

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 12/14/2022
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. You are not required to provide your name or City of residence, but it is helpful. 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 November 9, 2022 ([Attachment](#))

F. Study Session

- F1. Provide direction on the Menlo Park Community Campus parking management plan ([Staff Report #22-015-CSC](#))

G. Informational Items

- G1. Update on major project status

H. Committee/Subcommittee Reports

I. 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: 12/8/2022)

Complete Streets Commission



REGULAR MEETING MINUTES - DRAFT

Date: 11/9/2022
Time: 6:30 p.m.
Location: Zoom and City Hall – Downtown Conference Room
 701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Cole called the meeting to order at 6:38 p.m.

B. Roll Call

Present: Altman, Behroozi, Cebrian, Cole, Jensen, King
Absent: Kollmann
Staff: Assistant Public Works Director – Transportation 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 October 12, 2022 Commission meeting.

D. Public Comment

None.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for October 12, 2022 (Attachment)

ACTION: Motion and second (Jensen/ Behroozi), to accept the Complete Streets Commission minutes for October 12, 2022, passed 5-0 (Altman abstaining, Kollmann absent).

E2. Adopt a resolution to install a no parking zone at 190 East O'Keefe Street (Staff Report #22-014-CSC)

Staff Chen made the presentation (Attachment).

- Sarah Fernandez spoke on no parking zone length and the need for more enforcement.
- Nina Anberg spoke on concerns related to cars illegally parking in the no parking zone and the need for physical barriers.

The Commission discussed the limitations of a no parking zone, physical barriers/ mirrors to supplement the no parking zone, enforcement frequency, and other traffic calming measures.

ACTION: Motion and second (Cole/ Cebrian), to adopt a resolution to install a no parking zone, monitor violations, and explore physical barriers/ mirrors to supplement the no parking zone, passed 6-0 (Kollmann

E3. Evaluate commission subcommittees to support City Council priorities

Staff Chen introduced the item (Attachment).

The Commission discussed subcommittee roles and responsibilities, membership, and subcommittee titles.

ACTION: Motion and second (Cole/ Cebrian), to approve the following changes:

- Rename Downtown Access and Parking Subcommittee to Downtown Access and Circulation Subcommittee, and remove Commissioner Behroozzi from the subcommittee
- Add Chair Cole to the Zero Emission Subcommittee,

passed 6-0 (Kollmann absent).

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on the Bayfront Expressway part-time bus-only lanes and Ravenswood Avenue bike lane pilot project.

G. Committee/Subcommittee Reports

None.

H. Adjournment

Chair Cole adjourned the meeting at 8:21 p.m.

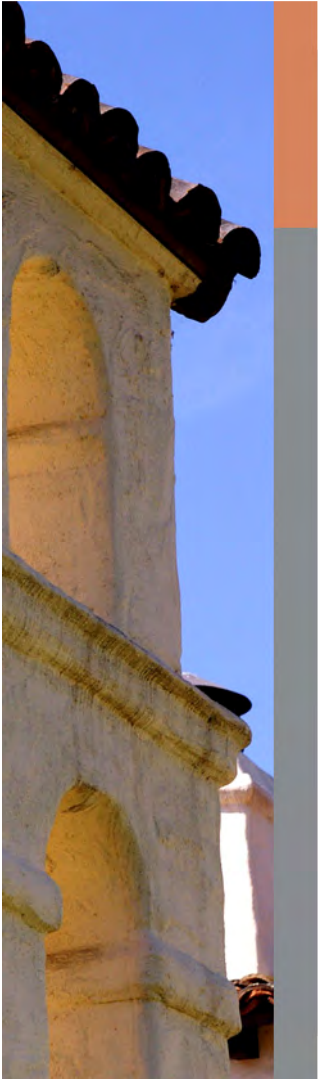
Kevin Chen, Senior Transportation Engineer



ADOPT RESOLUTION TO INSTALL NO PARKING ZONE AT 190 O'KEEFE STREET

Complete Streets Commission Meeting: November 9, 2022

ARRIAGA FAMILY
GYMNASIUM



AGENDA

- Background
- Evaluation
- Recommendation



BACKGROUND

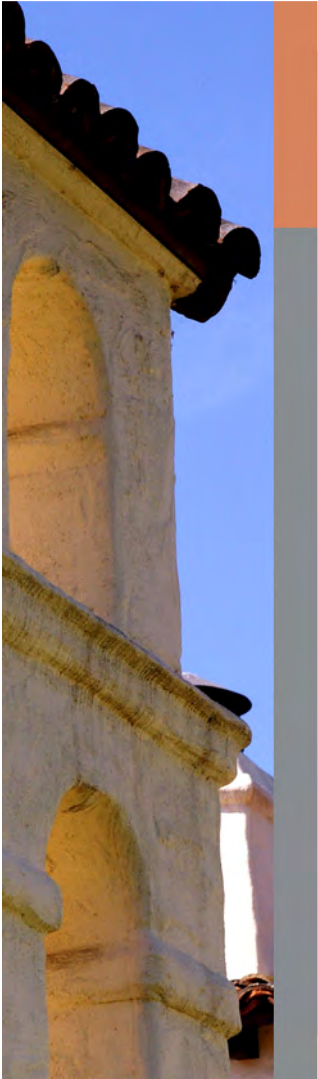
- September 14 Commission meeting
 - Approved no parking zones adjacent to driveway: 26' total
 - Supported a longer no parking zone to the north



Looking left at 3' beyond the edge of the driveway

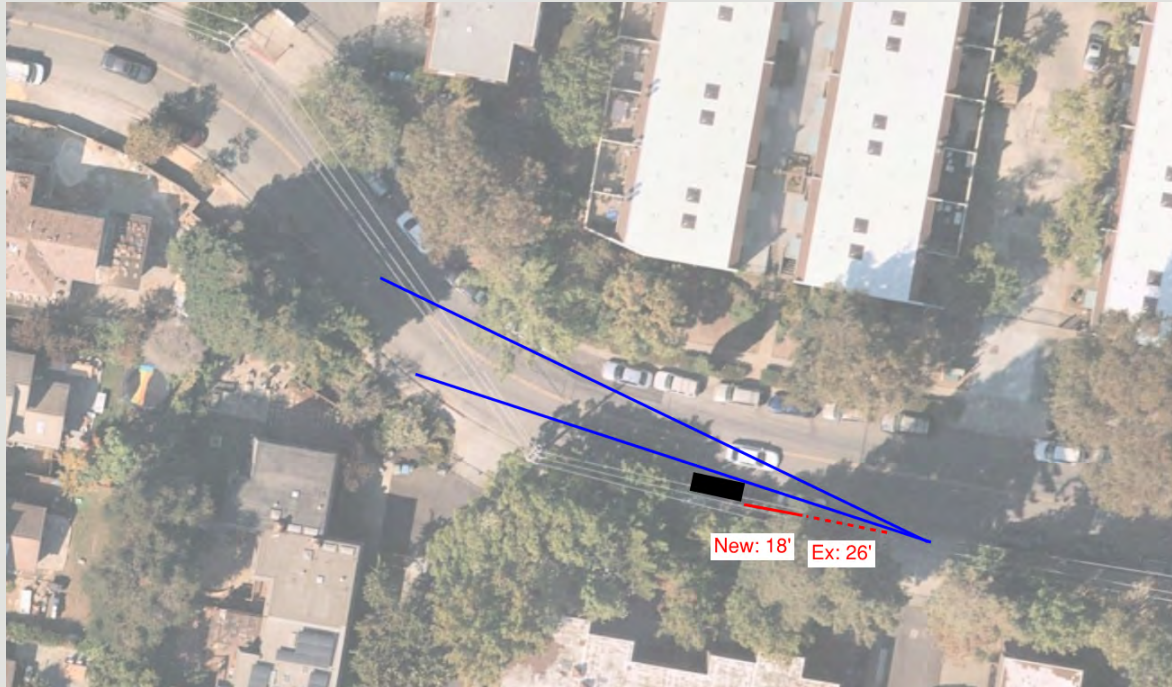


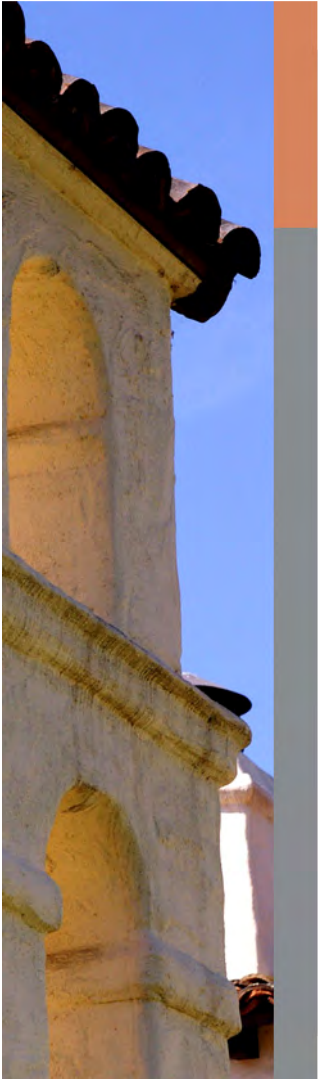
Looking right at 3' beyond the edge of the driveway



EVALUATION

- Add 18' no parking zone: improve line of sight to ~185'





RECOMMENDATION

- No parking zone north of driveway
 - Add 18' to existing of 26'





**THANK YOU &
QUESTIONS**



SUBCOMMITTEES

- Downtown Access and ~~Parking~~ Circulation (*Altman/Behroozi/Cole*)
- Multimodal Metrics (*Altman/Behroozi*)
- Safe Routes to School Program (*Behroozi/Cebrian/King*)
- Transportation Master Plan Implementation Subcommittee (*Altman/Behroozi/Cebrian*)
- Zero Emission Subcommittee (*Cole/Jensen*)

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STAFF REPORT

Complete Streets Commission

Meeting Date: 12/14/2022

Staff Report Number: 22-015-CC

Study Session:

Provide direction on the Menlo Park Community Campus parking management plan

Recommendation

Staff recommends the Complete Streets Commission provide feedback on recommendations developed for the Menlo Park Community Campus (MPCC) parking management plan (Plan).

Policy Issues

City Council established the MPCC project as one of the City's top priorities.

The development of a parking management plan is consistent with policies and programs (i.e., CIRC-7.2, CIR-7.4) stated in the 2016 General Plan Circulation Element. These policies and programs seek to ensure properly designed and efficiently used off-street parking facilities.

Background

On December 16, 2019, META (formerly Facebook) submitted its proposal to develop a new multigenerational center at 100-110 Terminal Avenue to incorporate the former Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center (childcare), Belle Haven Pool and branch library. The new branch library is intended to replace the existing Belle Haven Branch Library located within the Belle Haven Elementary School.

The City Council approved the MPCC project on January 12, 2021, and the pool design on February 1, 2021. The new 37,080 square foot (s.f.) building will replace the former 34,080 s.f. community center.

Construction began in November 2021 and is tentatively set to open in 2024. Attachment A illustrates the proposed site plan including the MPCC project, Beechwood School, and Kelly Park (Site).

Shared parking analysis

In late 2020, META retained a transportation consultant (Fehr & Peers) and conducted a shared parking analysis based on the existing and future land uses within the Site. For the purpose of this discussion, the Site is divided into two community areas: 1) MPCC plus Beechwood School, and 2) Kelly Park.

Given the various components of the Site generate parking demand that peak at different times of the day and the additional demand of a new branch library, the consultant worked with City staff and developed parking demand assumptions under existing and future conditions. In general, the parking supply provided for each community area is insufficient to accommodate their respective peak hour demands. However, given the non-competing demands from these two community areas, the total supply would be sufficient if combined.

While it may be less convenient to park and walk to opposite sides of the Site, considering both areas together allows purposeful community space to be maximized over additional parking spaces. Further, staff has evaluated the operational needs of the various site components to work towards minimizing the impact on site users (i.e., ensuring accommodation for Beechwood School, childcare pick up and senior parking). Table 1 summarizes the findings.

Table 1: Shared parking analysis – Weekday summary						
Community area	Peak hour	Demand	Existing		Future	
			Supply	Peak hour	Demand	Supply
MPCC + Beechwood school	3pm	123	87	11am	128	111
Kelly Park	5pm	65	59	5pm	65	53
Entire Site	4pm	135	146	6pm	155	164

While the future parking supply is expected to accommodate typical weekday/weekend demand, the analysis did not evaluate the demand of special large events that are typically held only a few times a year. Based on previous observations, staff acknowledge that some of these special large event may have parking demands that exceed capacity. Staff will continue to collect feedback and explore strategies to reduce parking demand.

A hyperlink to the December 14, 2020 Planning Commission staff report that includes the comprehensive shared parking analysis is included as Attachment B.

Site plan

In early 2022, the City reviewed and requested additional pedestrian circulation improvements boarding the MPCC building frontage (i.e., converted a standard crosswalk to a raised crosswalk), which reduced the total future parking supply from 164 to 162 parking spaces.

Potential stop sign at Terminal Avenue and Del Norte Avenue

In response to resident requests, on October 18, 2022, the City Council approved a number of intersections citywide to receive new stop signs, including the intersection of Terminal Avenue and Del Norte Avenue.

Currently, vehicles passing through the intersection are stop-controlled on Del Norte Avenue and free flowing on Terminal Avenue. With new stop signs on Terminal Avenue, it will become an all-way stop intersection.

Analysis

The new MPCC will incorporate space for facilities and services previously located on-site. As a result, parking demand is likely to remain similar for each of the existing uses (e.g., community center, youth center, pool, Beechwood School, etc). Staff recognize discussions about community programming and facility operating hours are still ongoing and could influence future parking needs. As a result, staff will continue to explore and emphasize transportation demand management programs through these discussions to minimum parking demand.

While the addition of a relocated branch library was captured in the shared parking analysis, staff has identified additional components that could influence existing/ future parking and circulation demands.

Pick up/drop off demand

In response to the 2019 pandemic, the City modified the delivery method of two critical community food/meal distribution services to our seniors and families. This change allowed community members to circulate the site without exiting their vehicles to minimize exposure. This delivery method is expected to continue after the MPCC project is completed.

The Youth Center after school programs will continue the practice of parental “sign-out” release. As a result, most vehicles will require short term parking. These activities will likely occur between the hours of 5 p.m. to 6 p.m.

General expansion of activities and operating times at the community center and a national trend towards use of transportation network companies (e.g., Uber/Lyft) may also increase the extent of pick up and drop off behavior. These trends are difficult to estimate before the center has opened and will likely make sense to monitor over time.

Overnight parking

Through community feedback and staff observations, vehicles park overnight at the former community center parking lot and are expected to return after the MPCC project is completed. This demand is partially the result of a City policy (Municipal Code 11.24.050) that prohibits vehicles from stopping/standing/parking on residential zones between 2 a.m. and 5 a.m.

With the MPCC project, the pool and community service operations may open earlier in the morning (e.g., pool service could begin as early as 5 a.m., depending on the contract with the future pool operator).

Feedback

Based on the findings above, staff is requesting feedback from the Commission on the following considerations (illustrated in Attachment C):

- Prioritization of parking for Beechwood School, consistent with past practice
- Installing a small number of time restricted spaces to serve high turnover uses
- Designating priority spaces for seniors
- Converting the MPCC building frontage drive aisle to one-way circulation to serve pick-up and drop-off needs in addition to emergency access
- Exploring adjustments to overnight parking requirements. This would likely require a separate resolution for individual City facilities or an ordinance to address overnight parking needs in parks facilities across the City
- Installing a new all-way stop at Terminal Avenue and Del Norte Avenue
- Any other additional feedback

Next steps

Staff will incorporate Commission feedback into draft recommendations, including any potential ordinance changes or resolutions that would return to a future Complete Streets Commission meeting for recommendation to the City Council.

Impact on City Resources

Any future new signs and striping required by the ultimate recommendations of the Parking Plan will be implemented through the MPCC project.

Environmental Review

On January 12, 2021, the City Council found the MPCC project categorically exempt pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15302 Replacement of Existing Facilities. The Plan intends to fulfill the vehicular parking needs generated by the MPCC and Kelly Park. On January 21, 2021, staff filed a notice of exemption with the San Mateo County Clerk.

This item is to seek Commission direction and no action is requested. Environmental review of future actions will be assessed when requested.

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 the residents/property owners within 500 feet of the MPCC project.

Attachments

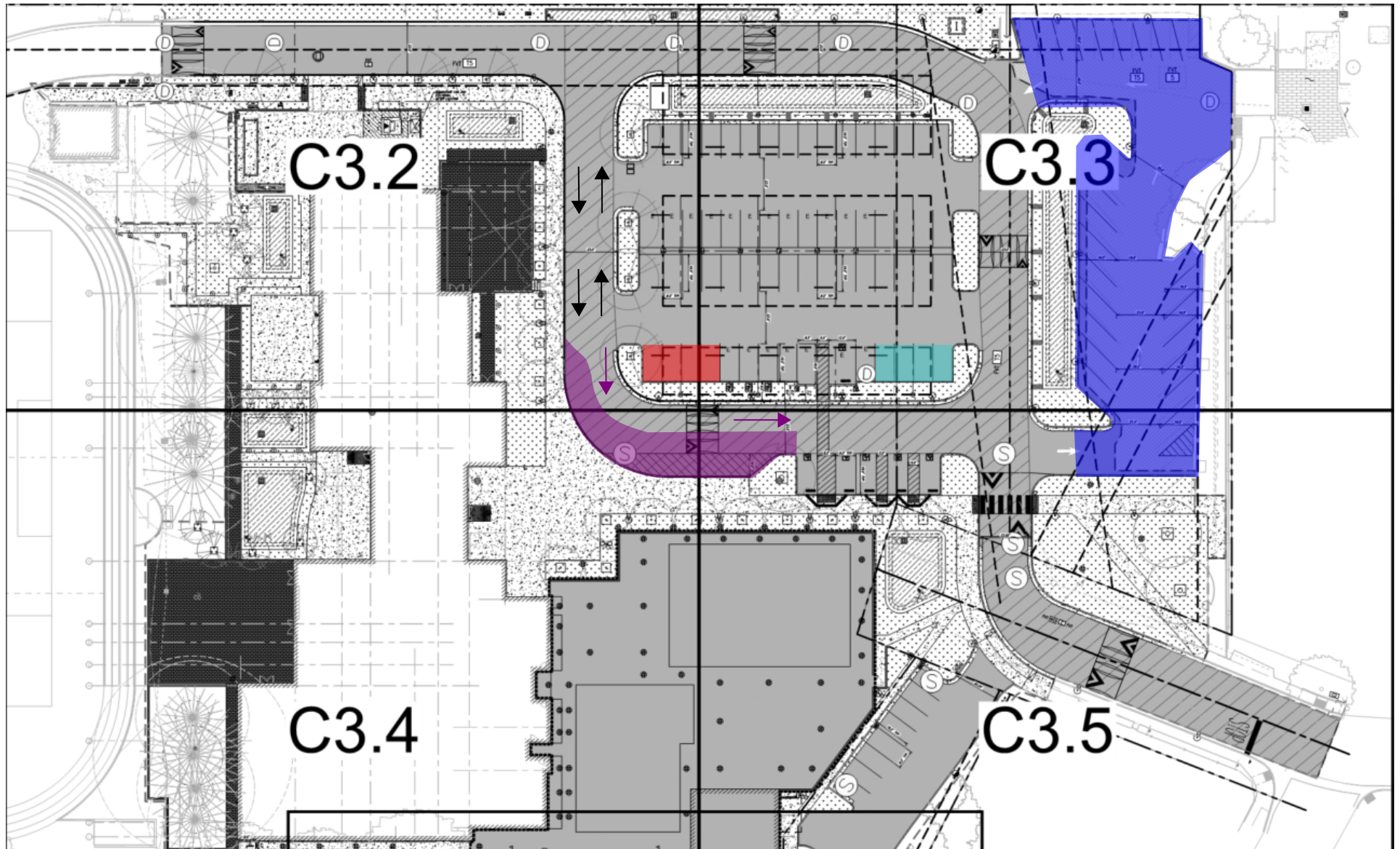
- A. Proposed site plan
- B. Hyperlink – December 14, 2020 Planning Commission staff report:
menlopark.org/DocumentCenter/View/26911/F3_-MPCC-Staff-Report?bidId=#page=70
- C. Recommendations





Report prepared by:
Kevin Chen, Senior Transportation Engineer

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



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**Legends:**

-  Potential Beechwood School priority spaces
-  Potential Senior Center priority spaces
-  Potential time restricted spaces
-  Potential 1-way circulation

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