

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 1/14/2026
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

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 the City Council Chambers
- 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: 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 www.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 (www.menlopark.gov/agendas)

Regular Session

- A. Call To Order**
- B. Roll Call**
- C. Reports and Announcements**

Under “Reports and Announcements,” staff and Commissioners 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 December 10, 2025 ([Attachment](#))
- E2. Receive an update on the San Mateo County Bike Plan Update ([Attachment](#))
- E3. Recommend the installation of a no stopping zone on the south side of Pierce Road between Carlton Avenue and Del Norte Avenue to City Council ([Staff Report #26-001-CSC](#))
- E4. Recommend the Slow Streets Program to City Council ([Staff Report #26-002-CSC](#))

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 Commission 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.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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AGENDA ITEM E-1
Complete Streets Commission

REGULAR MEETING MINUTES – DRAFT



Date: 12/10/2025
Time: 6:30 p.m.
Location: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Ierokomos called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Bailey, Cebrian, Cole, Herscher, Rascoff, Rennie, Ierokomos
Absent: None
Staff: Public Works Director Azalea Mitch, Assistant Public Works Director Michael Fu, Transportation Manager Joanna Chan, Senior Transportation Planner Catrine Machi and Associate Transportation Planner Casandra Cortez

C. Reports and Announcements

The Commission received an update on the new Mayor and Vice Mayor

D. Public Comment

- Rich Rollins spoke on concerns related to speed humps on Middle Avenue.
- Rick Morris spoke on concerns related to traffic on Oak Avenue towards Sand Hill Road.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for November 12, 2025 (Attachment)

ACTION: Motion and second (Cebrian/ Bailey), to accept the Complete Streets Commission minutes for August 13, 2025, passed unanimously.

E2. Receive an update on Public Works Department Projects (Attachment)

Staff Mitch, Fu and Chan made the presentation.

- Rich Rollins spoke on concerns related to raised crosswalks and pedestrian visibility for the project at Oak Avenue and Oak Knoll Lane.
- Rick Morris spoke on concerns related to speed reduction efforts for the Oak Avenue and Oak Knoll Lane project.

The Commission received clarification on parking reductions in Plazas 7 and 8 due to non-compliant striping, the distinction and coordination between maintenance, resurfacing and capital projects, how safety improvements are identified and prioritized (including the Vision Zero Action Plan, Transportation Master Plan and community feedback), opportunities for public input on resurfacing,

coordination with external agencies and utilities, whether resurfacing, slurry seal, and replacement projects trigger safety upgrades, staffing vacancies and public works capacity, sidewalk gap-closure responsibilities and funding constraints, cost escalation and scope changes for the Middle Avenue grade separation and specific project design constraints raised during public comment, including crosswalks, speed management tools, bike lane bollards, ADA (Americans with Disabilities Act) compliance, emergency access, school bus operations and Waymo impacts.

No action was taken.

F. Informational Items

F1. Update on major project status

Staff Fu provided reported out on the Middle Avenue Complete Streets project timeline for installation of the Speed Feedback Signs.

G. Committee/Subcommittee Reports

Commissioner Bailey reported out on the new Menlo Park School District electric bicycle policy Commission.

H. Adjournment

Chair Ierokomos adjourned the meeting at 8:05 p.m.

Senior Transportation Planner Catrine Machi



San Mateo Countywide Transportation Plan Update

A JOINT EFFORT LED BY:



Agenda

01 Purpose of CTP Update

**02 How We Move in San
Mateo County**

03 Looking Ahead to 2050

04 Next Steps

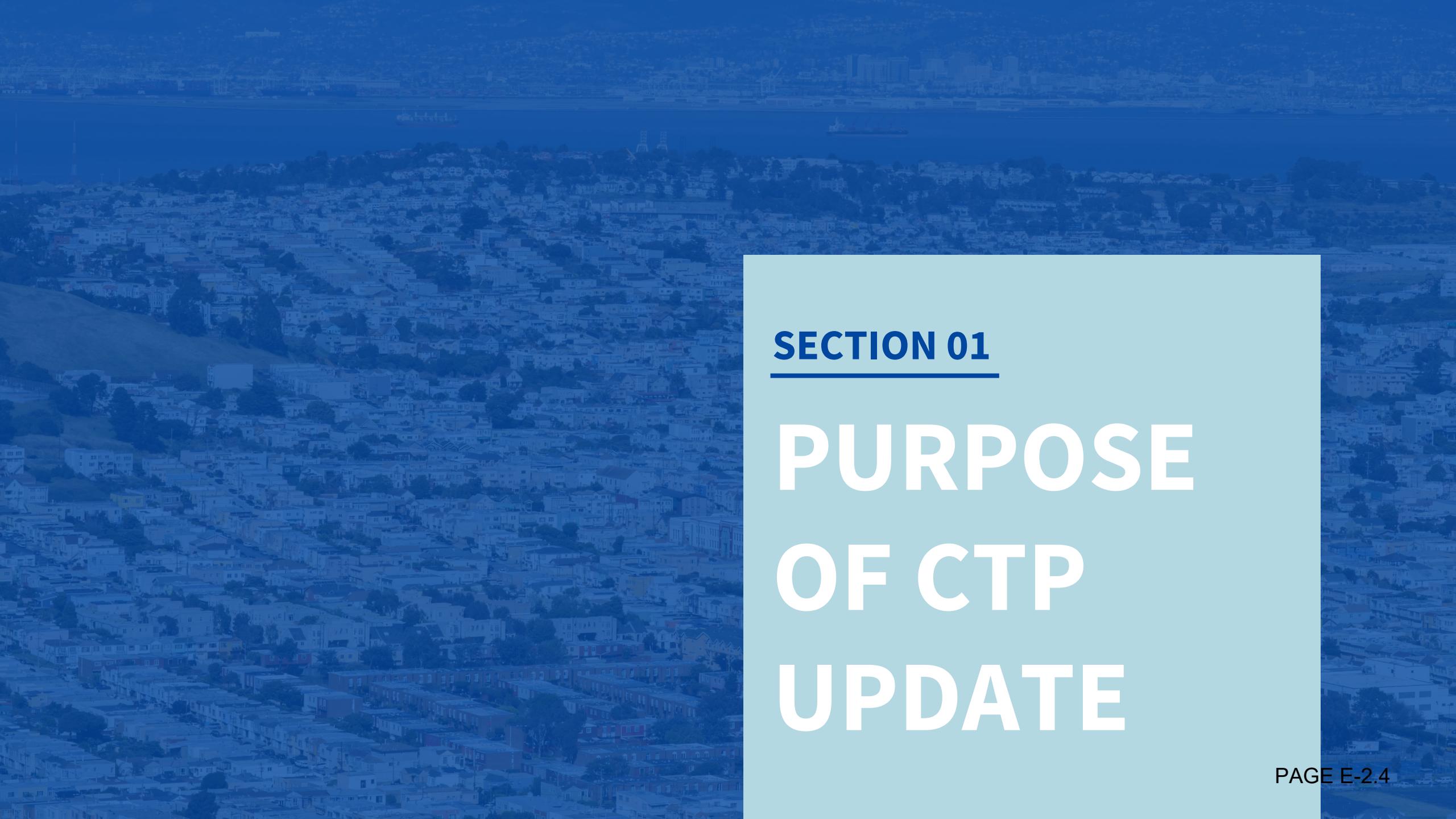
Countywide Transportation Plan Collaboration



C/CAG provides a collaborative forum for all jurisdictions in San Mateo County to pursue our goals for a safe, equitable, and accessible multi-modal transportation network and an environmentally sustainable, climate resilient future.



SMCTA manages Measure A and Measure W local sales tax revenues to help fund, plan, provide technical assistance, and deliver transportation projects across San Mateo County.



SECTION 01

PURPOSE OF CTP UPDATE

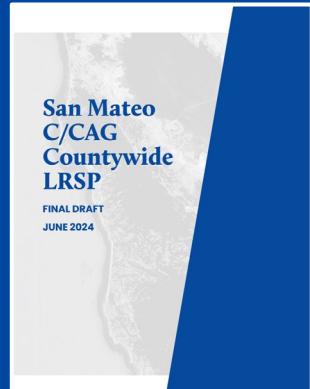
What is a CTP?

The **Countywide Transportation Plan (CTP)** creates a vision for the future of transportation in San Mateo County, **sets priorities**, and **guides decision-making** at C/CAG and SMCTA as they plan, fund, and help deliver **local and regional** transportation improvements.

CTP is an Umbrella for Many More Detailed Plans



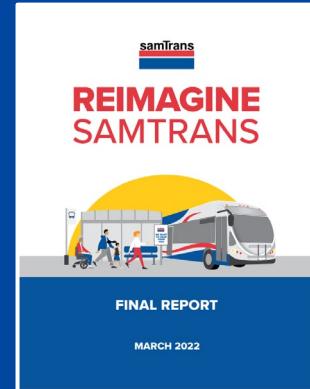
Congestion Monitoring



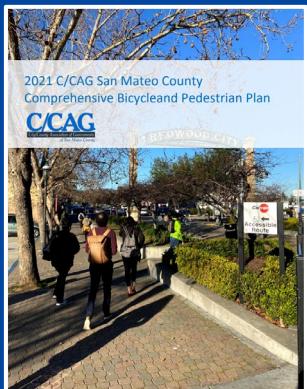
Road Safety



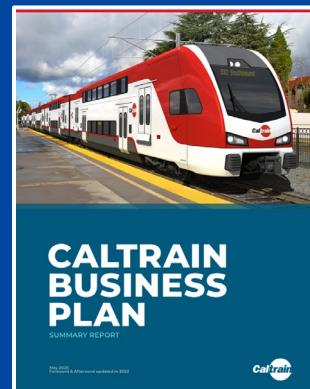
Greenhouse Gas Mitigation



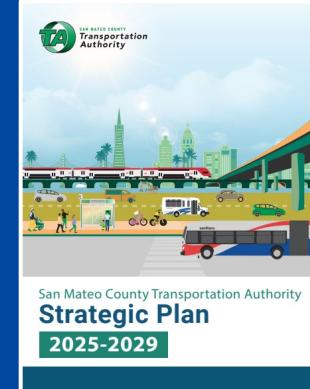
Bus Service



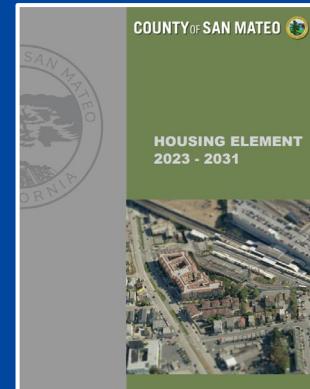
Active Transportation



Rail Service



Agency Strategy



Housing

What's been completed since the last CTP?

✓ 101 Express Lanes



✓ Caltrain Electrification



Source: Caltrain

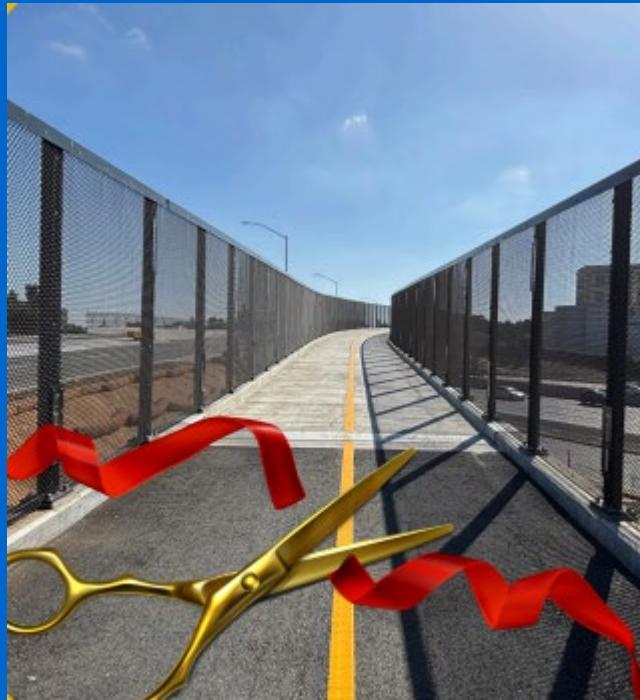
✓ 101 Smart Corridor



Source: Caltrans

What's been completed since the last CTP?

University Ave Crossing



Source: University Avenue Pedestrian Crossing Ribbon Announcement

San Carlos Avenue



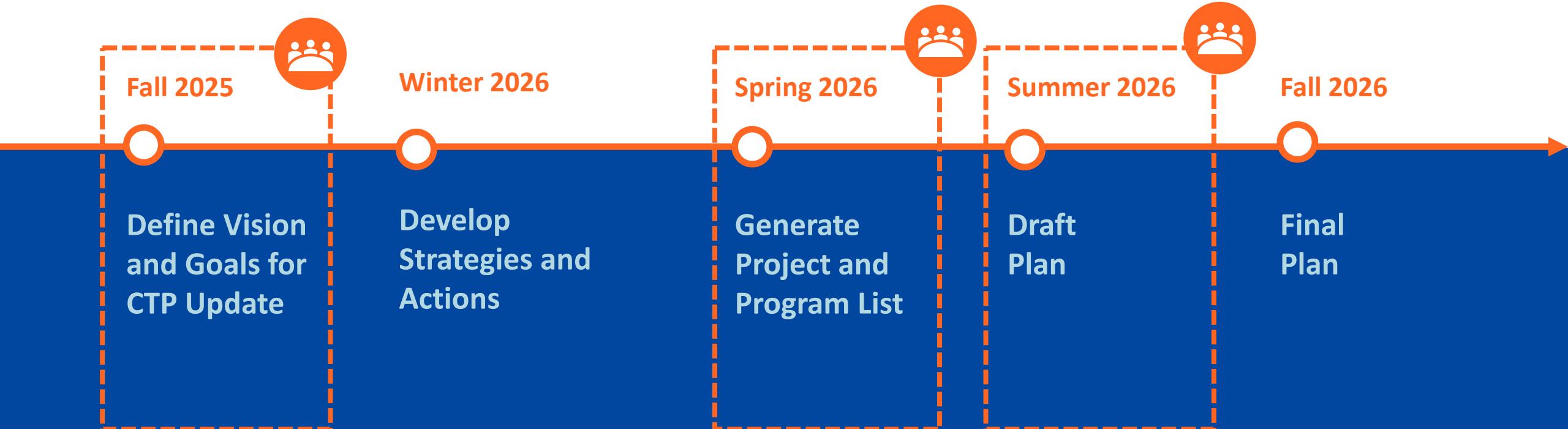
Source: City of San Carlos

Complete the Gap



Source: Google Streetview

CTP Process



Engagement Touchpoints in CTP Process

Key Outcomes for this CTP Update



Practical Plan for the County

Present the CTP update in a highly usable format to make planning easier for our city, town, county, community organization, and agency partners.



Anticipate Changes

Identify pilot programs to adapt to changing policies, technologies, and travel patterns.



Strategize Funding

Position San Mateo County to leverage funding at the local, regional, state, and federal level.



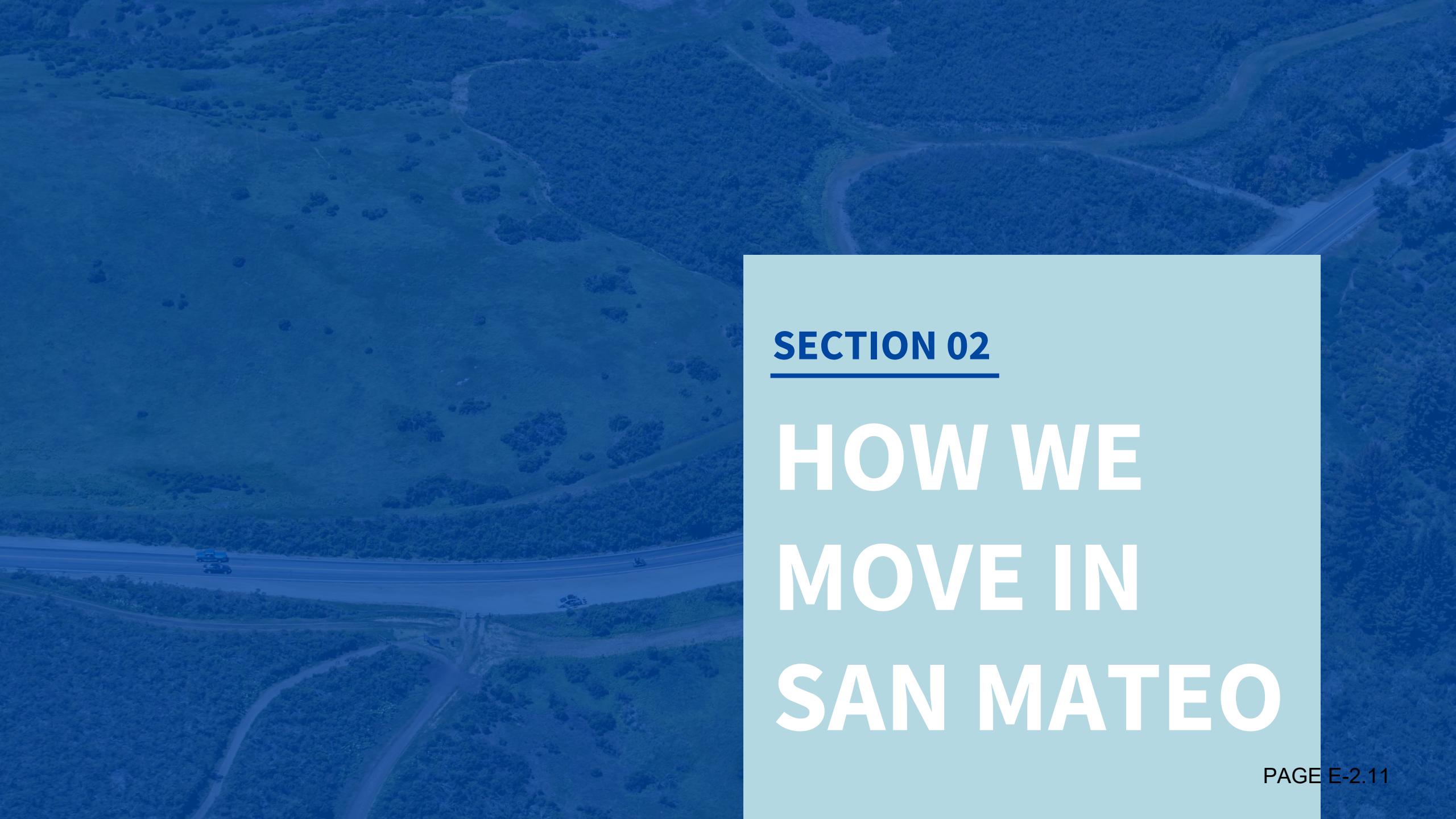
Advance Equity

Establish a shared definition of equity among county agencies and set expectations for how it will be used in funding decisions.



Measure Progress

Select a short list of metrics to gauge the "health" of our transportation system and measure and report progress transparently.

The background of the slide is a high-angle aerial photograph of a landscape. It features a winding, light-colored road that cuts through a valley. The valley floor is a mix of green and brown, suggesting a mix of vegetation and possibly a dry riverbed. Above the valley, the land rises into green, hilly terrain. The overall color palette is dominated by shades of green and blue, with the road providing a contrasting light color.

SECTION 02

**HOW WE
MOVE IN
SAN MATEO**

Learning from Recent Studies

Plan Bay Area 2050+ (2021)

Reimagine SamTrans (2021)

San Mateo County Comprehensive Bicycle and Pedestrian Plan (2021)

Caltrain Triennial Customer Survey (2022)

SamTrans Bus Stop Improvement Plan (2022)

Southeast San Mateo County CBTP (2023)

Daly City CBTP (2023)

C/CAG San Mateo County Equity Framework Report (2023)

Regional Transit Connections Plan (2024)

Shuttle Survey (2024)

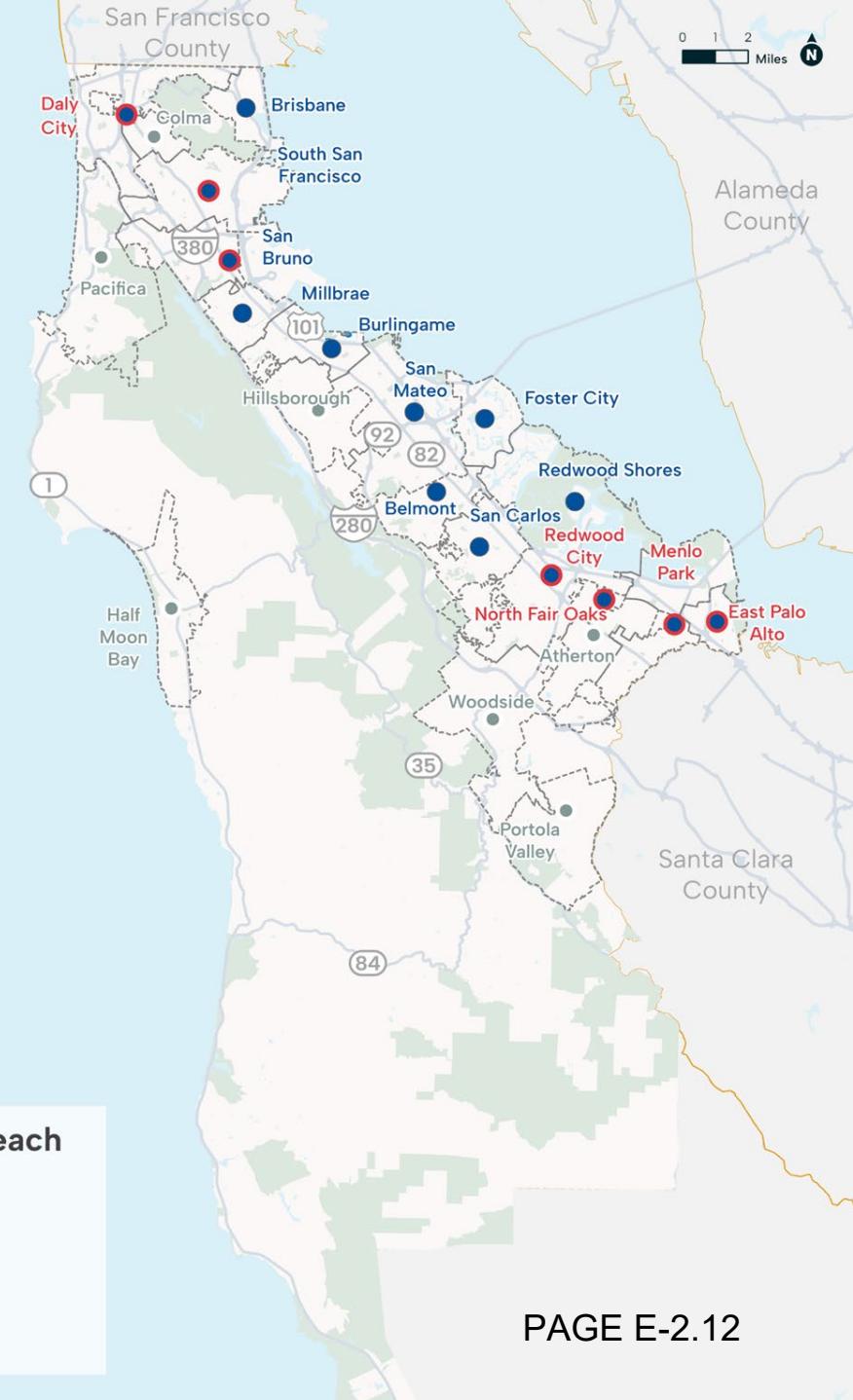
North County Multimodal Strategy (2024)

Mid County Multimodal Strategy (2025)

South County Multimodal Strategy (2025)

Get There Together: Midcoastside TDM Plan (2025)

South San Francisco & San Bruno CBTP (Ongoing)



How We Engaged Recently



Methods

- Online surveys and employer-distributed surveys
- In-person events
- Targeted advertising on social media and transit stops
- Advocacy, Business, and CBO Meetings



Languages

Materials provided in English, Spanish, Cantonese, Mandarin, Japanese, Korean, and Vietnamese



Reach

Over 30,000 county residents engaged online and in-person in recent years

What We're Seeing – Commuting

Commute Modes*

-  **70.2%** drive alone
-  **8.5%** carpool
-  **3.5%** transit
-  **2.4%** walk
-  **0.4%** bike

*Most workers can *work at home* at least 2 days/week

Journey to Work

27.3 Minutes = average time

20 Miles = average distance

Trips Between Counties

- 62%** - Work
- 9%** - Social
- 8%** - Entertainment

Work Travel

About **2/3** of employees are entering from another county

About **2/3** of residents are exiting to another county



- 284,331** - Employed in Selection Area, Live Outside
- 229,810** - Live in Selection Area, Employed Outside
- 139,223** - Employed and Live in Selection Area

LEHD On the Map, US Census Bureau

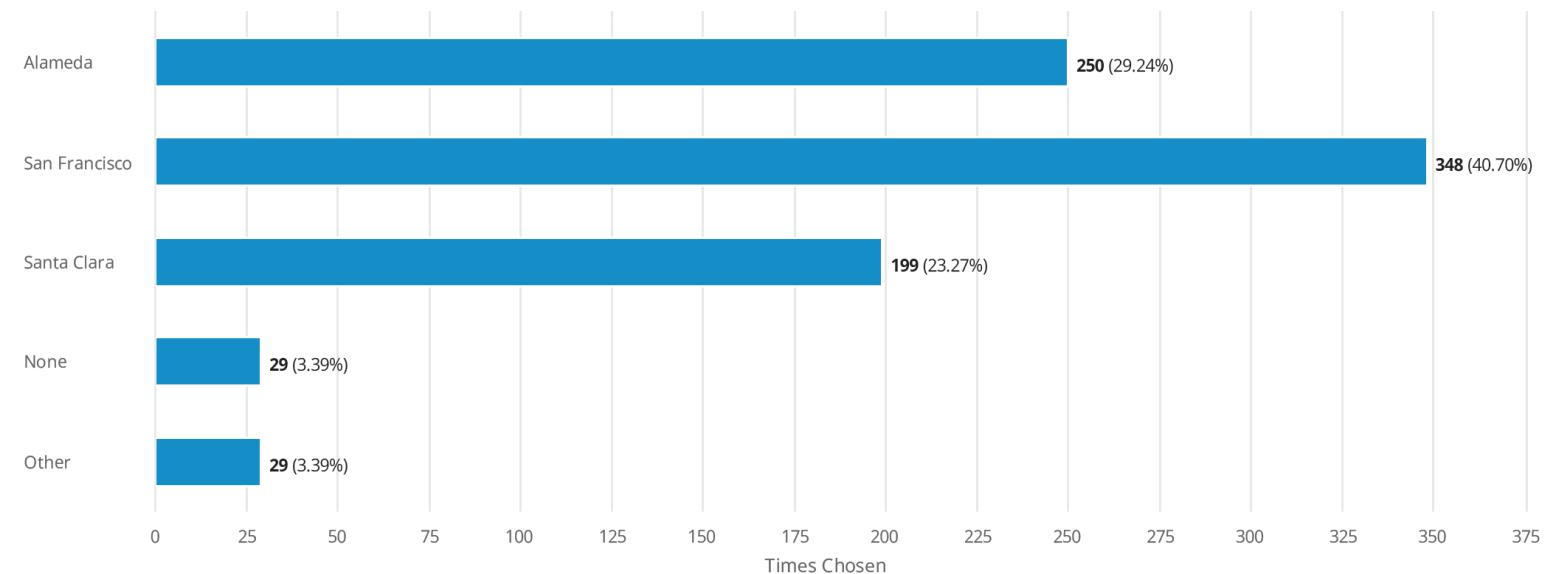
What We're Hearing – Regional Connections

Current inter-county mode > preferred mode if conditions improved

- 38 > 63% train
- 17 > 35% bus
- 12 > 24% ferry
- 61 > 19% drive alone
- 11 > 18% bike, walk, roll
- 5 > 10% employer shuttle

Which county would you like to be prioritized for improving travel connections with San Mateo County?

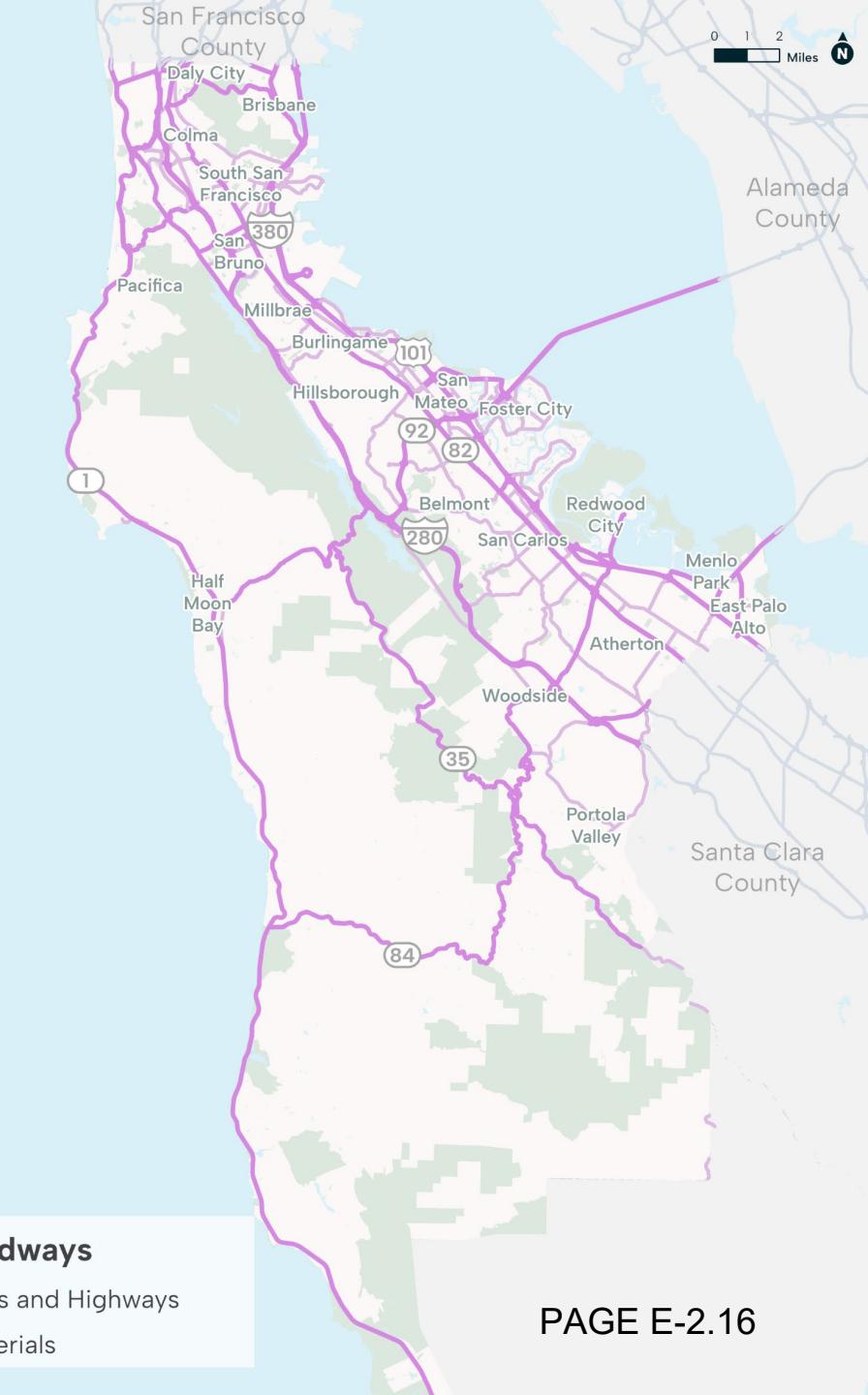
Number of responses: 855



Roadway Network

EXISTING CONDITIONS

- Anchored by US 101 and I-280, along with other key connectors like SR-92, SR-1, SR-35, and SR-84
- Grid like roadway network serves denser bay-side cities, with winding roads in coastal and hillside communities
- Warehousing and light industrial uses are concentrated along the Bayshore anchored by SFO and the Port of Redwood City
- US 101 is the primary freight corridor with support from other regional routes like El Camino Real



What We're Hearing – Roadways

Roadway Concerns

Traffic Congestion was the top transportation concern in [North and South County](#)

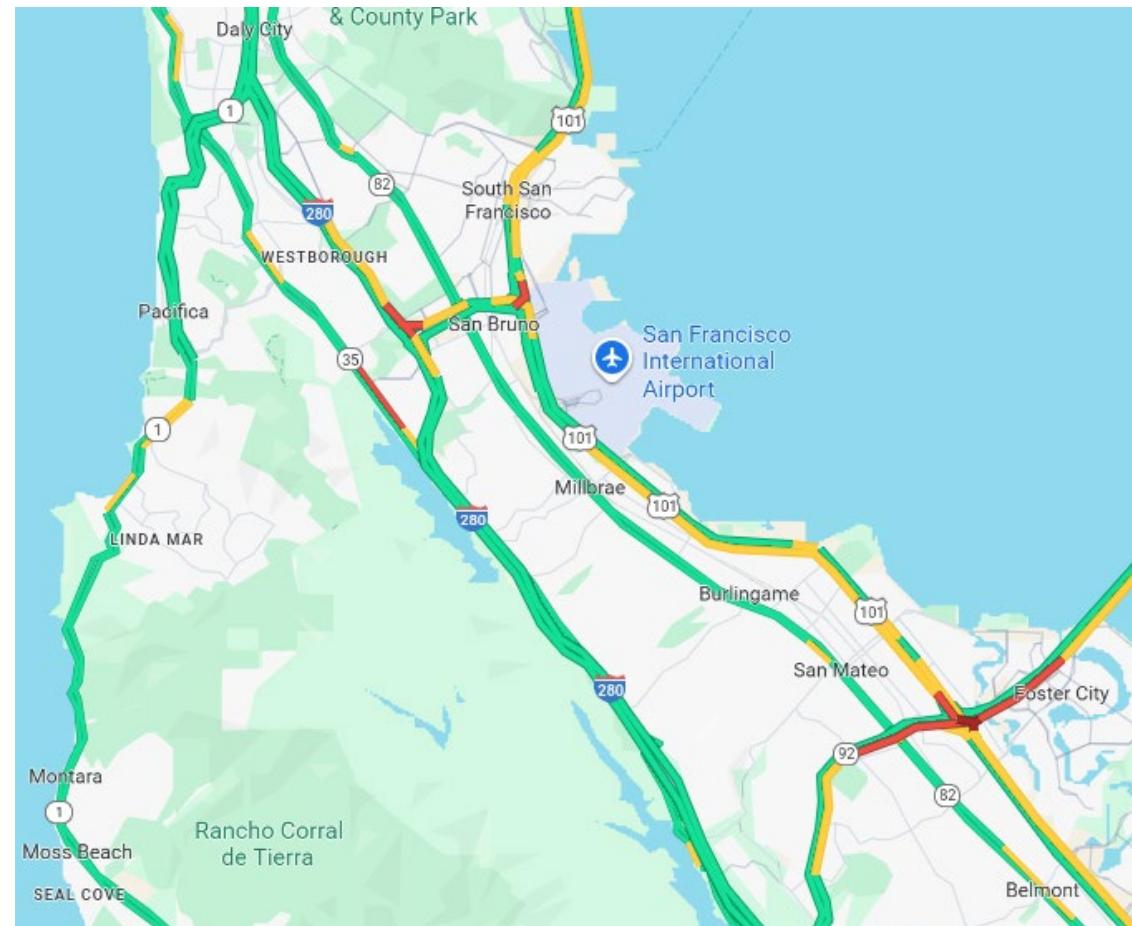
Weekend congestion and emergency access are concerns on the [Coastsde](#)

Specific locations for improvement include:

- El Camino Real
- SR 1
- East Hillsdale Boulevard
- Holly Street
- 101/92 Junction
- Old County Road
- Willow Road
- University Avenue

Driving Feels...

- Useful and mostly reliable
- Unsafe (speeding and driver distractions)
- Expensive

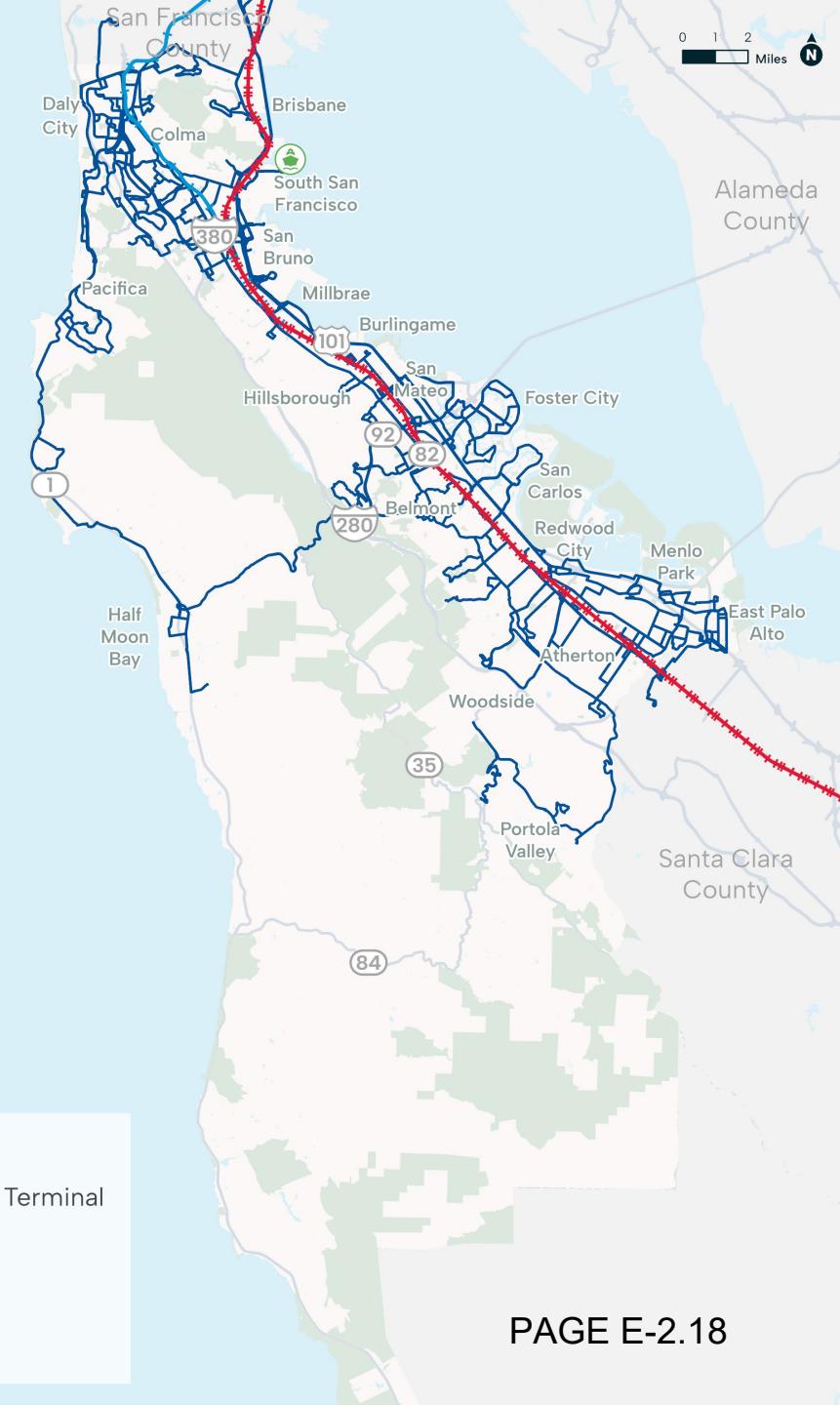


Sources: Google Maps, Typical Traffic, 2025

Transit Network

EXISTING CONDITIONS

- Primary transit service providers are Caltrain, SamTrans, WETA, and BART
- Major rail service provided along the bay-side
- Bus service is countywide including local, regional, express, and paratransit service
- Shuttles are provided by cities and employers from transit stations to employment hubs



What We're Seeing – Rail

Rail Patterns

- Busiest 5 stations:
 - Redwood City (Caltrain)
 - Millbrae (BART + Caltrain)
 - Hillsdale (Caltrain)
 - Daly City (BART)
 - Colma (BART)

Mode by Caltrain Origin Station	Walk	Bicycle	Transit	Drive
Bayshore	36%	21%	29%	14%
South San Francisco	24%	24%	12%	41%
San Bruno	27%	27%	0%	40%
Millbrae	22%	16%	47%	11%
Burlingame	52%	35%	4%	9%
San Mateo	66%	17%	5%	10%
Hayward Park	56%	31%	0%	13%
Hillsdale	41%	27%	16%	16%
Belmont	25%	35%	0%	30%
San Carlos	48%	21%	3%	28%
Redwood City	37%	31%	13%	17%
Menlo Park	22%	39%	6%	33%

Caltrain Electrification Survey (2023)

Ridership

- BART – 3 million annual boardings in SMC (2024)
- Caltrain – 2.3 million annual boardings in SMC (2024)
- BART and Caltrain ridership continues to climb but is still **50-70%** of pre-pandemic value

Transit Access

- North County: Most people drive or take local transit to regional transit
- Mid/South County: Most people walk to regional transit

What We're Seeing – Bus and Shuttle

Network Stats (2025)

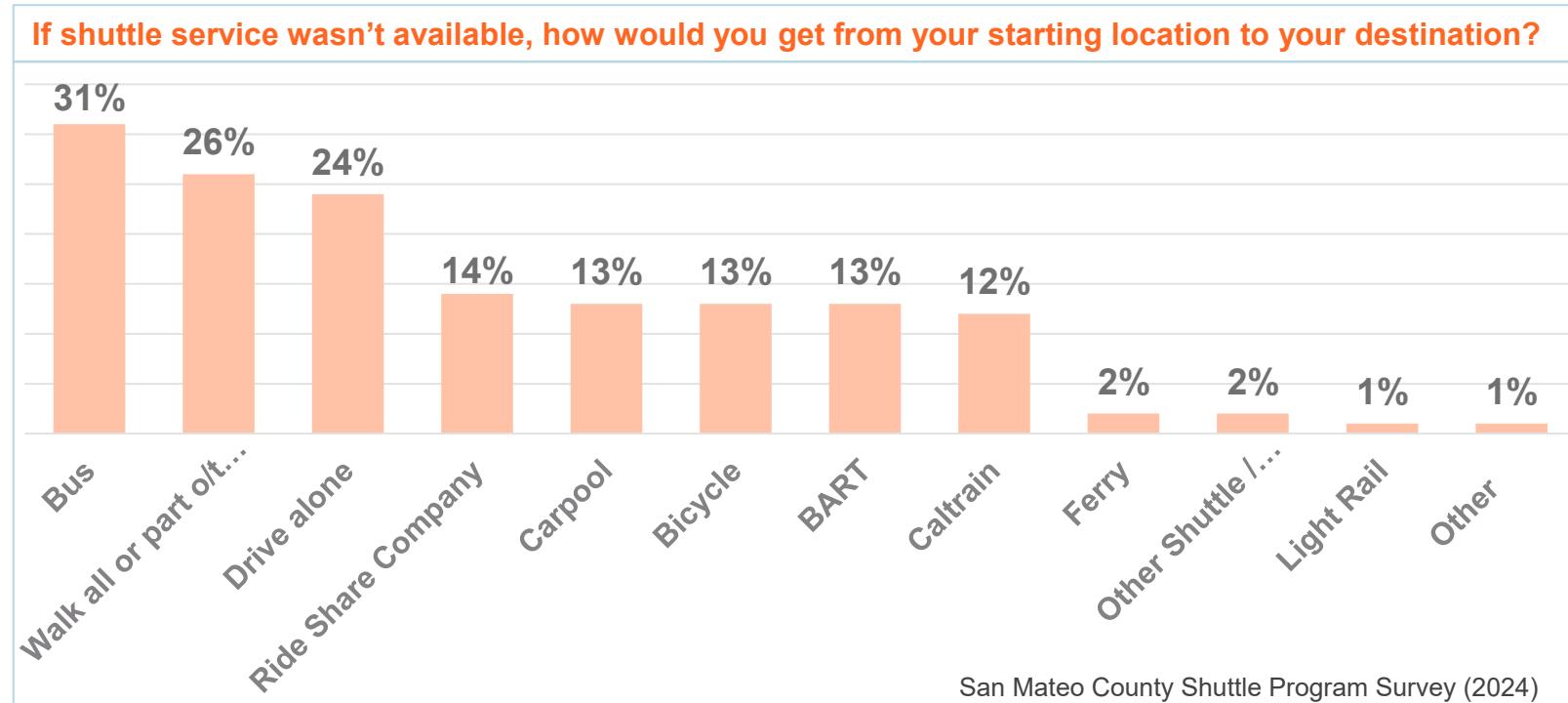
- 10 Express/SFO/Multicity
- 20 Fixed Route
- 45 School
- 2 On-Demand Services (Half Moon Bay, East Palo Alto)
- **24 Commute.org Shuttles**
- About 1,870 bus stops
 - ~30% provide a seat
 - ~15% provide shelter

Busiest Routes (2023)

- ECR – El Camino Real
- 292 – SF-SFO-Hillsdale
- 122 – SSF-Stonestown SF
- 130 – Daly City-SSF East 101
- 110 – Daly City-Pacifica

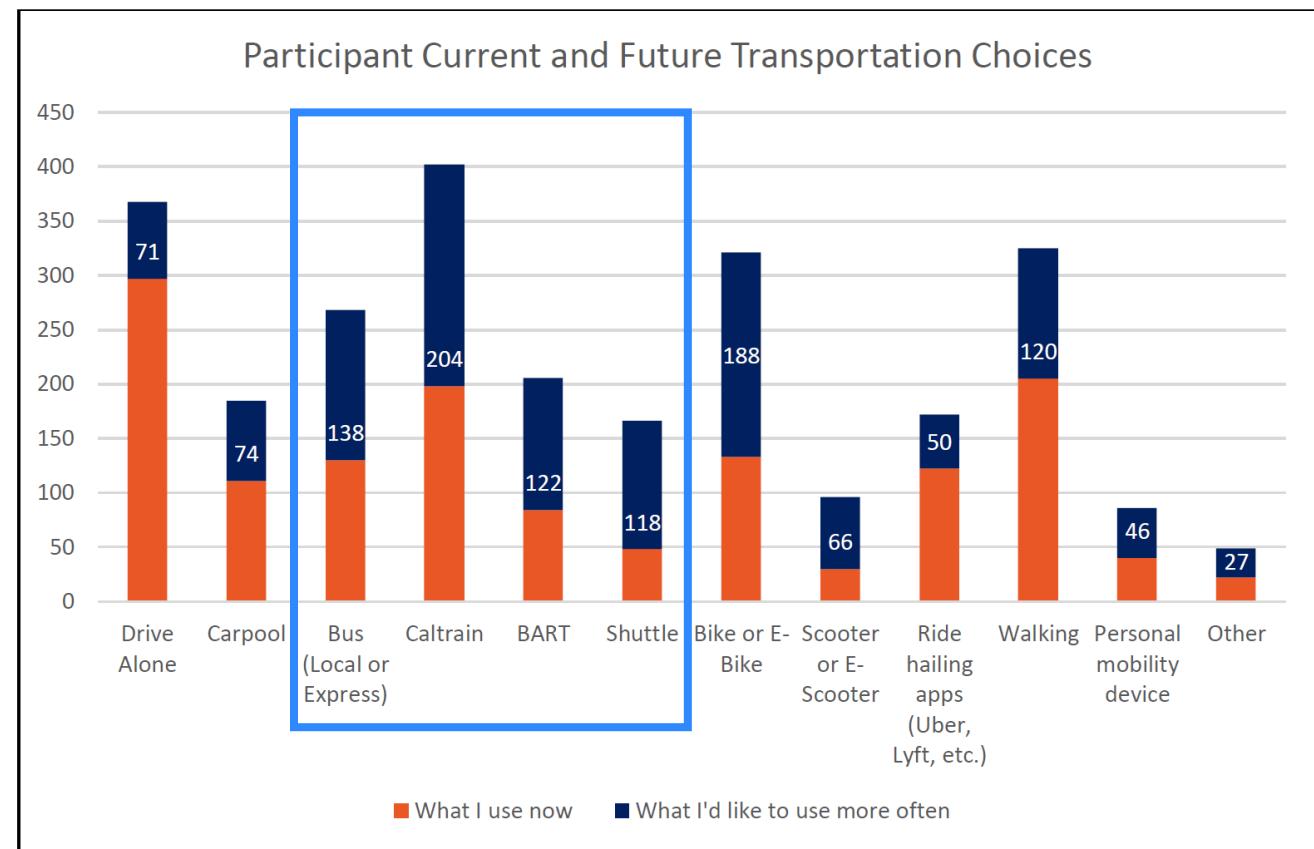
Ridership

- SamTrans – 10 million annual boardings in San Mateo County (2024)
- **SamTrans ridership is up to 100% of pre-pandemic levels while Commute.org shuttle ridership is below 50% of 2019 levels**



What We're Hearing - Transit

- More **frequent and reliable transit** in the 101 Corridor
- People want to take transit more often but need...
 - More frequent and reliable service
 - More first/last mile solutions
 - More affordable fare options / commuter benefits

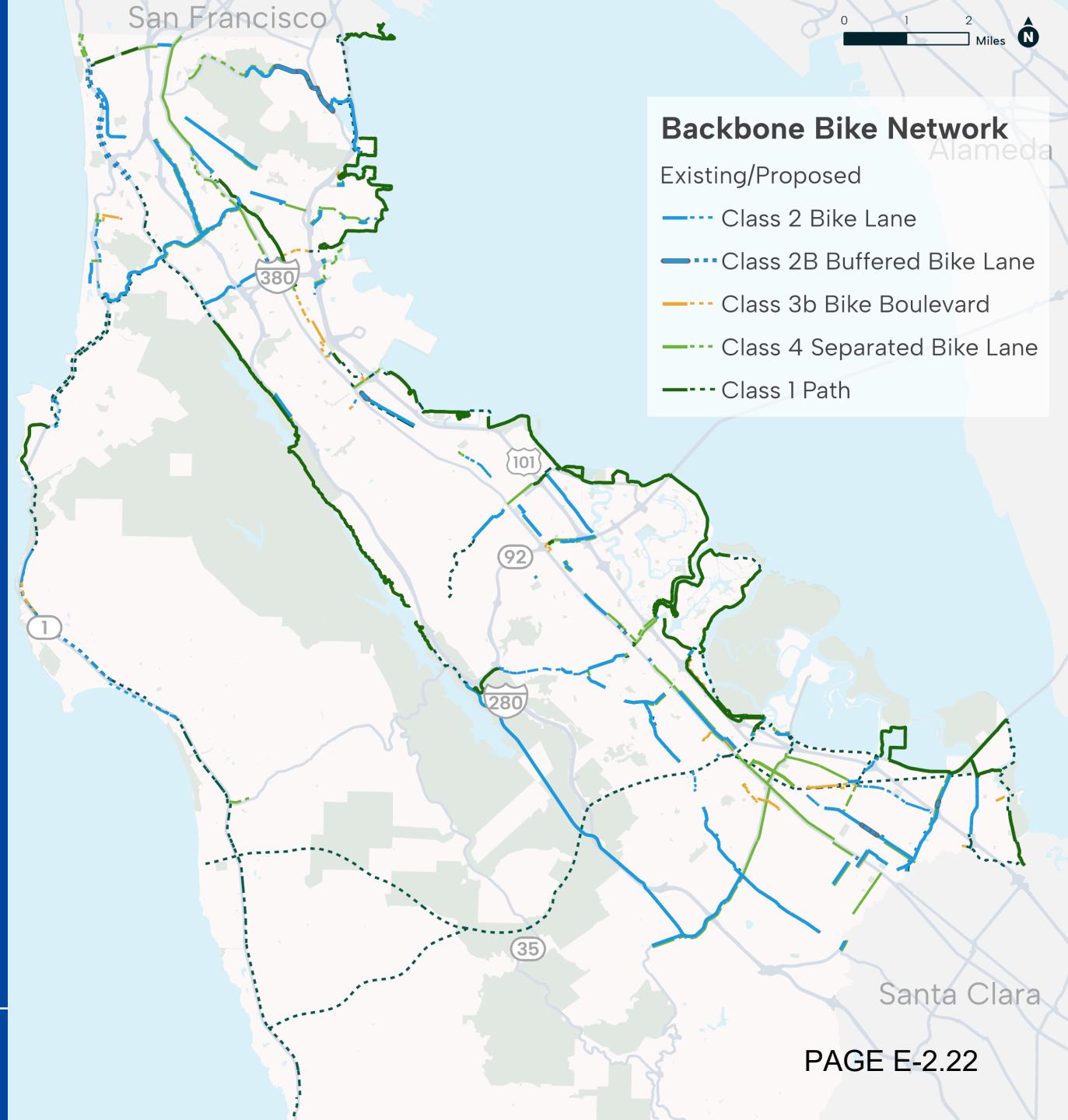


South County 101 Connect Survey (2025)

Active Transportation Network

EXISTING CONDITIONS

- Some existing countywide connections, but most facilities are provided within each of the cities
- Backbone bike network planned to connect the county through low-stress bikeways
- Countywide sidewalk inventory currently underway

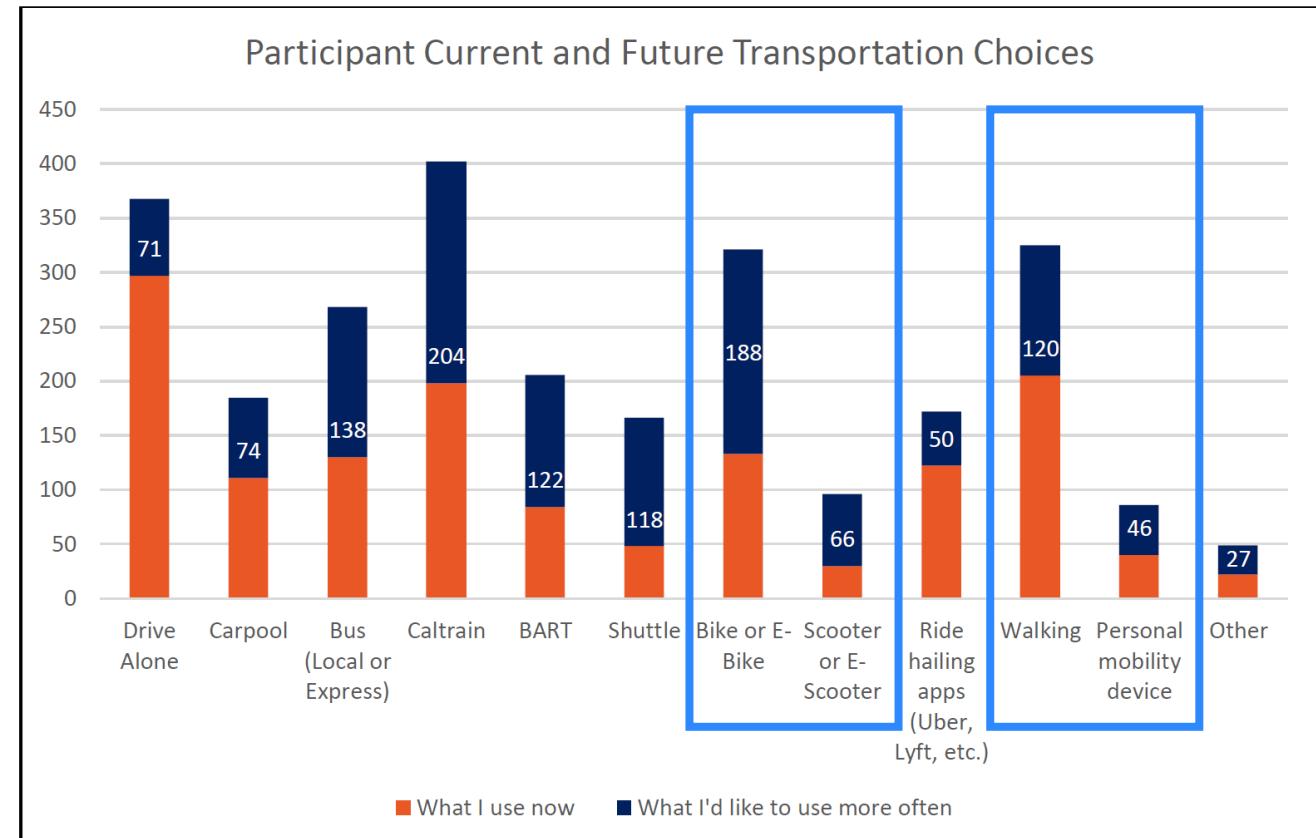


What We're Hearing - Active Transportation

Safety while biking, walking, or rolling was one of the highest concerns identified in the 101 Corridor

People want to bike and walk more but need...

- Intersection improvements
- Highway 101 Crossings (e.g., Millbrae Ave)
- Low-stress bike and walk facilities on major corridors (e.g., El Camino Real)
- Better lighting; more benches, trees, and resting spots
- E-bike incentive programs



South County 101 Connect Survey (2025)



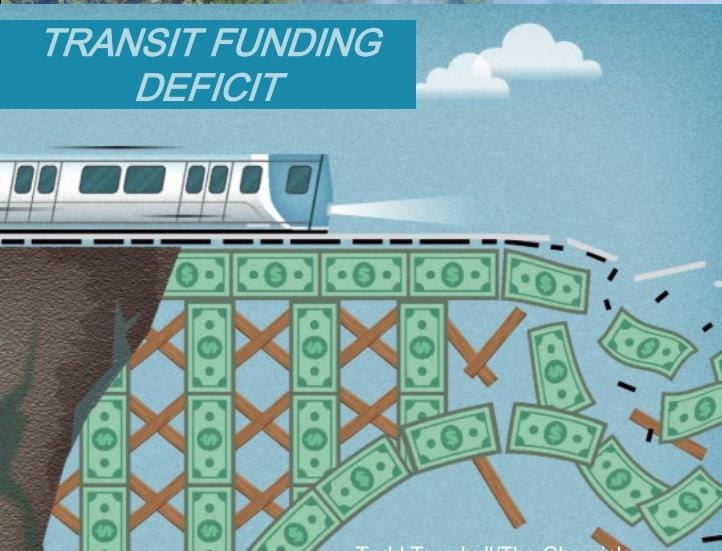
SECTION 03

LOOKING AHEAD TO 2050

TRANSPORTATION EFFORTS UNDERWAY

- Caltrain Grade Separation Corridor Crossing Strategy (On - going)
- SamTrans Grand Boulevard Initiative, including many local city studies supported by C/CAG and SMCTA (On - going)
- SamTrans Dumbarton Corridor Study (Fall 2025)
- C/CAG Countywide Local Road Safety Plan Implementation (Spring 2026)
- Peninsula Shuttle Program Update (Winter 2025)
- US 101/SR 92 Area Improvements (Under Construction)
- SMCTA 101 Corridor Connect (All plans adopted by March 2026)
- Bay Wheels Expansion in Daly City and Beyond (On - going)

FACTORS INFLUENCING TRAVEL CONDITIONS



We Want to Hear From You! (Committees)



What Works Currently

From your perspective, what's working well in the transportation system today?



Key Challenges

What are the most critical transportation challenges in the county?



Underserved Areas

Are there specific neighborhoods or populations you feel are not well served?



Future Needs

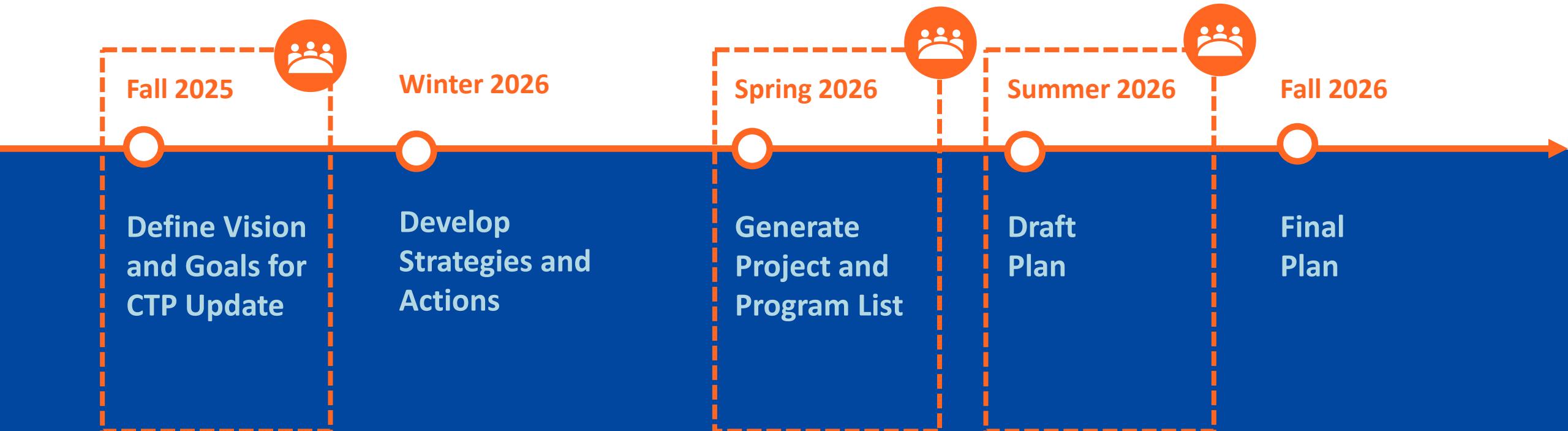
If you had a magic wand, what one transportation project would you want to see implemented?



SECTION 04

NEXT STEPS

Timeline



Engagement Touchpoints in CTP Process

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STAFF REPORT

Complete Streets Commission

Meeting Date: 1/14/2026

Staff Report Number: 26-001-CSC

Regular Business:

Recommend the installation of a no stopping zone on the south side of Pierce Road between Carlton Avenue and Del Norte Avenue to City Council

Recommendation

Staff recommends that the Complete Streets Commission recommend the installation of a no stopping zone on the south side of Pierce Road between Carlton Avenue and Del Norte Avenue.

Policy Issues

The project is consistent with policies and programs included in the General Plan Circulation Element (e.g., CIRC-1.7, CIRC-2.7, etc.) and the 2020 Transportation Master Plan. These policies seek to maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy and active community in Menlo Park.

Background

The Transportation Master Plan (TMP) is a City Council adopted planning document that provides a detailed vision for the City's transportation network. The TMP includes recommended projects based on the City's previous plans and existing conditions which were identified through a robust community and stakeholder engagement process. Projects were evaluated based on prioritization criteria and categorized as Tier 1 or Tier 2 projects. Tier 1 projects are anticipated to have the greatest impact and benefit to the transportation network, while Tier 2 projects help achieve the goals of the TMP but do not fully meet all prioritization criteria and are to be implemented over time as opportunities arise.

Pierce Road is defined as a Local Access street according to Menlo Park's 2016 General Plan Circulation Element. This is a low-volume residential street serving mostly local traffic and primarily provides access to abutting uses while supporting safe and inviting conditions for walking and biking. The roadway is a two-lane street that provides access to local and civic destinations including the Belle Haven Community Campus, Boys and Girls Club of the Peninsula, and Belle Haven School. It also provides connections to regional corridors, such as Willow Road, Bayfront Expressway, U.S. 101, with direct connection to the U.S. 101 Ravenswood bicycle and pedestrian overcrossing, creating an important east-west active transportation connection through a major barrier.

Additionally, Pierce Road provides parallel routes from Newbridge Street and Ivy Drive that are identified as High Collision Corridors in the Menlo Park Vision Zero Action Plan. It serves as a low-volume and low-speed alternative for local access. Currently, Pierce Road has unstriped parking on both the north and

south sides of the street from Carlton Avenue to Del Norte Avenue, typical of a local residential street. Sidewalks are present on the north side, and the south side is adjacent to the U.S. 101 sound wall with no sidewalks. The street has no designated facilities for bicyclists.

The TMP includes improvements for bicyclists on Pierce Road as a Tier 2 project. It recommends the removal of a general-purpose travel lane and reconfiguration of Pierce Road from a two-way street to a one-way street. Additionally, the TMP identifies the installation of separated bike lanes to calm traffic and enhance connections to the U.S. 101 Ravenswood bicycle and pedestrian overcrossing.

Analysis

Pierce Road is scheduled for resurfacing in 2026 as part of the five-year street maintenance program. As projects are identified in the City's street resurfacing effort, a Complete Streets approach is incorporated. To accommodate a bike lane, parking removal is required to provide sufficient roadway space.

While the TMP identifies reconfiguration of Pierce Road to a one-way street with the installation of separated bike lanes, such a reconfiguration would require extensive evaluation and updates to local circulation patterns. As part of the resurfacing effort, staff proposes parking removal on the south side to allow for sufficient roadway space to install bicycle facilities. Based on the City's standard parking dimensions, an estimated 160 parking spaces would require removal on the south side of Pierce Road from Carlton Avenue to Del Norte Avenue.

Staff conducted parking observations on two separate occasions and observed the number of vehicles parked on Pierce Road. The parking observations are shown in the table below.

Roadway section	5:30 a.m. Tuesday, Dec. 16, 2025	4:15 p.m. Wednesday, Dec. 17, 2025
North	15	23
South	13	25

Apartment buildings that lack adequate off-street parking spaces (less than two spaces per unit) and are zoned R3 (Apartment Zoning District) qualify for an annual overnight parking permit. The apartments on Pierce Road are zoned R-3 (Apartment Zoning District) and qualify for annual overnight parking permits. On Pierce Road between Carlton Avenue and Del Norte Avenue, at the time of this staff report, there were 12 annual overnight parking permits for 2025. Comparing the number of annual overnight parking permits to the proposed number of spaces removed, on-street parking on Pierce Road is underutilized, and sufficient on-street parking is available on the north side, with additional parking capacity on side streets.

Next steps

Following the Complete Street Commission's recommendation, staff will request that City Council consider the installation of a no stopping zone on the south side of Pierce Road between Carlton Avenue and Del Norte Avenue. If approved, the resurfacing and striping modifications to provide bicycle facilities will be installed in summer 2026. The project will be bid out as part of the 2026 Street Resurfacing Project in early

2026.

Impact on City Resources

Resources for the installation of the bike lane and sharrows are funded through the City's five-year capital improvement program.

Environmental Review

The project is statutorily exempt as identified by Public Resource Code Section 21080.25 which defines the California Environmental Quality Act as not applicable to "pedestrian and bicycle facilities that improve safety, access or mobility, including new facilities, within the public right-of-way."

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

To ensure residents are aware of the proposed removal of parking, staff mailed postcards to residents of Pierce Rd to provide notice of this CSC meeting. Staff also deployed A-frames on Pierce Rd notifying the public of this meeting.

Attachments

A. Project map

Report prepared by:

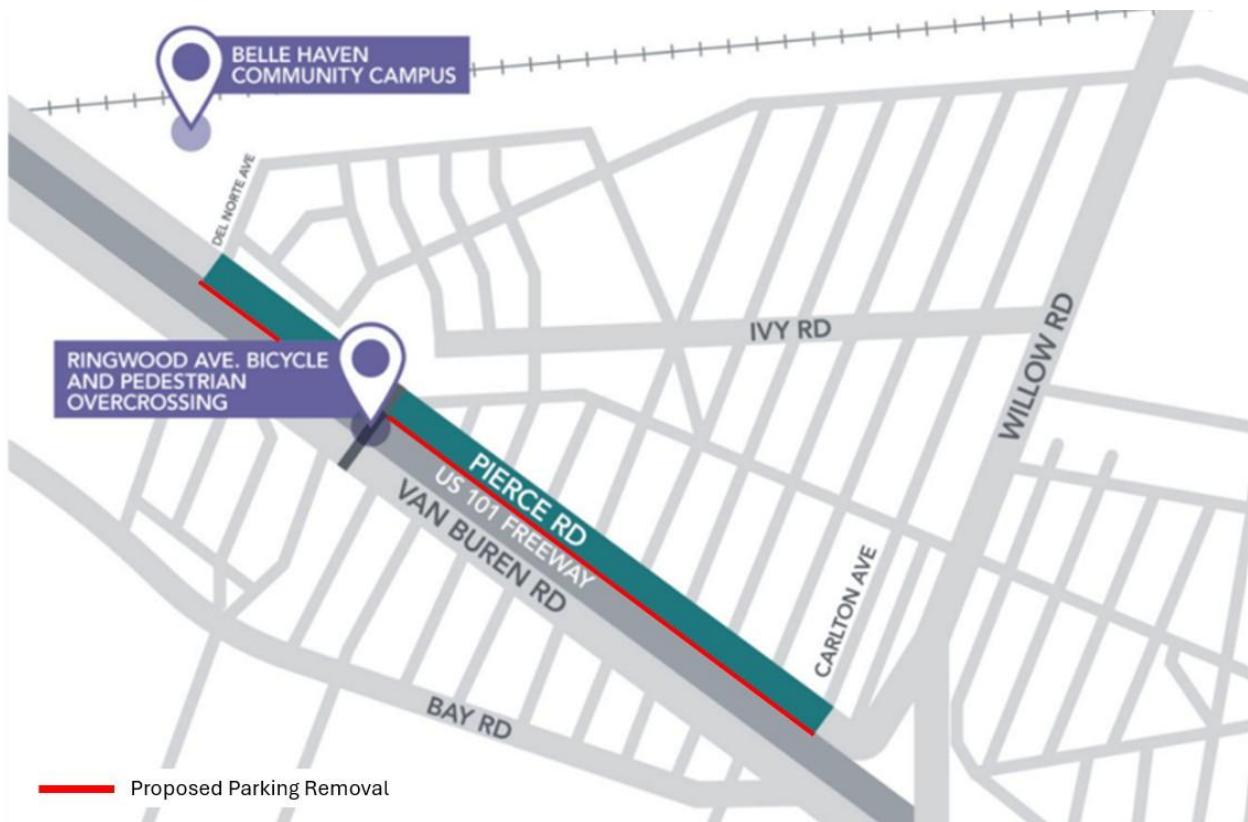
Cassandra Cortez, Associate Transportation Planner

Report reviewed by:

Kristiann Choy, Senior Transportation Engineer

Joanna Chan, Transportation Manager

Project Map





STAFF REPORT

Complete Streets Commission

Meeting Date: 1/14/2026

Staff Report Number: 26-002-CSC

Study Session: **Recommend the Slow Streets Program to City Council**

Recommendation

Staff recommends that the Complete Streets Commission recommend the Slow Streets Program (Program) that will replace the Neighborhood Traffic Management Program (NTMP) to City Council.

Policy Issues

This Program is consistent with policies stated in the 2016 General Plan Circulation Element (e.g., CIRC-2.A, CIRC-4.4, 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

The Program is the successor to the NTMP which was originally established in 2004 and reflected the City's commitment to enhancing neighborhood safety and livability. In 2020, the City Council paused the NTMP in response to budgetary impacts and significantly lower traffic volumes observed during the COVID-19 pandemic. During this period, the City developed the Vision Zero Action Plan (VZAP), which was adopted in 2024 and documents existing collision patterns, identifies high-risk locations, proposes targeted safety countermeasures, and establishes a clear commitment to eliminate traffic-related fatalities and severe injuries. The VZAP also serves as Menlo Park's Local Roadway Safety Plan (LRSP), thereby making the City eligible for certain federal safety funding programs.

Following its adoption, City Council directed staff to update the Program to ensure consistency with the VZAP. City Council also directed staff to address several structural limitations of the NTMP. Specifically, the petition-based process did not provide equitable access for all, requiring more resources to gather signatures. In addition, the evaluation and implementation framework required substantial staff effort, often resulting in multi-year timelines to advance individual requests.

Analysis

The Program replaces the NTMP and establishes a data-driven and equitable process for the assessment of neighborhood street safety concerns, prioritization of projects and implementation of appropriate traffic calming measures. Neighborhood streets eligible for traffic calming under the Program include Neighborhood Connectors, Local Access Roadways, and Bicycle Boulevards (Figure 1 in Attachment B) as identified in the City's General Plan Circulation Element.

The Program introduces several key changes from the former NTMP to align with current City policies, improve equity, promote transparency and streamline evaluation and implementation. The major updates are summarized in the following section.

Process Changes

1. Removal of the petition requirement

The NTMP required residents to gather signatures before a request could move forward. By removing the signature-gathering requirement, the Program allows any resident to submit traffic related concerns directly to the City, ensuring all neighborhoods have equal access to the process.

2. Data driven eligibility criteria and standardized scoring

The Program aligns with the TMP and VZAP by introducing a transparent, points-based evaluation system that prioritizes and ranks locations by their demonstrated safety needs such as observed speeds, measured volumes, collision history, and proximity to schools or parks or an underserved community. Metrics and thresholds were carefully chosen based on engineering best practices, state and federal regulations, and City plans, policies, and guidelines to ensure objectivity. This approach ensures resources are directed to locations with the highest potential safety benefit.

3. Batched review instead of one-by-one processing

NTMP projects often took multiple years to move from request to implementation. Under the prior process, staff evaluated each request independently as it was submitted, and staff resources were often in competition with other priorities, leading to delays and backlog. The Program evaluates all eligible requests in batches, allowing for more efficient data collection, prioritization, and resource allocation. This establishes a standardized process with predictable timelines aligned with the City's annual budget process, enabling staff to better plan and set aside necessary resources. The eligibility requirements exclude projects that may require longer evaluation, design or implementation timeline, as these often involve more in-depth analysis, community input, stakeholder alignment, funding, and City Council review.

Next steps

Following the recommendation by the Complete Streets Commission, staff will present the Program to the City Council in early 2026.

Impact on City Resources

Resources expended for project evaluation are considered part of the City's baseline service levels. Project implementation will be funded through the Slow Streets Program, which is included in the fiscal year 2025-26 capital improvement plan and has \$100,000 in funding.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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 - Neighborhood Traffic Management Program (2004):
menlopark.gov/files/sharedassets/public/v2/public-works/documents/transportation/neighborhood-traffic-management-program-ntmp.pdf
- B. Draft Slow Streets Program

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Slow Streets Program

**City of Menlo Park
Public Works
Transportation Division
January 2026**

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INTRODUCTION

An increasing number of Menlo Park residents are concerned about vehicular traffic volumes and speeds on neighborhood streets. A direct-action item of the Vision Zero Action Plan (VZAP) adopted by City Council in 2023, the Slow Streets Program (Program) provides the framework for the evaluation of resident-initiated safety concerns on neighborhood streets. The Program replaces the Neighborhood Traffic Management Program (NTMP) and establishes a data-driven and equitable process for the assessment of neighborhood street safety concerns, prioritization of projects and implementation of appropriate traffic calming measures. Neighborhood streets eligible for traffic calming under the Program include Neighborhood Connectors, Local Access Roadways, and Bicycle Boulevards (Figure 1) as identified in the City's General Plan Circulation Element.

HISTORY

The Program is the successor to the NTMP which was originally established in 2004 and reflected the City's commitment to enhance safety and livability in its neighborhoods. The NTMP was paused during the COVID-19 pandemic. During this period, the City adopted the VZAP, which documents existing collision patterns, identifies high-risk locations, proposes targeted safety countermeasures, and establishes a clear commitment to eliminate traffic-related fatalities and severe injuries. The VZAP also serves as Menlo Park's Local Roadway Safety Plan (LRSP), thereby making the City eligible for certain federal safety funding programs.

City Council provided direction to update the NTMP to ensure consistency with the VZAP and to address several structural limitations. Specifically, City Council directed staff to address concerns over the petition-based process not providing equitable access for all and the evaluation and implementation framework requiring substantial staff effort, often resulting in multi-year timelines to advance individual requests.

PROGRAM GOALS AND OBJECTIVES

The Program's goals and objectives are as follows:

Enhance Neighborhood Safety with Safe Speeds

- Design traffic calming measures using engineering best practices to encourage safe speeds on neighborhood streets.

Manage Traffic Patterns

- Implement traffic calming strategies that encourage safe speeds and maintain neighborhood circulation.

Promote Equitable and Data-Driven Implementation

- Ensure all neighborhoods in the City have equal access to the Program and its benefits.
- Use a data-driven process to objectively evaluate and prioritize projects.

Balance Public Safety and Emergency Access

- Minimize impacts to emergency response vehicles.

Support Community Engagement

- Provide a framework to solicit community resident safety concerns.

GUIDING PRINCIPLES

The Program builds on the City's ongoing commitment to safer and more livable neighborhoods and Complete Streets. It establishes a set of guiding principles that ensure consistent implementation and alignment with the City's broader transportation priorities.

What Streets Are For:

The City adopted a Complete Streets Policy in 2013.

WHEREAS, the term "Complete Streets" describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families, emergency vehicles, and freight – Resolution No. 6123

Menlo Park's neighborhood streets play a vital role in providing access to homes, schools, parks, and community destinations. Neighborhood streets are not intended for high traffic volumes and speeds; rather, they are designed for local access and circulation. The City's Transportation Master Plan and Complete Streets Policy guide the design of neighborhood streets to safely accommodate all modes within the available right-of-way, often providing dedicated space for pedestrians, vehicles, and bicycles. For example, there are sidewalks for pedestrians, travel lanes for vehicles, and shared or designated bike routes for cyclists. On very low-volume streets, people walking, biking, and driving may share space due to limited right-of-way or the absence of sidewalks. The City's Sidewalk Master Plan guides the expansion of the City's sidewalk network where segments are missing. Sidewalks are typically installed through frontage improvement requirements associated with development projects.

The California Vehicle Code establishes the legal framework defining streets as public assets primarily intended to support movement.

Per California Vehicle Code Section 590, *"a street is a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. 'Street' includes highway."* Additionally, Vehicle Code Section 530 states, *"a 'roadway' is that portion of a highway improved, designed, or ordinarily used for vehicular travel."*

The Program is consistent with the primary design and legal function of streets and is not intended to create shared streets.

Compatibility with City Plans and Policies: The Program must align with overall City transportation goals and objectives. These goals are established in key documents, including the City's General Plan Circulation Element, Transportation Master Plan, VZAP, Sidewalk Master Plan, Crosswalk Policy, and Complete Streets Policy. The Program supports General Plan Circulation Element Policy CIRC-1.3 Engineering by using data-driven findings to focus improvements on the most critical safety projects.

Compliance with Operational and Design Guidelines: Recommended traffic calming measures must comply with applicable operational and design guidelines. These include, but are not limited to, the California Manual on Uniform Traffic Control Devices (CA MUTCD), the Institute of Transportation Engineers (ITE) Traffic Engineering Handbook, Caltrans Traffic Manual and Caltrans Highway Design Manual (HDM), the American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, and the Americans with Disabilities Act requirements.

Community Engagement: Equitable public input is fundamental to the Program's success. The Program includes a structured and transparent process that enables broad and inclusive engagement while minimizing the time and effort required by community members.

Safe Speeds: Speed plays a critical role in determining the likelihood of survival in a traffic collision. Higher speeds are strongly linked to increasing crash frequency and severity. The Program focuses on the implementation of measures that ensure safe and appropriate speeds.

Balancing Neighborhood Safety and Citywide Traffic Flow: A well-connected street grid distributes traffic across multiple parallel routes and reduces congestion on individual corridors. Grid networks enhance system resiliency by providing redundant paths that maintain access for emergency response, transit, and local travel when incidents, construction, or closures occur. The Program enhances safety, comfort, and livability of neighborhood streets by maintaining efficient traffic flow and mobility access across the City's transportation network.

Multi-Modal Traffic Movements: The implementation of traffic calming measures through the Program must account for the travel needs of vehicles, public transit, pedestrians and cyclists.

Cut-Through Trips: Cut-through trips are defined as "those which feature travel along a street classified as a Neighborhood Street as an alternative to a higher-classification street to access a destination that is not within the neighborhood in which the Neighborhood Street is located." This definition helps distinguish between cut-through traffic and local circulation. Traffic generated by residents, visitors, deliveries, and those accessing neighborhood destinations, such as parks, schools, and churches, is not considered cut-through traffic. These users represent intended neighborhood travel that the neighborhood street network is designed to accommodate. This definition is adapted from FHWA's Traffic Calming ePrimer (Module 8)¹.

The Program's traffic calming measures—such as speed humps and striping changes —are intended to reduce speeds, not to divert traffic or restrict access. While minor changes in routing behavior may occur, diversion typically happens only when a noticeably faster or more direct route exists. Traffic calming projects implemented under the Program will be designed to avoid significant new cut-through patterns that compromise the functionality of the neighborhood street. Projects must be designed to ensure that safety objectives are met while maintaining appropriate circulation and access for residents and services.

This Program is not intended to close or restrict access to neighborhood streets. If there is desire to divert traffic or restrict access, that type of request requires a more extensive assessment, including an analysis of how roadway users move through the area now and in the future, and City Council direction.

Warrant Analysis: At the discretion of the City, certain traffic control devices such as stop signs and traffic signals may be considered for installation when warrants are met. "Warrants" are standards set by the California Manual on Uniform Traffic Control Devices (CA MUTCD) that describe when a specific device may be needed to improve safety or traffic flow. These standards account for factors such as the number of vehicles and pedestrians that use an intersection, how often crashes occur, and whether visibility is limited. Meeting a warrant means that installing a device could be appropriate, but it does not automatically require it. These guidelines, along with engineering judgment and site conditions, will be used to decide whether a new traffic control device, such as a stop sign or traffic signal, should be installed.

¹ <https://highways.dot.gov/safety/speed-management/traffic-calming-eprimer/traffic-calming-eprimer-module-8>

Maintenance: The Program prioritizes solutions that are durable with minimal upkeep to reduce potential long-term maintenance costs.

On-Street Parking: Some traffic calming measures may require the removal of on-street parking spaces. Parking loss at specific locations is evaluated alongside neighborhood support when establishing traffic calming measures. Parking removal must be approved by the Complete Streets Commission or City Council, as described in Menlo Park Municipal Code 11.24.026.

Funding: The Program prioritizes safety for all users by directing resources to locations demonstrating the greatest safety need, recognizing that not all requests can be accommodated. Large or more complex projects that exceed available budget will be considered by City Council through the Capital Improvement Plan process. State and federal grants may be sought to support project implementation. Funding availability will affect timing of project implementation.

Community Art as Traffic Calming Measures: Community art, such as neighborhood gateways, street painting, and signage not intended for traffic control, can offer important benefits, including a stronger sense of place and increased visibility of public space. However, studies such as the Bloomberg Philanthropies Asphalt Art Safety Study² and FHWA Vision Zero Implementation Toolkit³, have shown that art alone is not an effective substitute for traffic calming measures. Art can complement these efforts, but it should not be relied upon as the primary tool for slowing traffic or improving safety. In the State of California, all traffic-control devices on public streets must conform to the CA MUTCD. Unauthorized regulatory, warning, or guidance signs are not permitted under the City's Sign Ordinance (Chapter 16.92) and are not part of the Program. The consideration of community art, in conjunction with other traffic calming measures, may be evaluated on a case-by-case basis, depending on available budget, staffing resources and maintenance requirements.

City Liability: Projects implemented through the Program must not result in unreasonable or unacceptable liability exposure to the City.

PROGRAM PROCESS

The Program follows a process that ensures resident concerns are considered, evaluated, and addressed in a structured and consistent way. The process emphasizes data-driven decision-making—each request will be reviewed against objective criteria, scored using a point-based system, and prioritized for design and implementation according to measurable safety needs, available funding, and staff capacity.

1. Intake of Resident Information

The process is initiated when a resident submits a request through an online form regarding traffic safety concerns on a neighborhood street. While most requests originate from residents, the City may also consider requests from schools, senior centers, business owners, or other community-based organizations. If needed, staff may gather additional information to complete the intake.

² Bloomberg Philanthropies (April 2022). Asphalt Art Safety Study. <https://assets.bbhub.io/dotorg/sites/43/2022/04/Asphalt-Art-Safety-Study.pdf>.

³ FHWA (March 2024). Vision Zero Toolkit. https://highways.dot.gov/sites/fhwa.dot.gov/files/2024-04/Vision%20Zero%20Toolkit%20508_0.pdf.

2. Eligibility Review

City staff will review requests against established eligibility criteria. To qualify, streets must be a neighborhood street which is defined in this document and in the City's General Plan Circulation Element as a Federal Highway Administration (FHWA) designated local street. The term neighborhood street will be used throughout this document and is inclusive of local roads, neighborhood connectors, and bicycle boulevards. Only requests on neighborhood streets will proceed to the evaluation and prioritization phase.

Ineligible Projects and other Projects Not Implemented

Requests that are not eligible for the Program may be considered through other City processes.

Staff will direct residents to the most appropriate City resource. Examples include:

- Arterials and Collectors – Safety concerns related to higher classification roadways are evaluated in accordance with the City's Transportation Master Plan and VZAP. Corridor-level improvements are implemented through the Capital Improvement Plan.
- Parking or Curbside Management – Concerns regarding residential parking, loading, or curb regulations are referred to staff for review under the City's Municipal Code 11.24.
- Other Service Requests – Maintenance issues such as potholes, signage repair, or vegetation trimming are forwarded to the City's maintenance service request system.

3. Evaluation and Prioritization

Eligible projects will be evaluated and prioritized in batches using a point-based system that measures the relative severity and frequency of safety issues on each street segment. Points will be assigned to each project based on objective criteria that provides a measurable indicator of safety conditions. The criteria consist of the following:

- **Speed** - Operating speeds are one of the strongest predictors of crash risk and injury severity.
- **Injury collisions** – These provide evidence of existing safety concerns.
- **Traffic volume** – Higher volumes, when combined with high speeds, increase the risk of collisions.
- **Proximity to community activity centers** – Locations in close proximity to community activity centers, such as schools, parks, and other community destinations, involve more vulnerable users.
- **Underserved communities** – Ensures alignment with the City's Environmental Justice Element and supports equitable investment across neighborhoods.

Eligible requests will be evaluated, scored, and prioritized based on the following point system:

- **Speed** – one point per mile per hour (mph) that the 85th percentile speed (weekday average of speeds from the past year of available data) exceeds the *prima facie* speed limit, which is 25 mph on neighborhood streets.

- Scoring Metric

The 85th percentile is the speed at or below which 85% of drivers are traveling under free-flow conditions. The 85th percentile speed captures the speed at or below which the vast majority of drivers travel. The value is calculated to include all speeds observed in the dataset for that street segment. Very fast or frequent speeding can increase the 85th percentile if those behaviors occur with regularity. Using this measurement allows all street segments to be compared with one metric in a standardized way that can account for both the frequency and the amount of speeding. This measure aligns closely with crash-risk relationships and is recognized by the Federal Highway Administration as a nationally accepted engineering standard widely applied in traffic studies.

A *prima facie* speed limit is a default speed limit established by state law, California Vehicle Code (CVC) §22352, that applies when no speed limit signs are posted.

- Threshold methodology
 This evaluation approach removes subjectivity by relying on a consistent, data-driven formula. It also provides increasing weight to higher speeds above the posted limit, acknowledging a higher potential safety risk as speeds increase.
- **Injury collisions** – two points per injury collision identified from the SafeTREC Transportation Injury Mapping System (TIMS) in the past three years of available data that occurs along the street segment.
- **Traffic volume / average daily traffic (ADT)** – one point per 500 vehicles (weekday average in the past year of available data) if the total volume exceeds 750 vehicles on the street segment.
 - Scoring Metric
 Volume data is collected over 24 hours, during periods of highest typical impact which is on weekdays, Mondays through Thursdays. To account for seasonal variations in travel patterns, the Program uses an average of one year of available historical data.
 - Threshold methodology
 The ADT threshold was established using the existing City of Menlo Park Transportation Impact Analysis (TIA) Guidelines used for assessing potential impacts to streets. The guideline states potentially significant impacts could be seen if a neighborhood street with 750 – 1,350 vehicles/ per day has additional traffic volume added to it. This range of daily street segment volume of 750 vehicles per day was used to establish a scoring threshold for the Program to account for daily street segment volume. This volume threshold was also compared to third party travel data to confirm its appropriateness for neighborhood streets in the City. To determine the prioritization of each project, a step increase of 500 vehicles per day was used to score and rank the projects. The step increase of 500 is similar to the thresholds that are used in the TIA guidelines for analyzing traffic impacts on neighborhood streets.
- **Proximity to community activity centers** - One point is added if the street segment is adjacent to community activity center(s) which are defined as schools, parks and public facilities, as defined by the City's General Plan Land Use Element (Figure 3) and City's Safe Routes to Schools Citywide Map (Figure 4).
- **Underserved communities** - One point is added if the street segment is in an underserved community, as defined by the City's Environmental Justice Element.

Each criterion contributes to an overall score, with higher scores indicating greater safety concerns and high priority for improvement. Together, these criteria ensure that prioritization is data-driven, consistent, and focused on identifying the locations with the highest need and greatest potential for safety improvement. The highest-ranking projects will be selected for design based on the available annual budget, expected project costs and staff resources. Projects that receive points for traffic speeds or collisions but are not implemented due to budgetary constraints will be carried over to the following year's prioritization process.

If the project receives points for speed and is along an emergency response route (Figure 2), it will require further study and coordination with the Menlo Park Fire District. These emergency response route projects are evaluated separately and may be recommended for implementation under the City's Capital Improvement Plan. Projects that do not receive points for traffic speeds or collision criteria will not be further evaluated or prioritized.

4. Design

Once prioritized, selected projects will proceed to the conceptual design phase, where City staff or consultants will develop and recommend traffic calming measures. Program project designs will be developed based on engineering standards and the Vision Zero Countermeasure Toolbox. City staff will present the list of projects and the conceptual designs to the Complete Streets Commission and gather community feedback to inform the final design.

5. Implementation

Projects may be advanced for implementation through the following delivery pathways, depending on project location, scale and available budget.

- Program - Smaller-scale, quick build projects that can be implemented with limited design and resources and do not require City Council review or approval and use Program capital funds.
- Street Maintenance Plan – Improvements may be included in the annual street resurfacing project depending on the project location.
- Capital Improvement Plan - Larger or more complex projects may be incorporated into the City's 5-Year Capital Improvement Plan as separate capital projects.

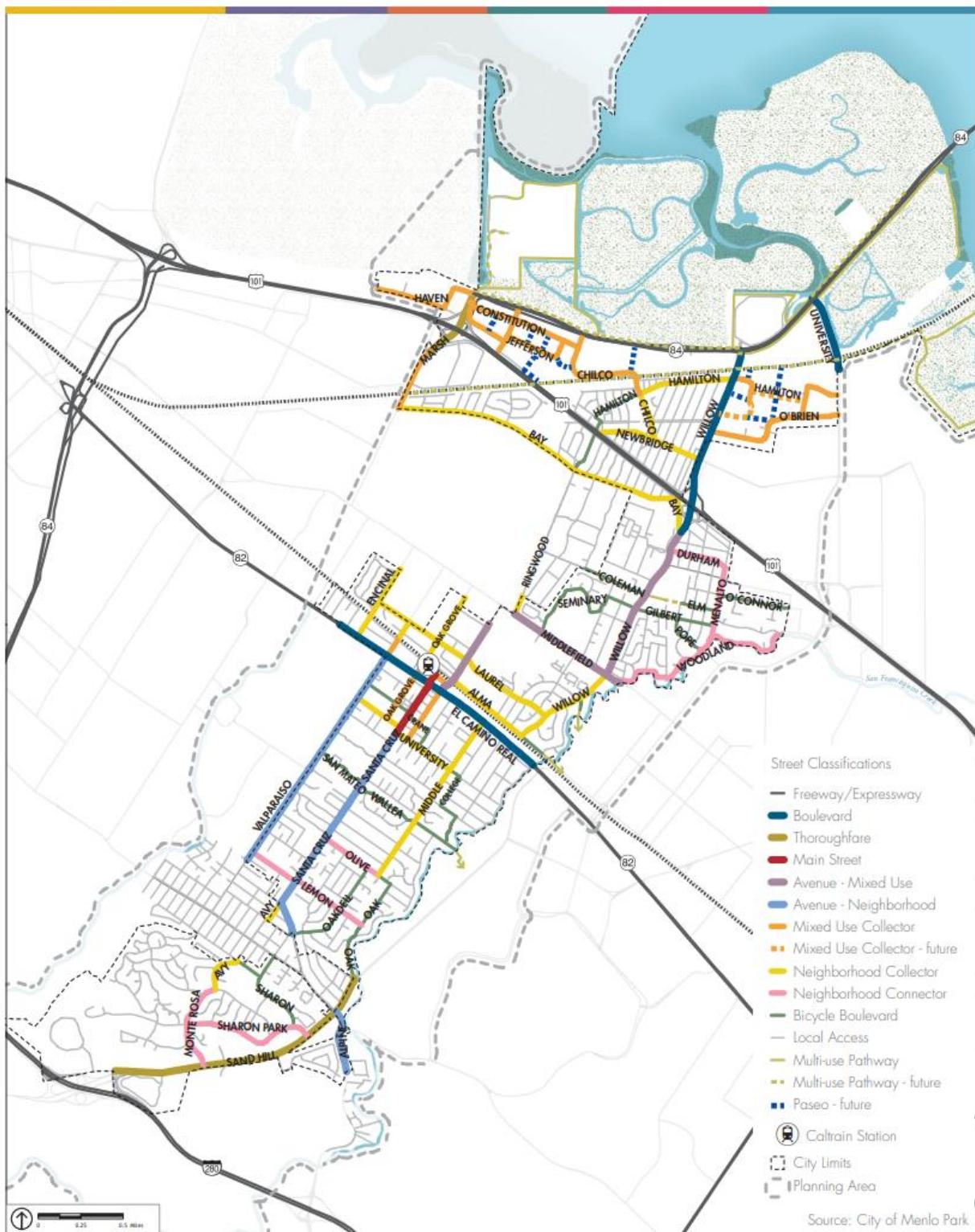


Figure 1: Street Classifications

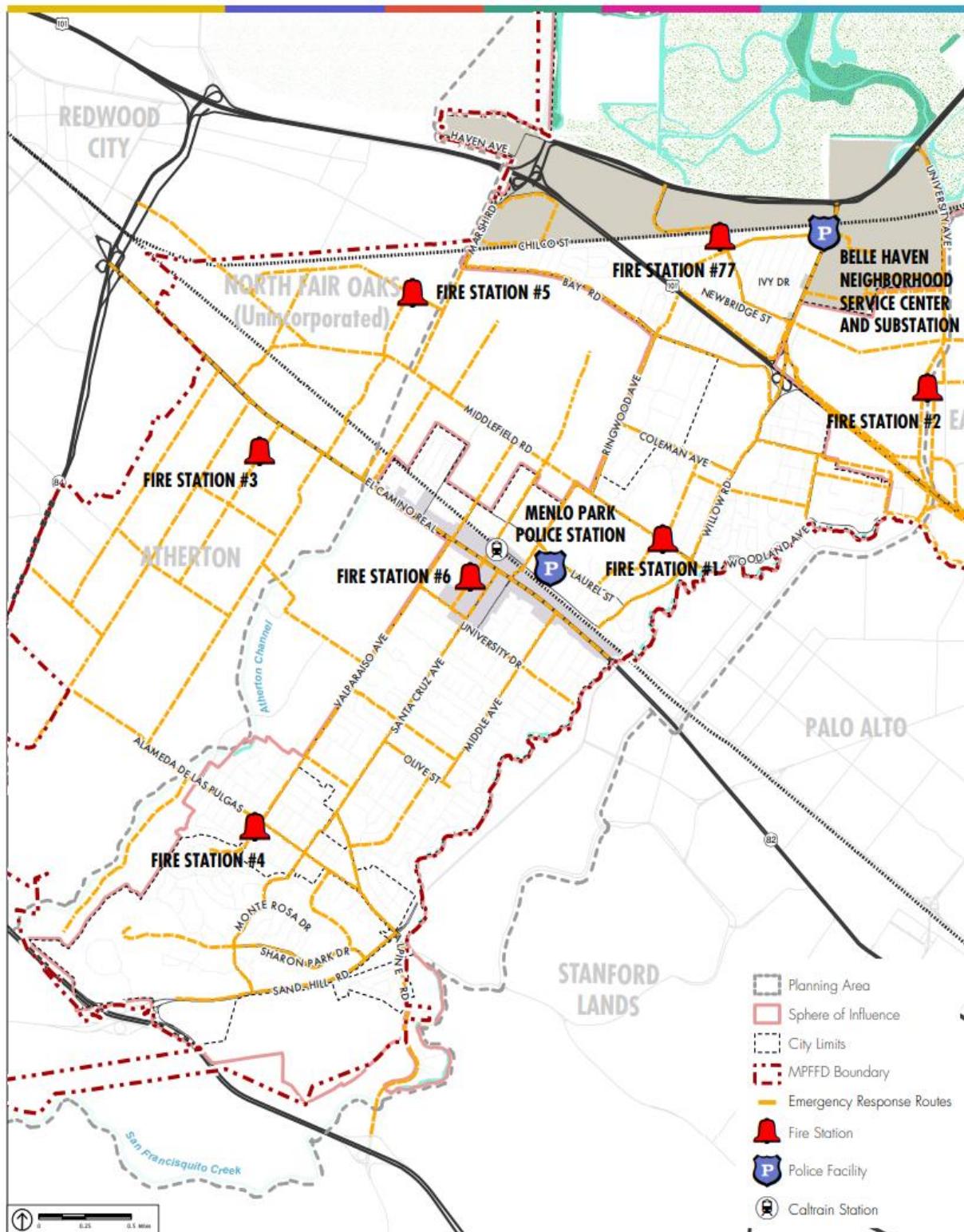


Figure 2: Emergency Response Routes

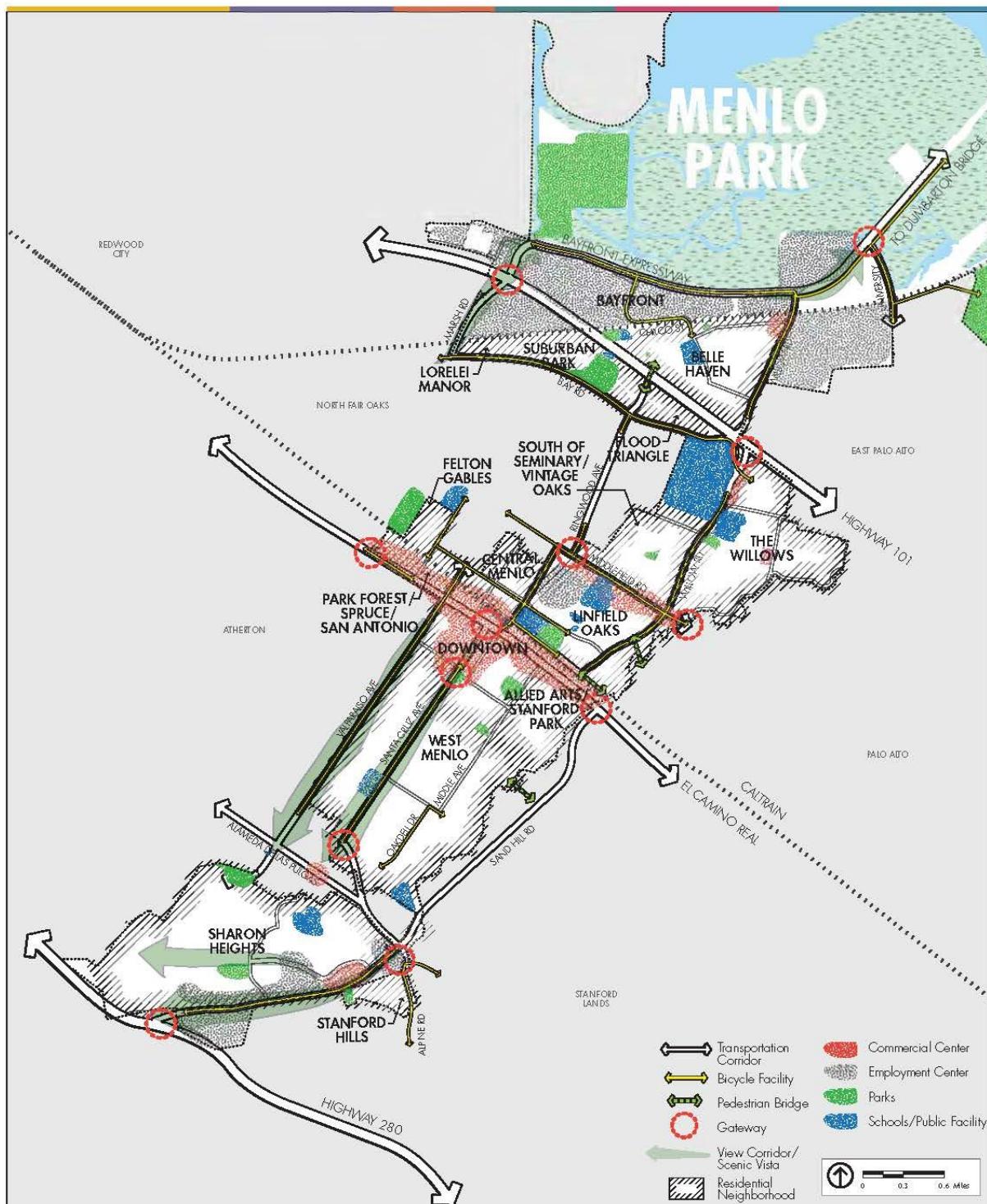


Figure 3: Community Features

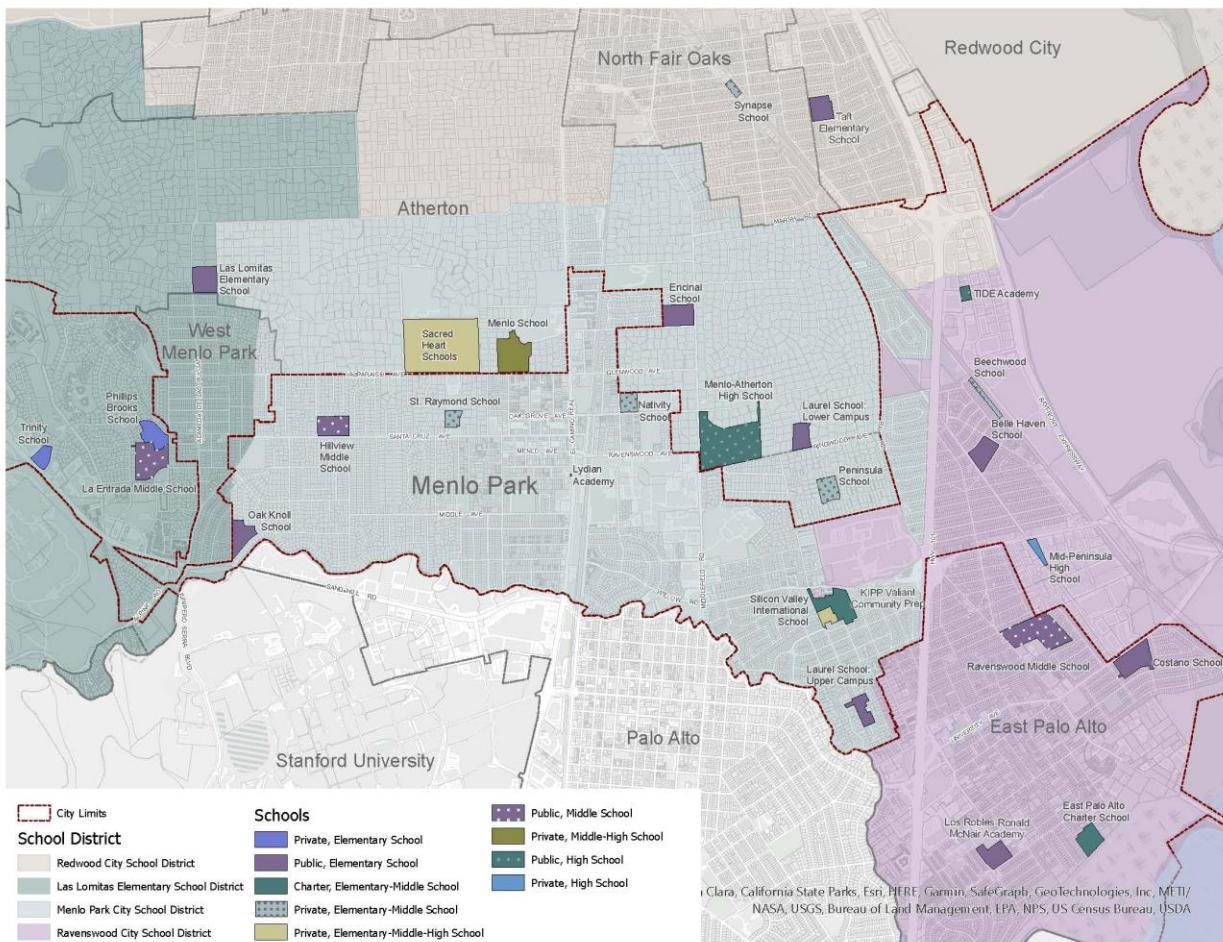
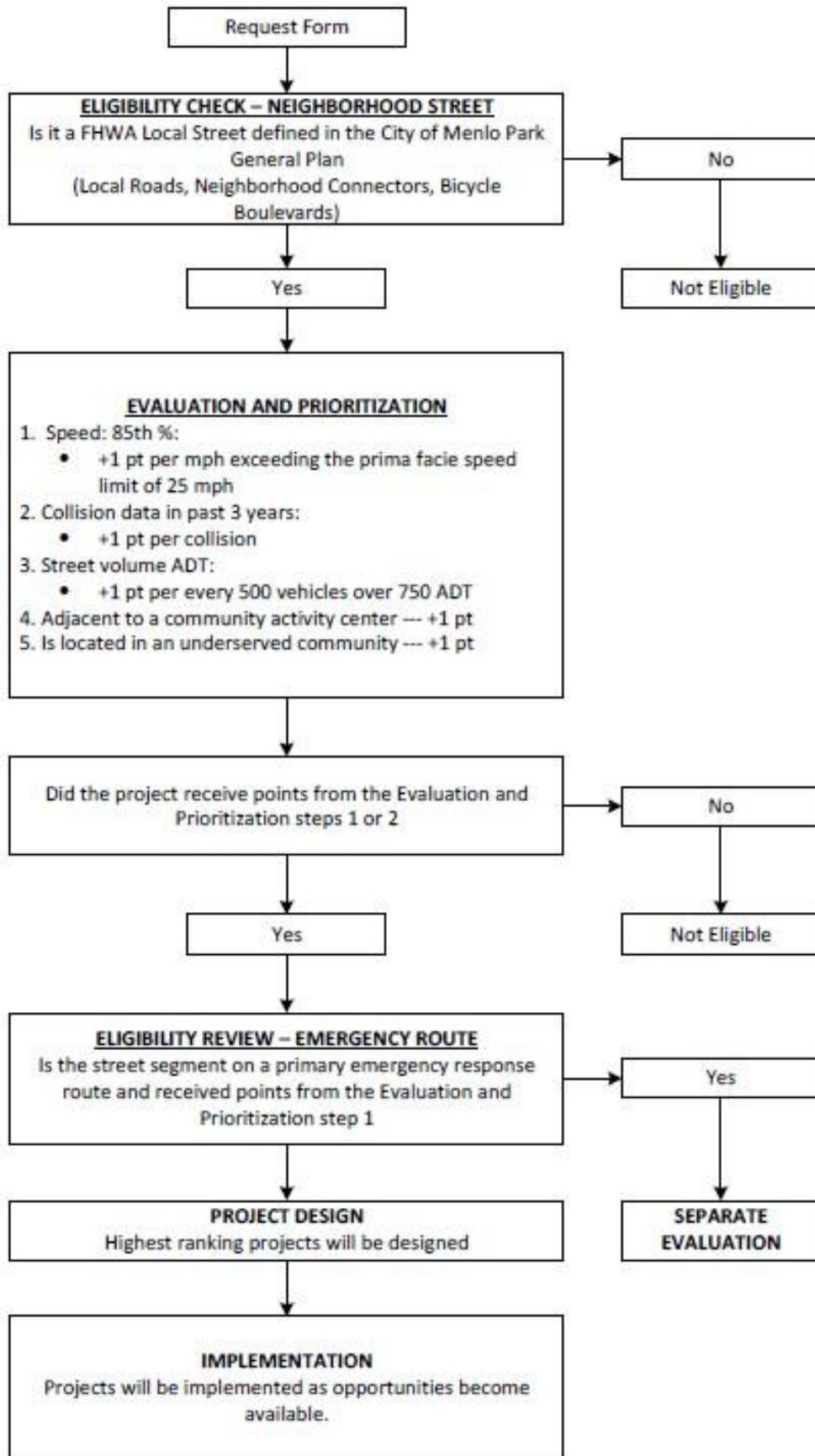


Figure 4: Safe Routes to Schools Citywide map

PROGRAM PROCESS CHART



COUNTERMEASURE TOOLBOX

Program project designs will be developed based on engineering standards, the Vision Zero Countermeasure Toolbox, and available resources. The list below presents a subset of countermeasures drawn from Appendix D: Countermeasure Toolbox of the VZAP. These countermeasures have been identified as the most applicable to traffic calming measures for neighborhood streets. These include a range of measures to address issues related to speed, volume, and safety. Not all measures that may be acceptable are desirable in all situations. Many of the measures described herein may be used in combination with each other, and there may also be design variations of each measure. Selection of the appropriate tool is guided by engineering discretion, site context, and safety needs.

GEOMETRIC MODIFICATIONS

- Neighborhood Traffic Circle

OPERATION/WARNING

- All-Way Stop Control
- Lane Narrowing
- Advanced Stop Bar
- Curb Extensions

PEDESTRIAN AND BICYCLE

- High-Visibility Continental Crosswalk
- Speed Hump or Speed Table
- Raised Median/Refuge Island
- Raised Crosswalk
- Rectangular Rapid Flashing Beacon
- Bicycle Boulevard

APPENDIX A: DEFINITIONS

Street Classifications:

- Arterials: Serve as the primary routes for moving traffic efficiently over long distances. These roadways typically have higher speed limits ranging from 30 to 45 mph⁴ and often carry an Average Daily Traffic (ADT) of 3,500⁵ vehicles or more.
- Collectors: Serve to gather traffic from neighborhood streets and channel it towards the arterial network. Collectors balance access and mobility and often traverse residential or commercial areas. These roadways typically have speed limits ranging from 25 to 45 mph and often carry an ADT of 1,501 to 3,499 vehicle or more.
- Neighborhood Streets: Serve to provide direct access to residential properties and have the lowest traffic volumes and speeds. These roadways prioritize access over mobility, and speeds tend to be much lower, often around 25 mph, to ensure safety in neighborhoods where pedestrians and cyclists are common and often carry an ADT of 1,500 vehicles or less.

Speed:

- 85th percentile speed: When the data is sorted from lowest to highest, it represents the speed below which 85% of those observations fall. State law requires speed limits to be set at the nearest 5 mph increment to this value, with limited allowances to lower by an additional 5 mph for documented safety concerns or under the provisions of Assembly Bill 43. The 85th percentile speed is also an established engineering standard used in roadway design as outlined in the California Manual on Uniform Traffic Control Devices (CA MUTCD) and the America Association of State Highway and Transportation Officials (AASHTO).
- Prima facie speed limit: Under the California Vehicle Code (CVC §22352)⁶, a prima facie speed limit is the default, presumed lawful speed limit that applies on certain types of roads or locations, even if no speed limit sign is posted. Standard Prima Facia Limits in California include 25 mph on neighborhood streets.

Underserved Community: The City's Environmental Justice Element (EJE) identifies Belle Haven and the Bayfront as underserved communities.

⁴ Federal Highway Administration. (2025). Speed Limit Setting Handbook.

<https://highways.dot.gov/sites/fhwa.dot.gov/files/Speed-Limit-Setting-Handbook.pdf>

⁵ Caltrans. Roadway Classification.

<https://dot.ca.gov/programs/traffic-operations/traffic-ops-manual/glossary#LetterR>

⁶ California Vehicle Code. Section Number 22352.

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=22352

APPENDIX B: REFERENCED PLANS AND POLICIES

City of Menlo Park General Plan:

<https://www.menlopark.gov/files/sharedassets/public/v/1/community-development/documents/general-plan/circulation-element-adopted-20161129.pdf>

City of Menlo Park Vision Zero Action Plan:

<https://www.menlopark.gov/files/sharedassets/public/v/5/public-works/documents/transportation/transportation-projects/menlo-park-vision-zero-action-plan-final.pdf>

City of Menlo Park Vision Zero Action Plan – Countermeasure Toolbox:

<https://www.menlopark.gov/files/sharedassets/public/v/3/public-works/documents/transportation/transportation-projects/menloparkvzap-countermeasuretoolbox.pdf>

City of Menlo Park Transportation Master Plan:

<https://www.menlopark.gov/files/sharedassets/public/v/2/public-works/documents/transportation/transportation-projects/2020-transportation-master-plan.pdf>

City of Menlo Park Environmental Justice Element:

<https://www.menlopark.gov/Government/Departments/Community-Development/Planning/Comprehensive-planning/Environmental-Justice-EJ-Element>

SafeTREC Transportation Injury Mapping System (TIMS):

<https://safetrec.berkeley.edu/tools/transportation-injury-mapping-system-tims>

City of Menlo Park Transportation Impact Analysis Guidelines

<https://www.menlopark.gov/files/sharedassets/public/v/2/public-works/documents/transportation/transportation-projects/tia-guidelines-modifications-approved.pdf>

City of Menlo Park Citywide Crosswalk Policy

<https://www.menlopark.gov/files/sharedassets/public/v/1/public-works/documents/transportation/transportation-projects/citywide-crosswalk-policy-20160906.pdf>

Office of Traffic Safety – Safe System Approach

<https://www.ots.ca.gov/the-safe-system/>