paseo pathway from 10 feet to 12 feet
West/Center/East	<ul style="list-style-type: none"> Reduce vehicular lane widths Explore additional bicycle facilities 	<ul style="list-style-type: none"> Reduced travel lanes to 10 to 11.5 feet Added painted median

Schedule and next steps

City staff continue to review the land use entitlements and develop the final EIR for the proposed project. If the Final EIR, development agreement negotiation process, and land use entitlement review (e.g. vesting tentative maps, masterplan plan set, draft conditional development permit, draft below market rate housing agreement) are completed by early October the Planning Commission could review and recommend on the Final EIR and land use entitlements at a meeting in October with the City Council taking initial actions on the proposed project in November 2022.

Impact on City Resources

The applicant is required to pay Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the proposed project. The applicant is also required to fully cover the cost of work by consultants performing environmental review and additional analyses to evaluate potential impacts of the project.

Environmental Review

A project level Draft EIR was released April 8, 2022, beginning the 45-day public review and comment period (ended at 5 p.m. Monday, May 23, 2022.) The Planning Commission held a Draft EIR public hearing at its meeting April 25, 2022. The Project Site is within the General Plan and M-2 Area Zoning Update (ConnectMenlo) study area. ConnectMenlo, which updated the City's General Plan Land Use and Circulation Elements and rezoned land in the M-2 Area (now referred to as the Bayfront Area), was approved November 29, 2016. Because the City's General Plan is a long-range planning document, the ConnectMenlo Final EIR was prepared as a program EIR, pursuant to CEQA Guidelines Section 15168. Section 15168(d) of the CEQA Guidelines provides information for simplifying the preparation of subsequent environmental documents by incorporating by reference analyses and discussions. CEQA Guidelines Section 15162(d) states that where an EIR has been prepared and certified for a program or plan, the environmental review for a later activity consistent with the program or plan should be limited to effects that were not analyzed as significant in the prior EIR or susceptible to substantial reduction or avoidance. The Draft EIR was prepared under the terms of the settlement agreement between the cities of Menlo Park and East Palo Alto, which allows for simplification in accordance with CEQA Guidelines Section 15168 for all topic areas, except housing and transportation. The analysis provided in the Draft EIR tiers from the ConnectMenlo Final EIR, as appropriate. The Draft EIR finds that impacts related to air quality and noise would be significant and unavoidable. The proposed project would result in potentially significant impacts related to transportation, air quality, energy, greenhouse gas emissions, noise, cultural and tribal cultural resources, biological resources, geology and soils, hydrology and water quality, and hazards and hazardous materials, but these impacts would be reduced to a less-than-significant level with implementation of identified mitigation measures. Impacts related to land use, aesthetics, population and housing, public services and recreation, and utilities and service systems would be less than significant.

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. Hyperlink - June 8, 2022, Commission Staff Report: menlopark.org/files/sharedassets/public/agendas-and-minutes/complete-streets-commission/2022-meetings/agendas/20220608-complete-streets-commission-agenda-packet.pdf
- B. Proposed updated site circulation and cross-sections

Report prepared by:
Kristiann Choy, Senior Transportation Engineer

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

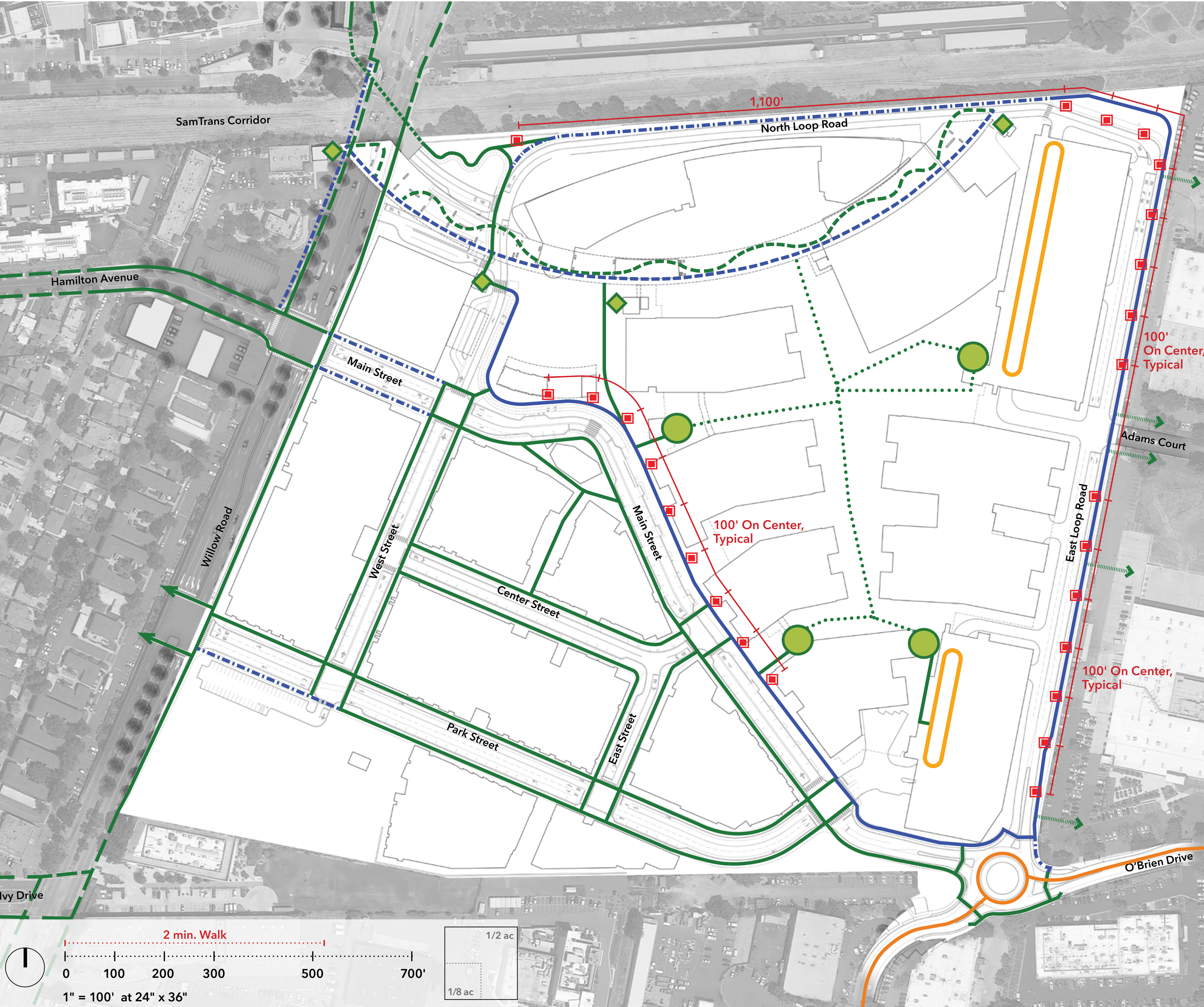
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LEGEND	
	Vehicular Route
	Restricted Vehicular Route
	Sub-grade Vehicular Route
	Passenger & Commercial Loading / Service (Metered Parking at Off-Peak Hours)
	Passenger & Commercial Loading / Drop-off
	Garage Access
	FB Commuter Shuttle and Tram Only Approach
Note: Proposed primary vehicle route is conceptual and may be subject to change. Proposed lane configurations are conceptual and subject to additional review and refinement.	



LEGEND	
	Vehicular Route
	Restricted Vehicular Route
	Sub-grade Vehicular Route
	Passenger & Commercial Loading / Service (Metered Parking at Off-Peak Hours)
	Passenger & Commercial Loading / Drop-off
	Garage Access
	FB Commuter Shuttle and Tram Only Approach
Note: Proposed primary vehicle route is conceptual and may be subject to change. Proposed lane configurations are conceptual and subject to additional review and refinement.	



LEGEND

	Existing Pedestrian Circulation
	Pedestrian Circulation
	Subgrade Pedestrian Circulation
	Elevated Park Pedestrian Circulation
	Internal Campus Pedestrian Circulation
	Potential Future Connection
	Paseo
	Multi-Use Pathway
	Elevated Park Multi-Use Pathway
	Furnishing Zone
	Elevated Park Access (Publicly Accessible)
	Secure Campus Entry
	Transit Hub

Note:

- Proposed primary pedestrian is conceptual and may be subject to change.
- Refer to Appendix 4 for parcel-by-parcel details on short and long term bike parking.



LEGEND

Paseo

Multi-Use Pathway

Elevated Park Multi-Use Pathway

Existing Class II Bikeway

Class II Bikeway

Class IV Bikeway

Subgrade Class IV Bikeway

Class III Bikeway

On-Street Bike Circulation

Suggested Bike Routes*

Potential Future Connection

Furnishing Zone

Transit Hub

* Information Source:

• Menlo Park Comprehensive Bicycle Development Plan, City of Menlo Park, 2005

• San Mateo Bike Map Southeast Booklet, City/County Association of Governments of San Mateo County

• Proposed primary bike route is conceptual and may be subject to change.

• Refer to Appendix 4 for parcel-by-parcel details on short and long term bike parking.

BICYCLE PARKING REQUIREMENT PER ZONING					
Land Use	Development Maximum	Menlo Park Municipal Code			
		Short-Term Ratio	Spaces	Long-Term Ratio	Spaces
Office	1,600,000 sf	20% of 1.0/5,000sf	64	80% of 1.0/5,000sf	256
Hotel	172,000 sf	20% of 1.0/5,000sf	7	80% of 1.0/5,000sf	28
Residential	1,730 unit	10% of 1.5/1unit	260	1.5/1unit	2,595
Commercial	200,000 sf	80% of 1.0/5,000sf	32	20% of 1.0/5,000sf	8

CDP STANDARDS			
Land Use	Development Maximum	Short-Term Ratio / Spaces	Long-Term Ratio / Spaces
Office	1,600,000 sf	133 spaces	340 spaces
Hotel	172,000 sf	Per zoning code	Per zoning code
Residential	1,730 unit	Per zoning code	Per zoning code
Commercial	200,000 sf	Per zoning code	Per zoning code

Note: Bicycle parking depicted is illustrative and may be subject to change, but will remain compliant with Parking Requirements per Zoning and CDP Standards.

MASTER PLAN

Peninsula Innovation Partners

Conditional Development Permit

WILLOW VILLAGE

Menlo Park, CA

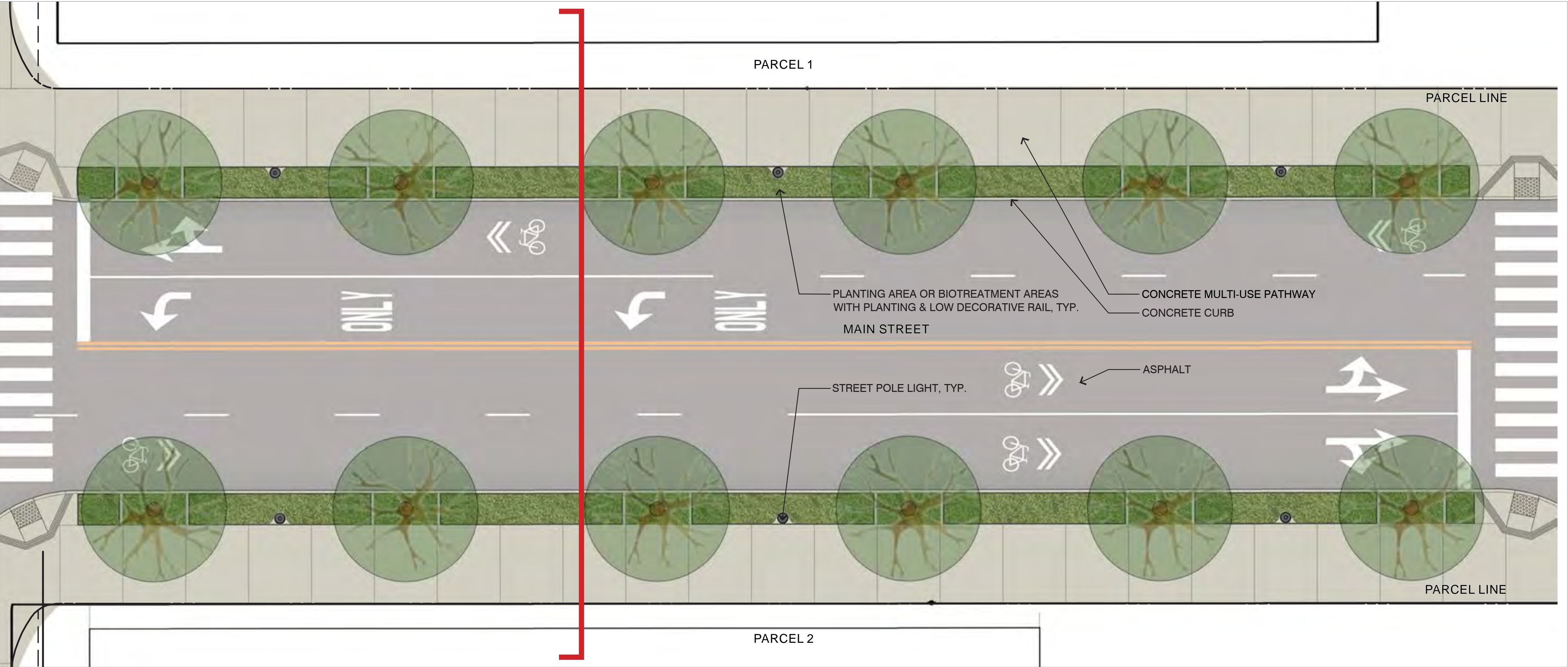
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Conceptual Bicycle Circulation Plan

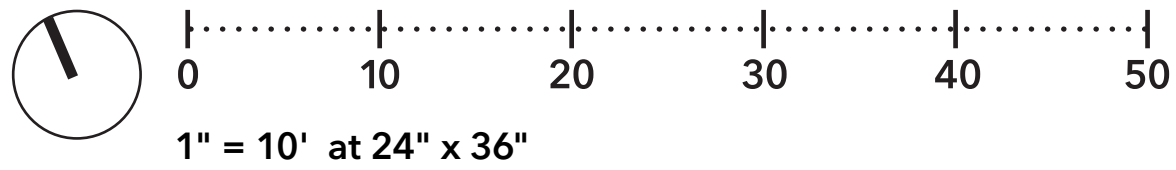
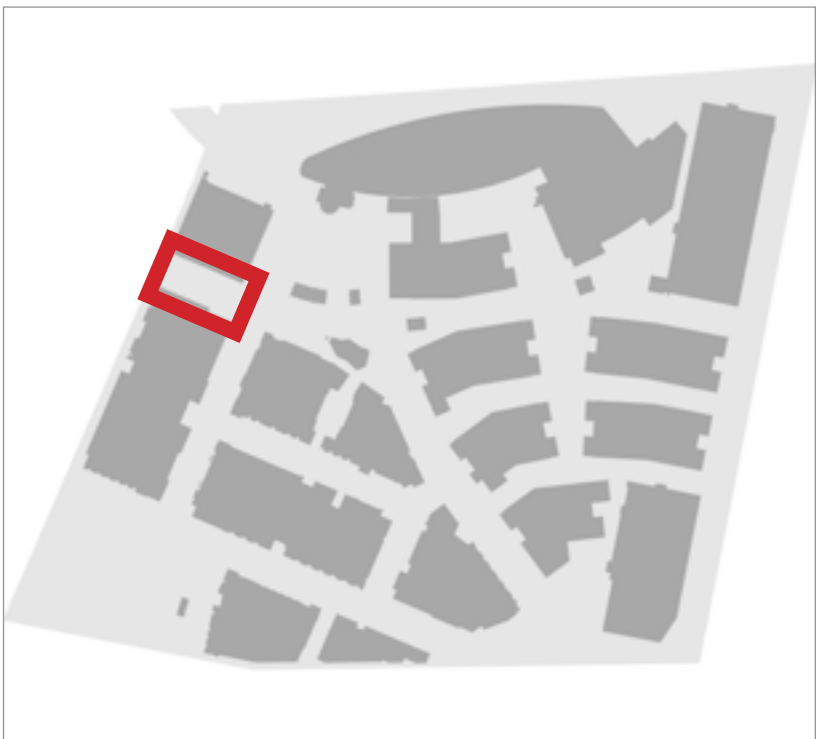
September 8, 2022



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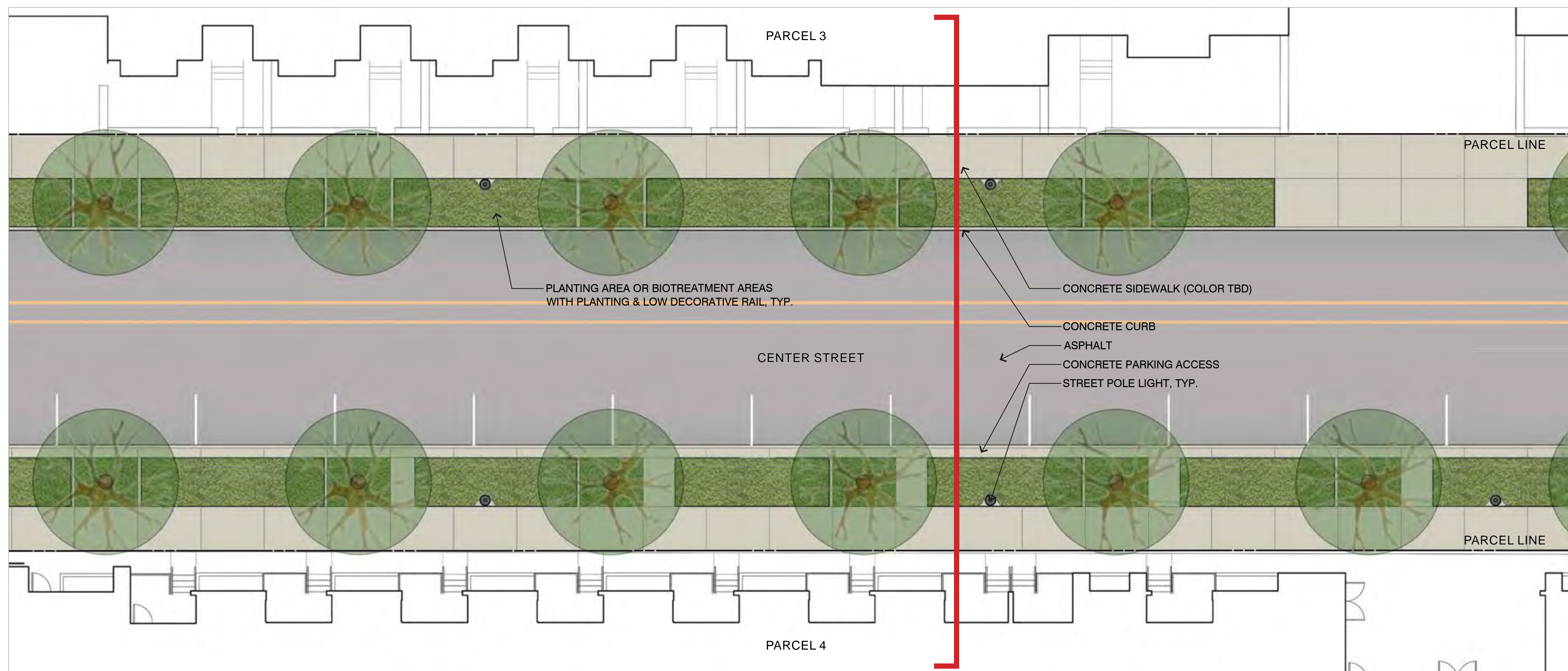


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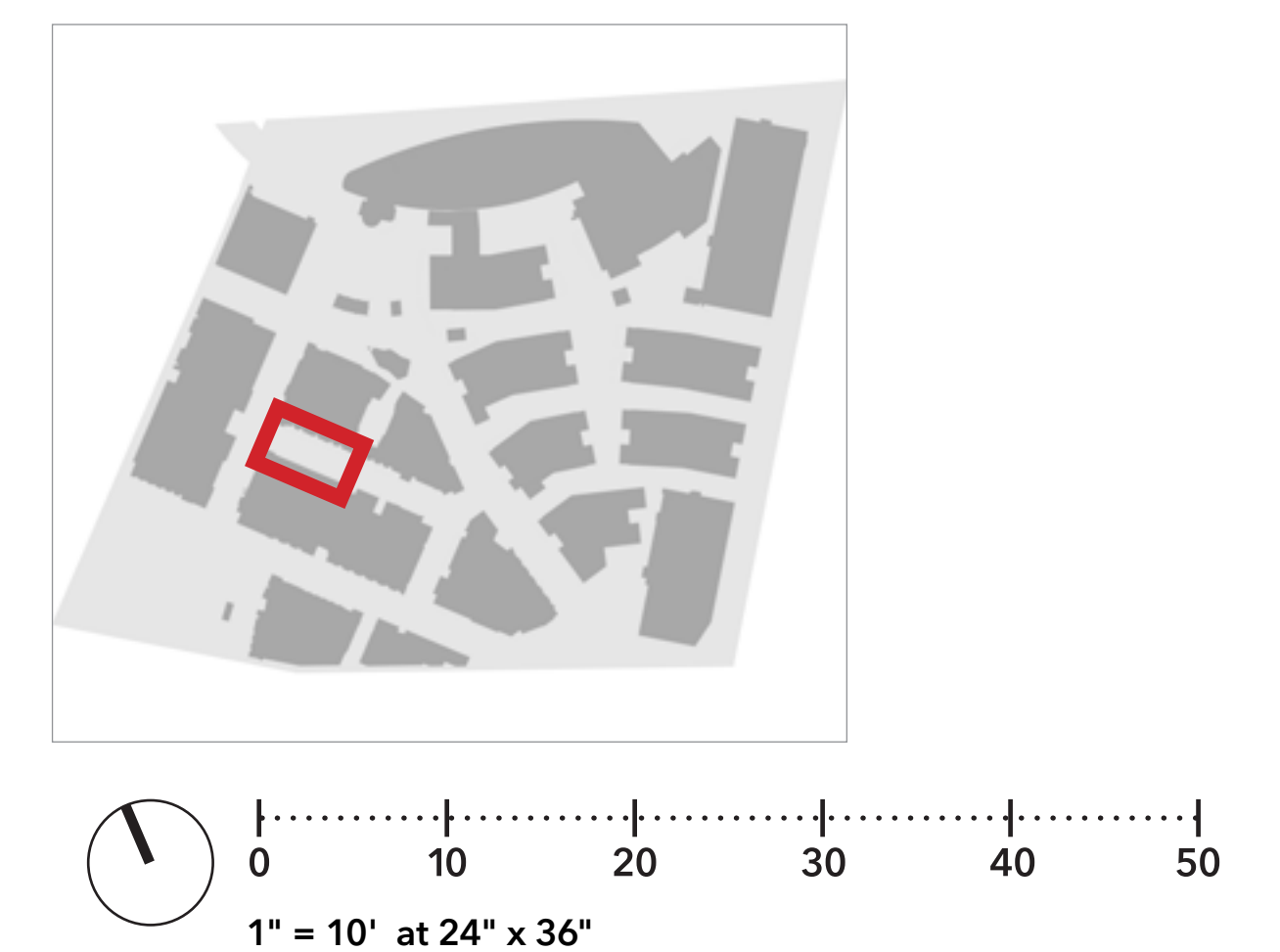




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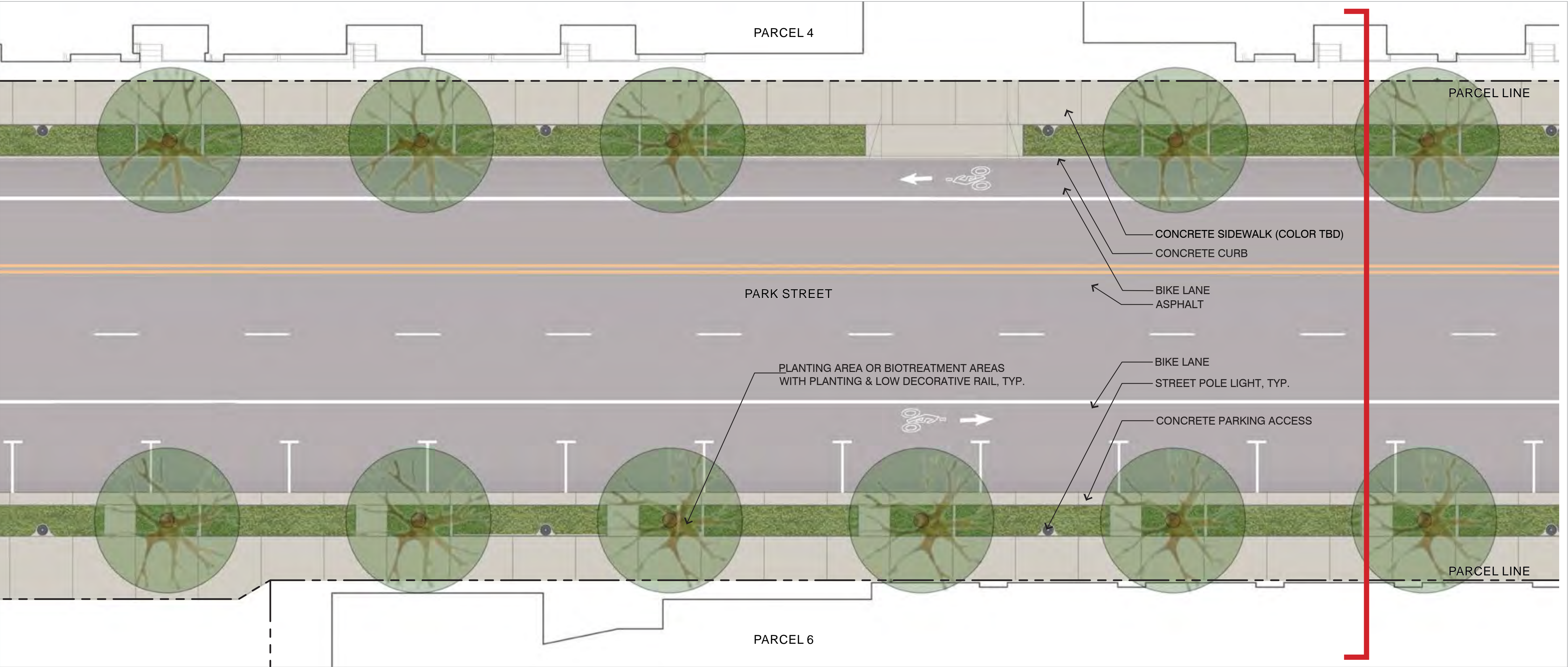


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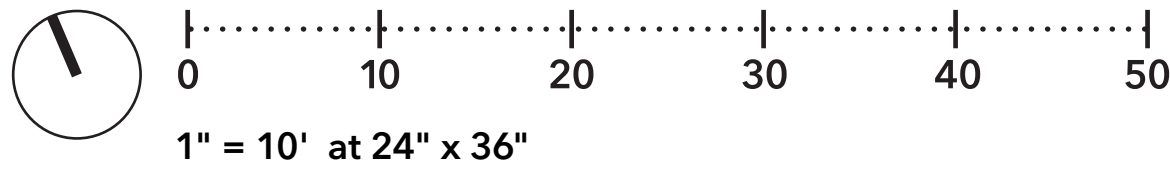
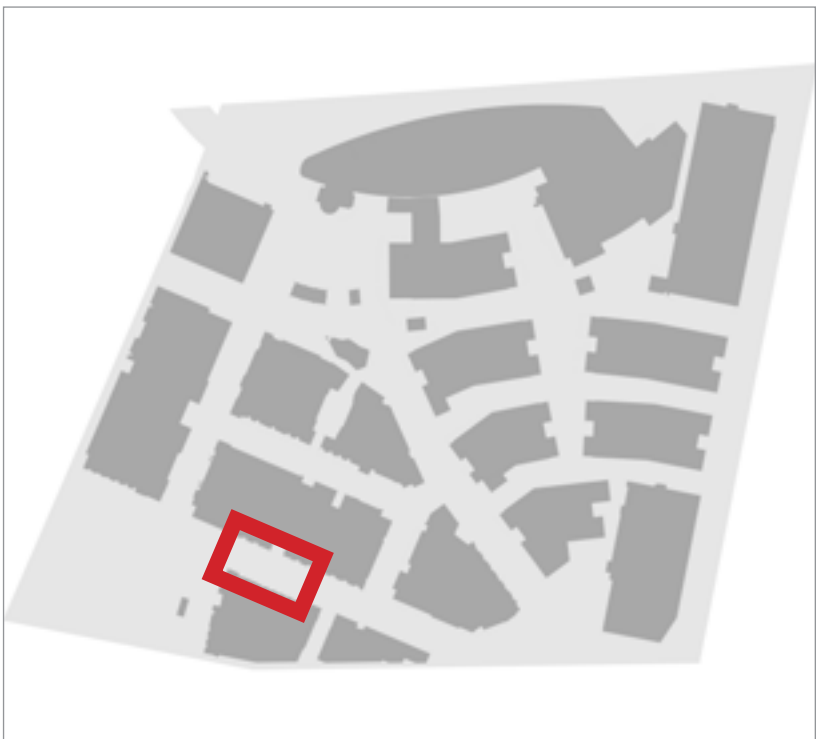




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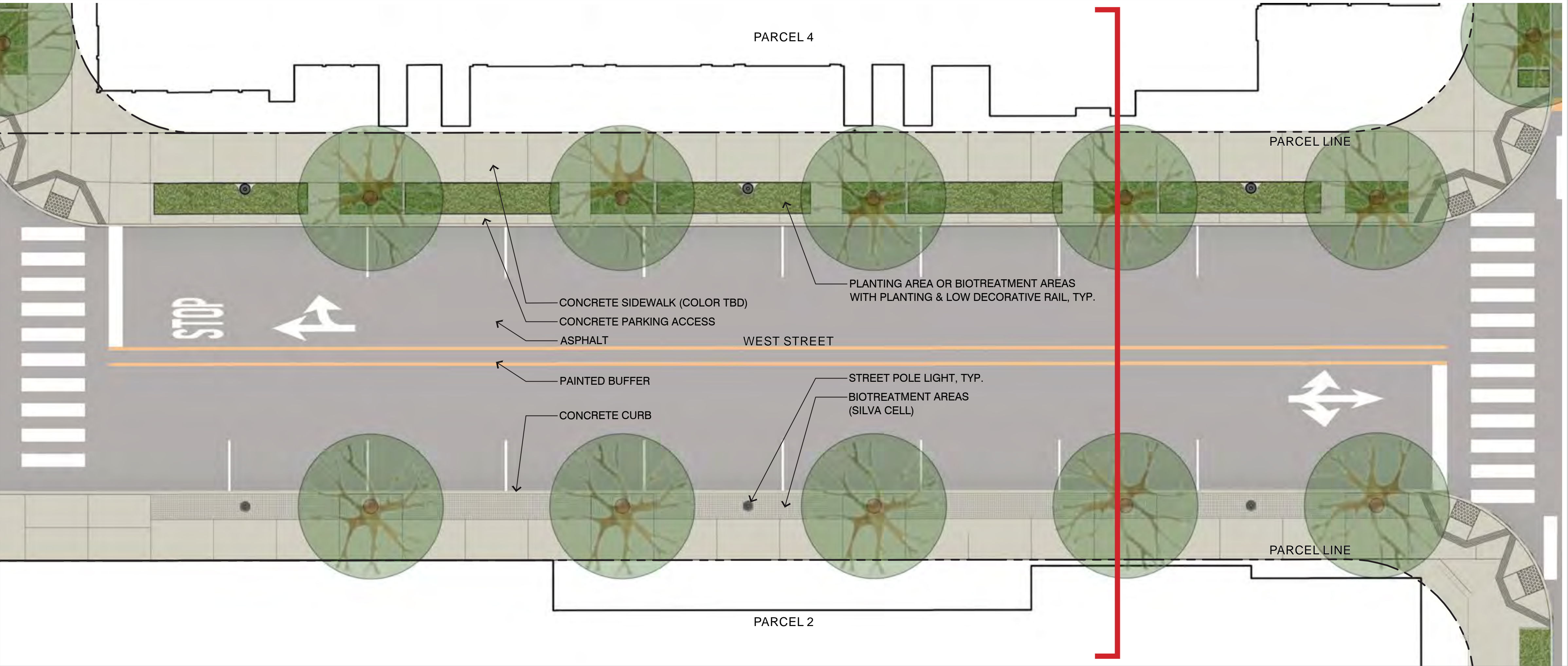


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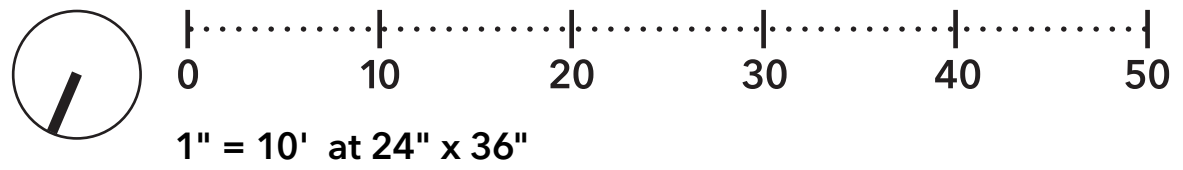
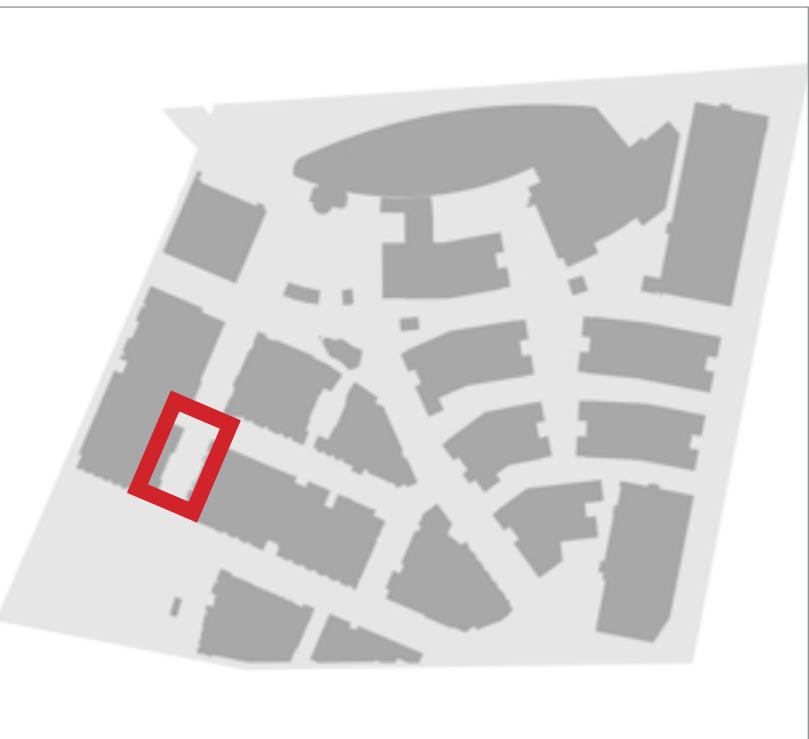




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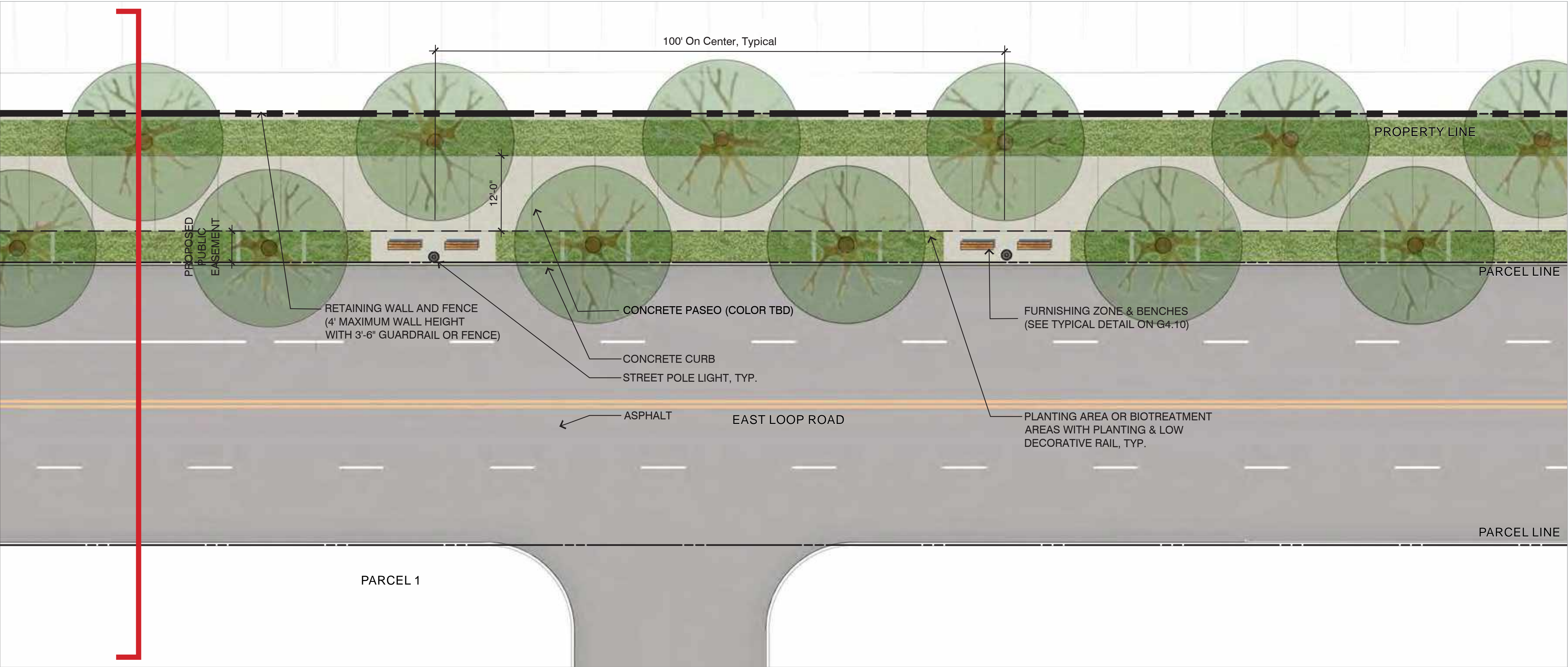


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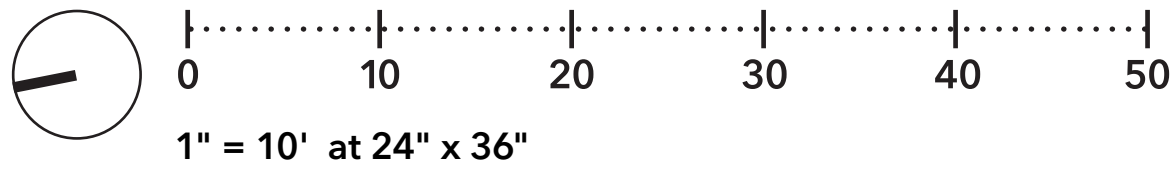
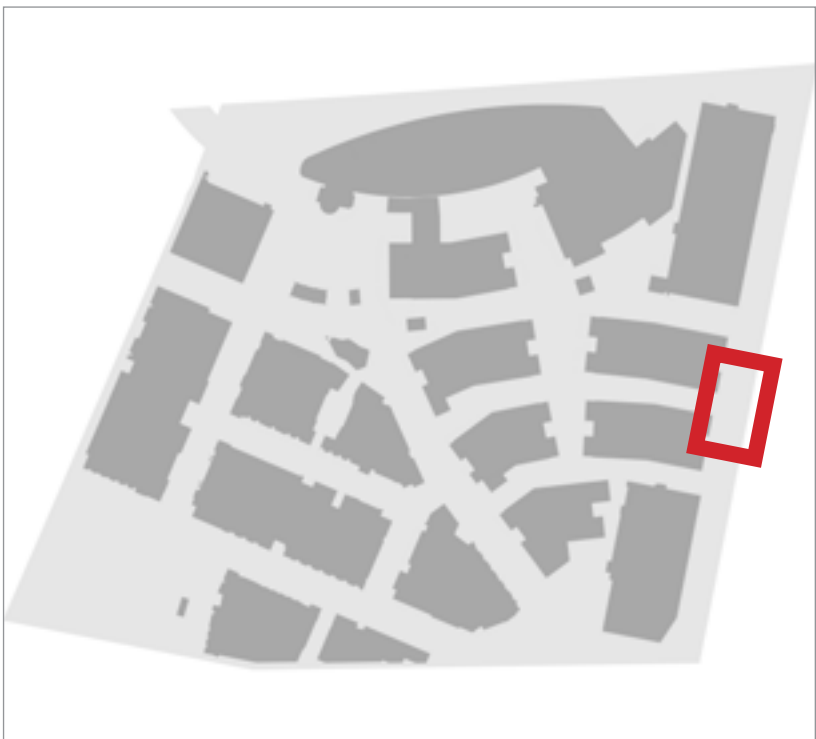




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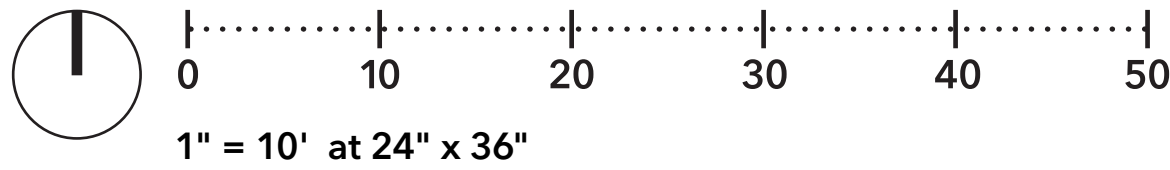
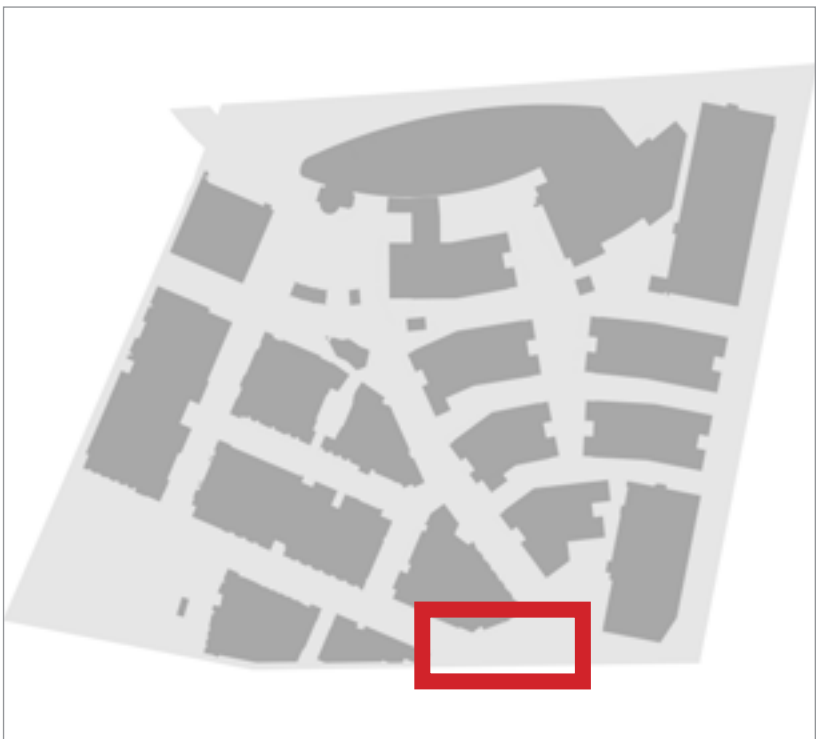


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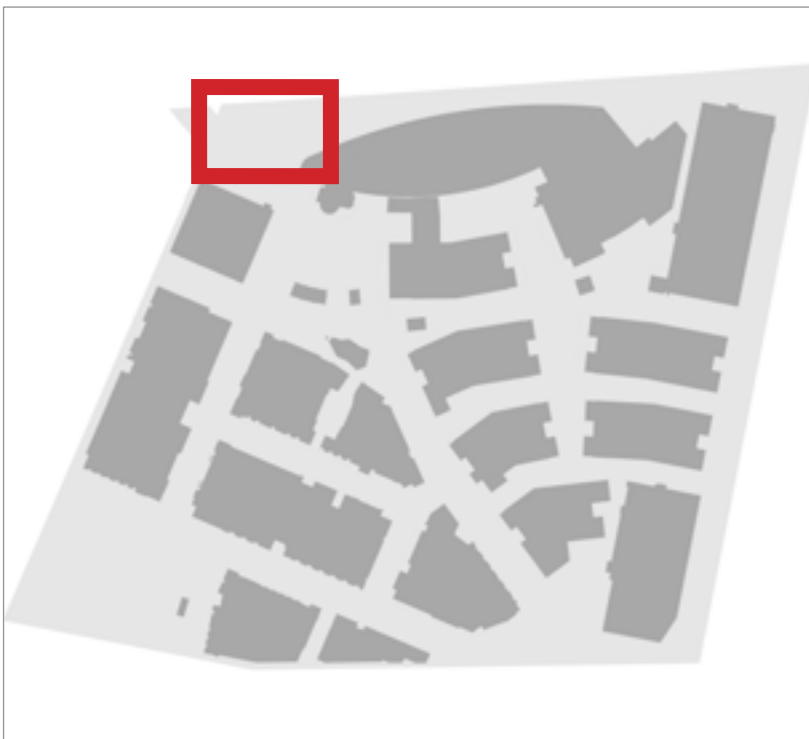


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