

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 11/9/2022
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381 and
City Hall – Downtown Conference Room
701 Laurel St., Menlo Park, CA 94025

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Cal. Gov. Code §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, in-person, at City Hall – Downtown Conference Room
 - 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 website at menlopark.gov. 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.gov/agendas).

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 October 12, 2022 ([Attachment](#))
- E2. Adopt a resolution to install a no parking zone at 190 East O'Keefe Street ([Staff Report #22-014-CSC](#))
- E3. Evaluate commission subcommittees to support City Council priorities

F. Informational Items

- F1. Update on major project status

G. Committee/Subcommittee Reports

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 Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 11/3/2022)

Complete Streets Commission



REGULAR MEETING MINUTES – DRAFT

Date: 10/12/2022
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Chair Cole called the meeting to order at 6:33 p.m.

B. Roll Call

Present: Behroozi, Cebrian, Cole, Jensen, King, Kollmann
Absent: Altman
Staff: Assistant Public Works Director – Transportation Hugh Louch, Associate Transportation Planner Nicholas Yee, 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 September 14, 2022 Commission meeting.

D. Public Comment

- Daniel Francisco requested traffic calming measures for Oak Avenue.

E. Regular Business

- E1. Accept the Complete Streets Commission minutes for September 14, 2022 (Attachment)

ACTION: Motion and second (Kollmann/ Cebrian), to accept the Complete Streets Commission minutes for September 14, 2022, including one edit to item E2: removal of “due”, passed 4-0 (Cebrian and King abstaining, Altman absent).

- E2. Recommend the adoption of Resolution No. 2022-6 to install no parking zones on Alma Street to facilitate the installation of an on-street bicycle corral (Staff Report #22-013-CSC)

Staff Yee made the presentation (Attachment).

The Commission discussed the current bicycle parking rate, concentration of parking spaces, parking safety, and exploring additional monitoring and new parking space opportunities.

ACTION: Motion and second (Behroozi/ Jensen), to adopt Resolution No. 2022-6 to install no parking zones on Alma Street to facilitate the installation of an on-street bicycle corral, passed 6-0 (Altman absent).

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on the Local Safety Plan, County's Ringwood Avenue/Coleman Avenue transportation study, Caltrain quiet zone feasibility study, and the El Camino Real crosswalk project.

G. Committee/Subcommittee Reports

Chair Cole recommended and received Commission support to modify reporting format for future agendas and meetings.

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

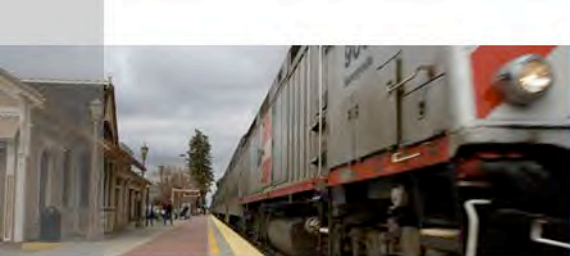
Chair Cole adjourned the meeting at 7:18 p.m.

Kevin Chen, Senior Transportation Engineer



INSTALLATION OF RED CURB AND PARKING REMOVAL ON ALMA STREET

Complete Streets Commission | October 12, 2022

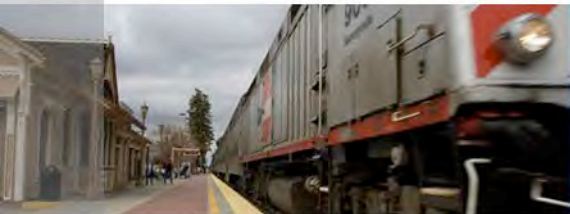


BACKGROUND



- Menlo Park Caltrain Station transit services:
 - Caltrain: 2 trains/hour stopping in Menlo Park
 - SamTrans: ECR, 296, school tripper routes
 - Menlo Park Shuttles: Crosstown, Marsh, Willow
- Bicycling
 - Great alternative to transit or driving to connect to Caltrain
 - Or to connect to transit options at the station



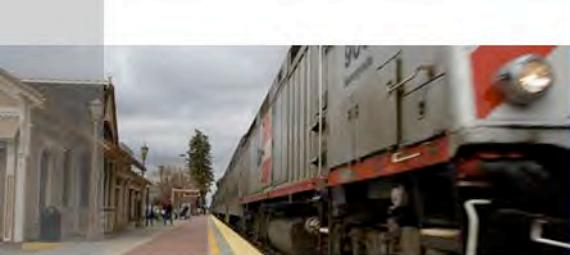


BICYCLE PARKING FACILITIES

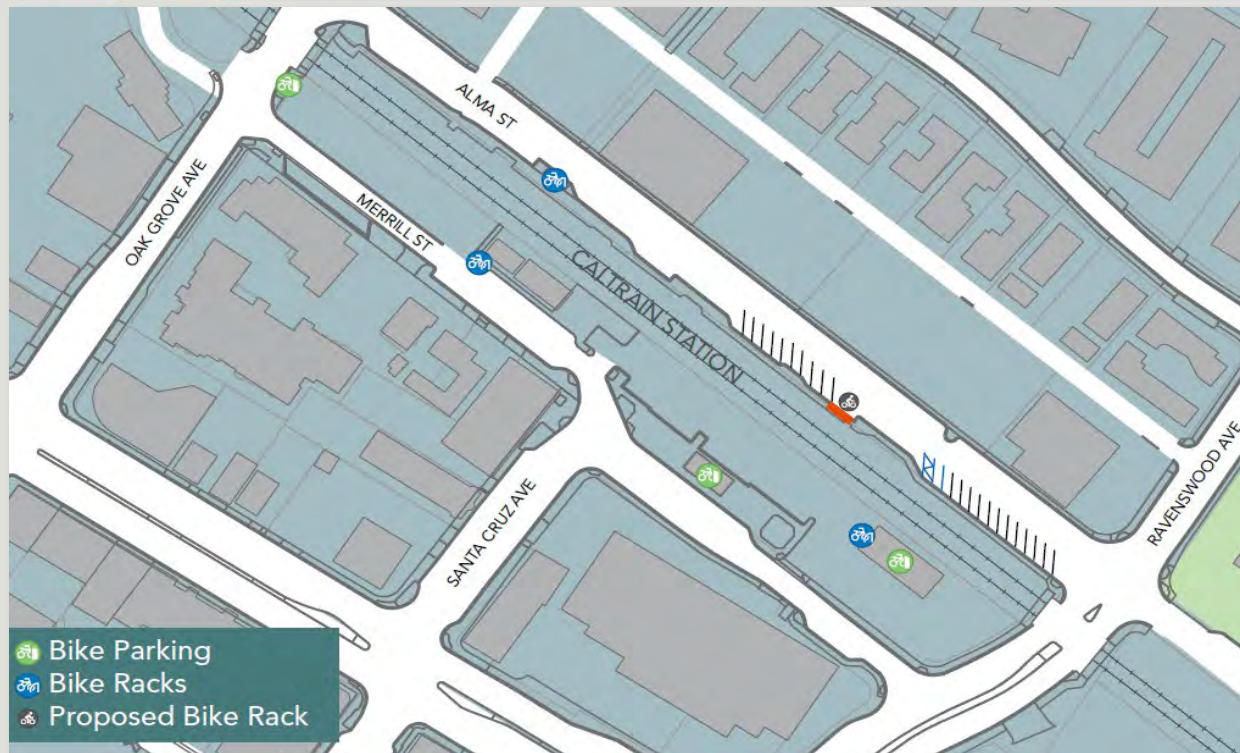


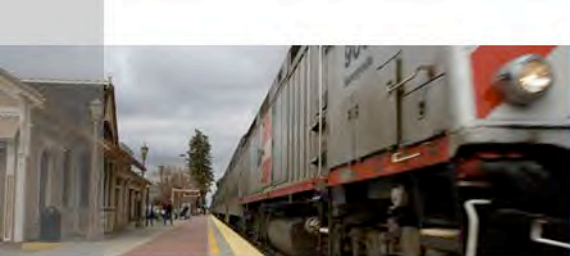
- Bicycle parking at station:
 - 81 secure spots in lockers or sheds
 - 18 spots on racks
- BikeLink e-lockers recently installed by Caltrain in May 2022





BICYCLE PARKING FACILITIES



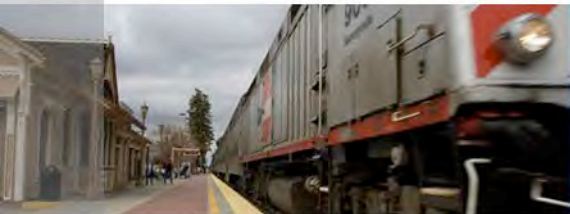


BICYCLE PARKING NEEDS AND CHALLENGES



- Limited bicycle parking along northbound Caltrain platform (Alma Street)
- Demand for parking shown at southern entrance to northbound platform
- Lack of parking leads to bicyclists locking bicycle to stair handrails, blocking the sidewalk for pedestrians and wheelchairs



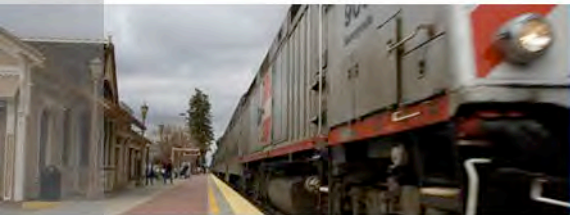


REQUEST FOR RED CURB



- Two angled parking spots on Alma Street
- Located near stairs to southern entrance to northbound Caltrain platform
- Installation of on-street bicycle corral
 - Accommodates eight racks for 16 bicycles without obstructing sidewalk access
 - Net gain of 16 bicycle parking spots to current 99 at Caltrain station, in area lacking adequate spots



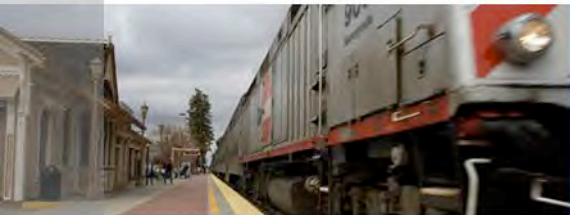


ON-STREET BICYCLE CORRALS



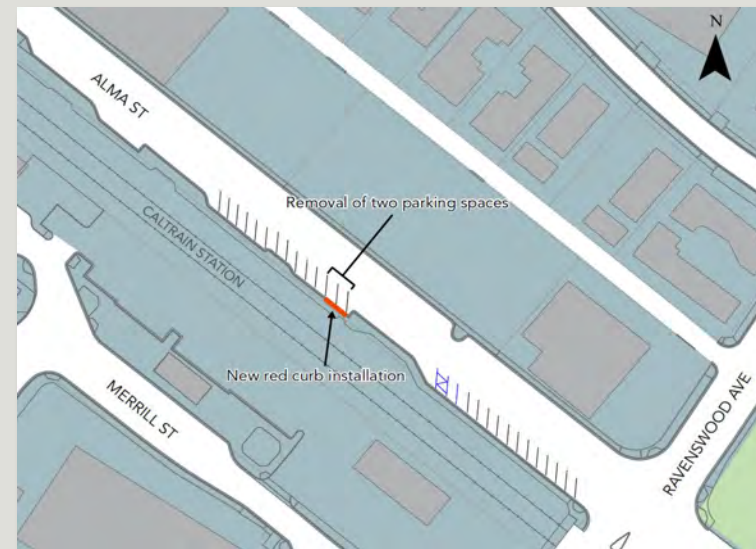
- Way to add bicycle parking while maintaining sidewalk access
- Exist already around City, such as at Santa Cruz Avenue and Curtis Street





RECOMMENDATION

- Adopt a resolution to install red curb and removal of two on-street angled parking spaces on Alma Street to facilitate the installation of an on-street bicycle corral





THANK YOU

THIS PAGE INTENTIONALLY LEFT BLANK

Public Works

**STAFF REPORT****Complete Streets Commission**

Meeting Date: 11/9/2022
Staff Report Number: 22-014-CSC

Regular Business: Adopt a resolution to install a no parking zone at 190 East O'Keefe Street

Recommendation

Staff recommends that the Complete Streets Commission (Commission) adopt a resolution (Attachment A) to install no parking zone at 190 East O'Keefe Street.

Policy Issues

This alteration is consistent with policies CIRC-1.1, CIRC-4.4 in the 2016 General Plan Circulation Element. These policies 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

East O'Keefe Street has a prima facie speed limit of 25 miles per hour (mph), the default speed for local access roads. 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.

On September 14, 2022, in response to resident requests to address inadequate line of sight exiting the apartment complex at 190 East O'Keefe Street, the Completed Street Commission approved the installation of no parking zones next to the driveway. The approved no parking zones consist of 26 feet of red curb north of the driveway and 49 feet of red curb south of the driveway. A hyperlink to the staff report is included as Attachment B.

During the Commission meeting, many 190 East O'Keefe Street residents spoke in support of a longer no parking zone north of the driveway, to provide better sight visibility of southbound vehicles traveling through the "s-curve" (i.e., horizontal bend on a roadway) on East O'Keefe Street.

Analysis

Per the Commission's direction, staff evaluated the request and concluded that an additional 18 feet of no parking zone north of the 190 East O'Keefe Street driveway will provide improved visibility of southbound vehicles exiting the "s-curve" on East O'Keefe Street.

Next steps

Per Section 11.24.028 of the Municipal Code, if this alteration is approved, any Menlo Park resident, business owner, or property owner may appeal to the City Council in writing within fifteen (15) days after the

decision, by November 24, 2022.

Impact on City Resources

If approved, this low cost alteration will be implemented either through the City's signing and striping maintenance program or the City's Maintenance Division.

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 alteration and meeting information were placed on A-frames at the site.

Attachments

- A. Resolution
- B. Hyperlink – September 14, 2022 Complete Streets Commission Staff Report #22-011-CSC:
menlopark.gov/files/sharedassets/public/agendas-and-minutes/complete-streets-commission/2022-meetings/agendas/20220914-complete-streets-commission-agenda.pdf

Report prepared by:

Phu Nguyen, Engineering Technician II

Report reviewed by:

Kevin Chen, Senior Transportation Engineer

RESOLUTION NO. XXXX**RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE
CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF NO
PARKING ZONE NORTH OF 190 EAST O'KEEFE STREET**

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

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

WHEREAS, the California Vehicle Code section 22507 authorizes local jurisdictions to restrict or prohibit parking on roads within their jurisdiction; and,

WHEREAS, Section 11.24.026 of the Menlo Park Municipal Code authorizes the Complete Streets Commission to remove up to 5 parking spaces per locations in locations outside of the "Downtown/Station Area" as identified in the El Camino Real and Downtown Specific Plan; and,

WHEREAS, on September 14, 2022, the Complete Streets Commission authorized the installation of no parking zones at 190 East O'Keefe Street; and,

WHEREAS, during the meeting, in response to public speaker requests for more sight visibility around the "s-curve", the Commission asked for a future action to further extend the no parking zone north of the driveway, by approximately one additional parking space; 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.

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park does hereby authorize the installation of no parking zone, north of 190 East O'Keefe Street, as shown in 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 ninth day of November, 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 ___ day of November, 2022.

Kevin Chen
Complete Streets Commission Liaison

Exhibit

A. Proposed no parking zone north of 190 East O'Keefe Street



Existing conditions at 190 East O'Keefe Street



Proposed conditions

THIS PAGE INTENTIONALLY LEFT BLANK