

# Complete Streets Commission

## REGULAR MEETING MINUTES



**Date:** 4/8/2026  
**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 6:35 p.m.

### B. Roll Call

**Present:** Cebrian, Cole, Herscher, Ierokomos, Rennie,  
**Absent:** Bailey, Rascoff  
**Staff:** Public Works Director Azalea Mitch, Transportation Manager Joanna Chan, Senior Transportation Planner Catrine Machi, Associate Transportation Planner Casandra Cortez, Associate Transportation Engineer Phong Vo and Senior Planner Christopher Turner

### C. Reports and Announcements

Staff provided updated on City Council priority setting workshop and upcoming events.

### D. Public Comment

- None.

### E. Regular Business

- E1. Accept the Complete Streets Commission minutes for March 11, 2026 (Attachment).

**ACTION:** Motion and second (Cole/ Rascoff), to accept the Complete Streets Commission minutes for March 11, 2026, passed 5-0-2 (Bailey and Rascoff absent).

- E2. Receive an update and provide feedback on the Draft Environmental Impact Report (EIR) for the 1005 O'Brien Dr. and 1320 Willow Rd. Development Project (Attachment).

The Commission discussed corrections to the staff report regarding bike facilities along O'Brien Drive and number of long-term bicycle parking spaces.

The applicant and Transportation Manager Joanna Chan made the presentation (Attachment).

The Commission received clarification on existing and future site conditions, employment estimates, parking supply, bicycle and pedestrian improvements along O'Brien Drive and Willow Road, project scope limits and coordination with adjacent facilities, shuttle access, transportation demand management measures, intersection operations, pedestrian crossing improvements, bicycle facility connectivity, sidewalk gaps and long-term versus short-term bicycle parking.

- Ken Kershner spoke in support of the bicycle and transit improvements and requested clarification on protections and gaps preventing commuters from biking.

The Commission provided the following feedback by consensus:

1. Evaluate the number of bicycle parking spaces and determine if an increase in bicycle parking is needed
2. Include an action item for the City to pursue an easement from San Francisco Public Utilities Commission (SFPUC) to convert an area into trail access that links to the project site
3. Designate the \$1.2M transportation impact fee (TIF) to be spent in the vicinity of the project site, aiming at improvements to increase active transportation to the project site
4. Construct a Class IV separated bikeway along the project frontage on O'Brien Drive
5. Construct a crossing on Willow Road as part of the Willow Class IV project
6. Include multimodal Level of Service (LOS) analysis as part of the project's EIR
7. Evaluate extending the left-turn queue lane on Willow Road for left turns onto O'Brien Drive
8. Improve shuttle stops (City and private) on O'Brien Drive to provide safe and accessible waiting areas, including sidewalks to access shuttle stops

#### **F. Informational Items**

- F1. Update on major project status.

The Commission received an update on the Olive Street and Middle Avenue intersection and the movement of planters in the Nealon Park parking lot.

#### **G. Committee/Subcommittee Reports**

None.

#### **H. Adjournment**

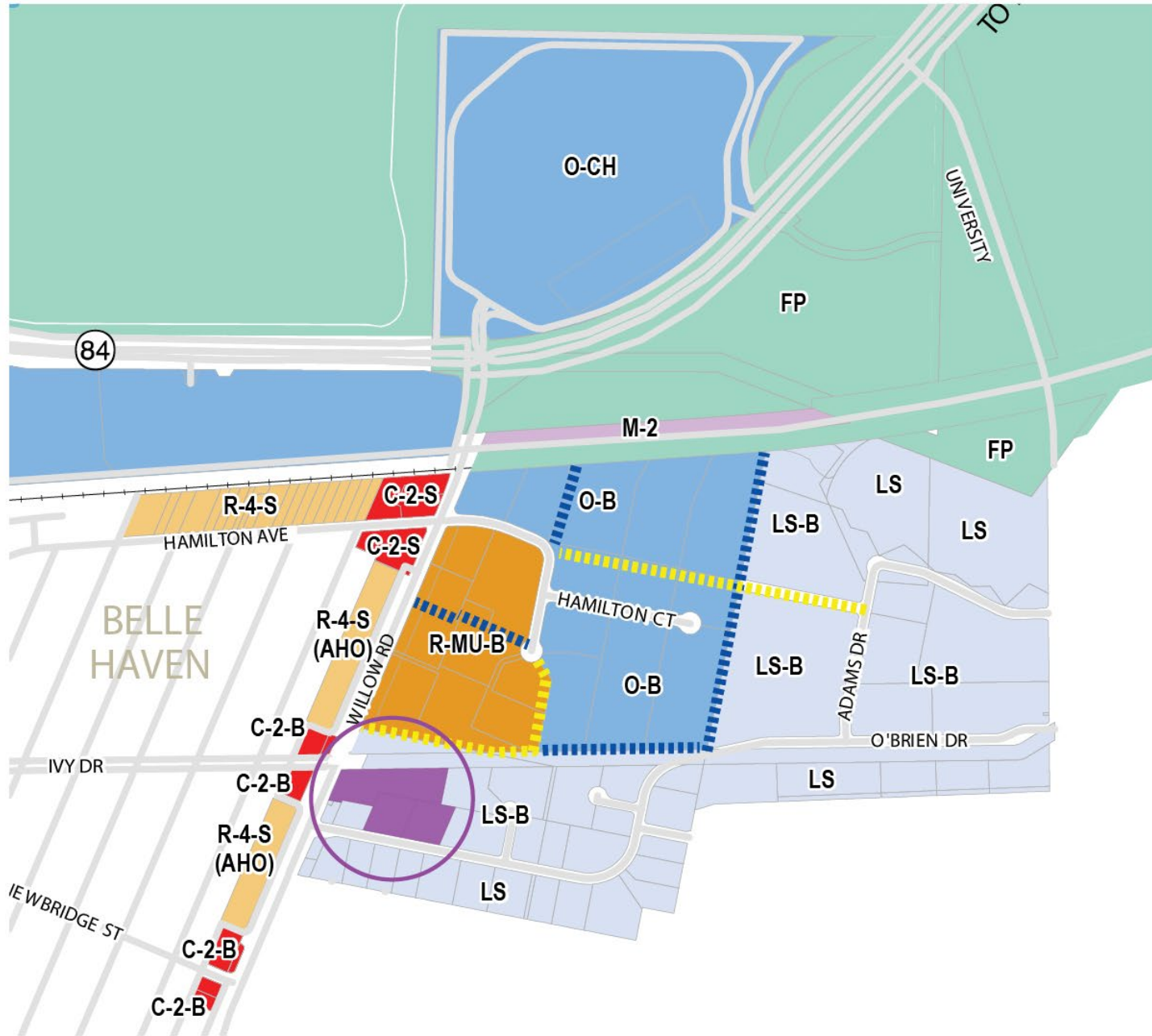
Chair Ierokomos adjourned the meeting at 8:20 p.m.

Senior Transportation Planner Catrine Machi

# 1005 O'Brien Drive & 1320 Willow Road Menlo Park

04/08/2026





- Project Site
- R-MU Residential Mixed Use / R-MU-B (-B = Bonus Available)
- LS Life Sciences / LS-B (-B = Bonus Available)
- O Office / O-B (-B = Bonus) / O-CH (-CH=Corporate Housing) / O-H (-H = Hotel)
- Neighborhood Mixed Use, Restrictive
- High Density Residential, Special

**New Connections**

- Public Street
- Paseo









1. Eastbound O'Brien Drive (985 OBD on the left)

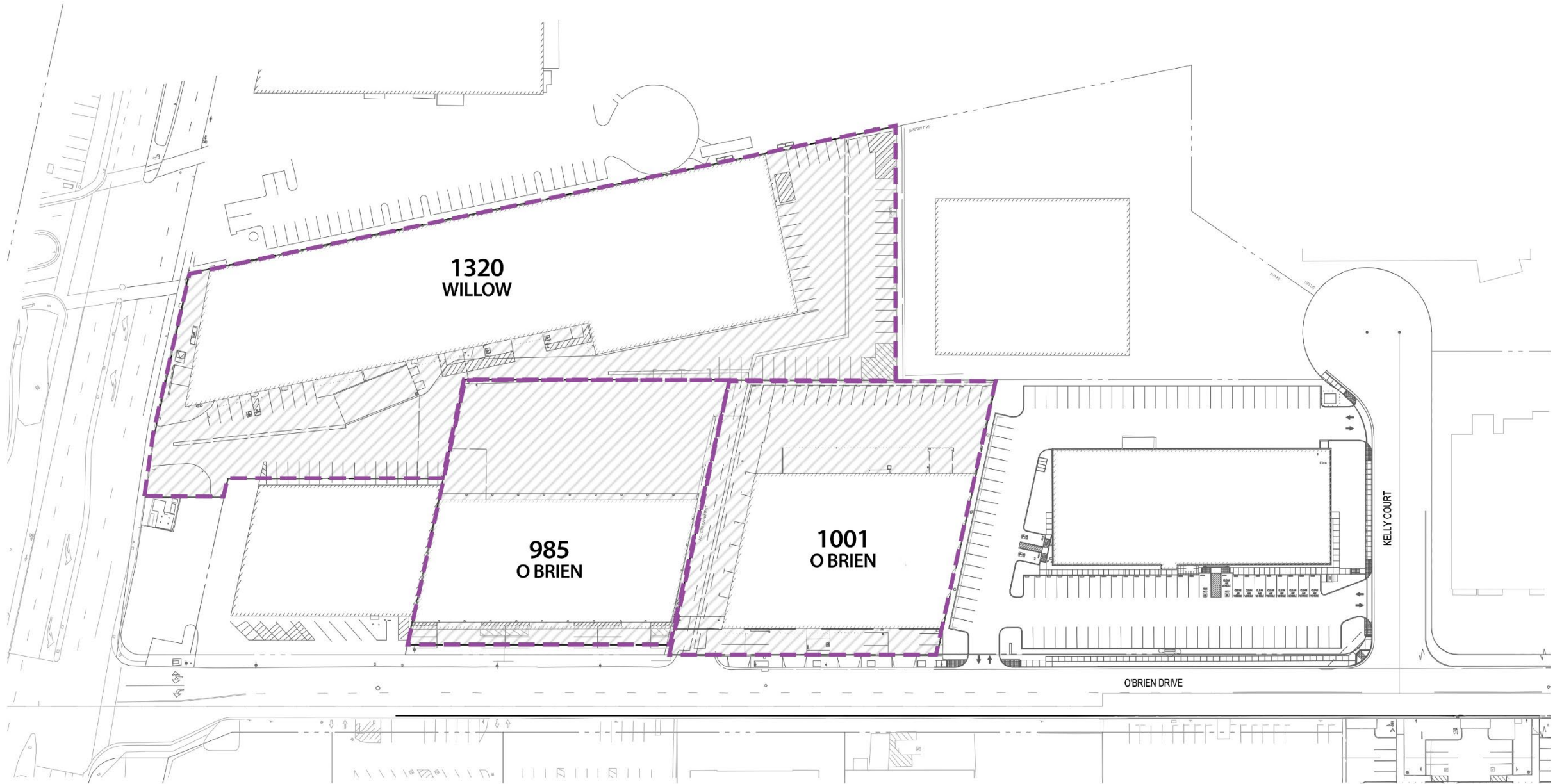


2. Westbound O'Brien Drive (1001 OBD on the right)



3. Northbound Willow Road (1320 Willow Rd on the right)





	Phase 1 – 1005 O’Brien Dr	Phase 2 – 1320 Willow Rd	Overall Site
BUILDING AREA	154,581 SF / 1.25 FAR	73,817 SF / 1.23 FAR	228,398 SF / 1.24 FAR
BUILDING HEIGHT	5-story	4-story	6.5 Level
PARKING	325 cars	195 cars	520 cars



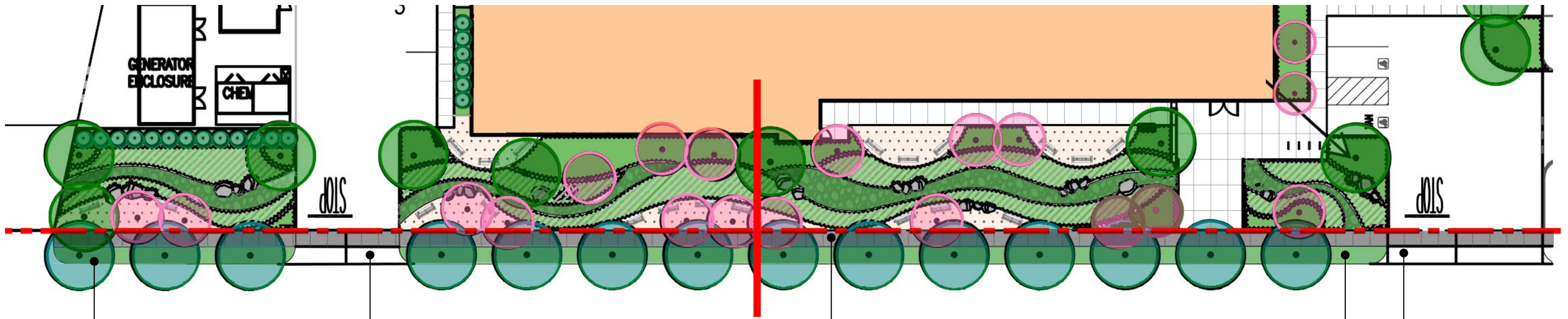


**1005 O'Brien Drive & 1320 Willow Road**  
MENLO PARK, CA

1005 O'BRIEN DRIVE - BUILDING ENTRY VIEW





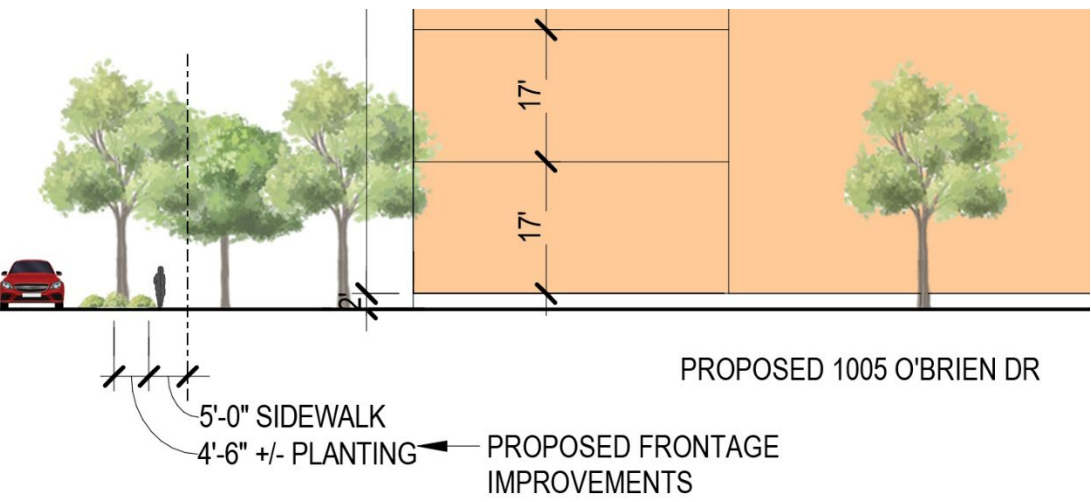


New 4.5 ft planting strip with 14 new street trees

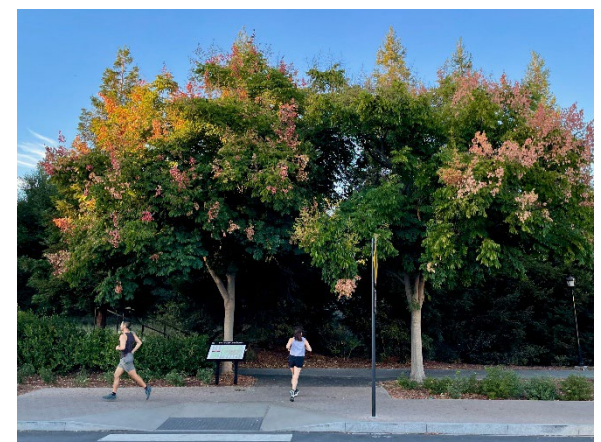
New curb-cut

New 5 ft sidewalk

New curb-cut (E) power pole to remain, power feeds will be undergrounded



NEW STREET TREES



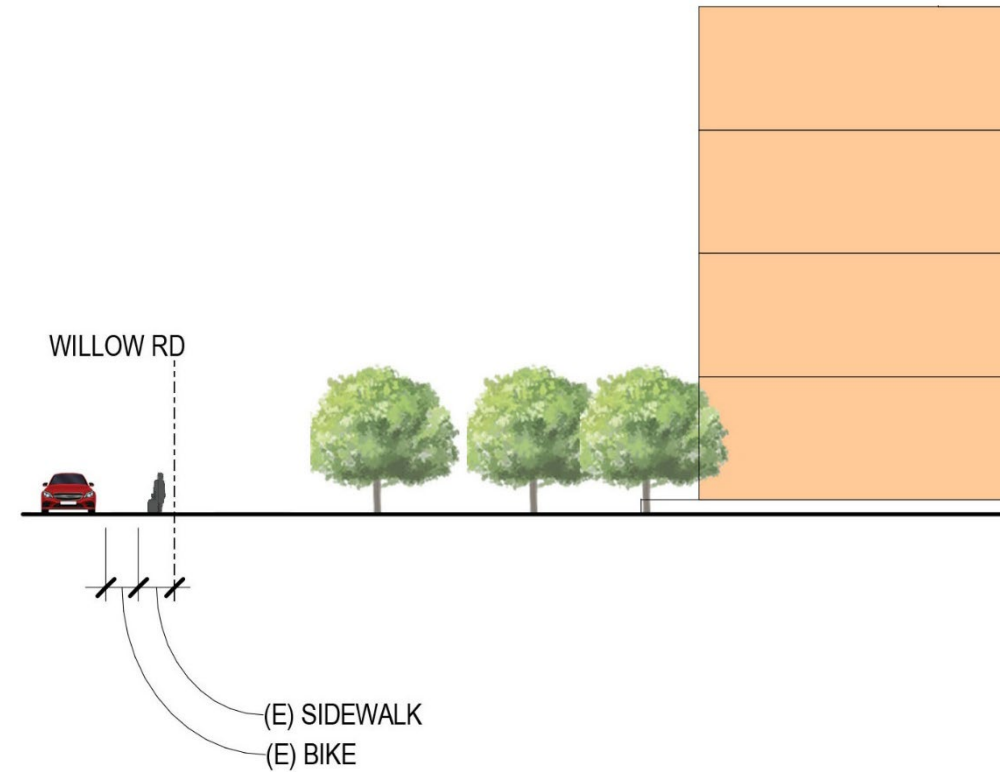
Chinese Flame Tree



Texas Red Oak







## CAMPUS-WIDE TDM PLAN FEATURES

Tarlton is committed to reducing traffic in Menlo Park. Transportation demand management for the project will be integrated with Tarlton's campus-wide program that has proven to reduce traffic from Tarlton-owned properties beyond the requirements of code

### ON-SITE BICYCLE FACILITY

- 132 bike racks located throughout the campus (95 Long Term, 37 Short Term)
- Fitness Center with multiple showers located on campus

### RIDE SHARE AND ELECTRIC VEHICLES

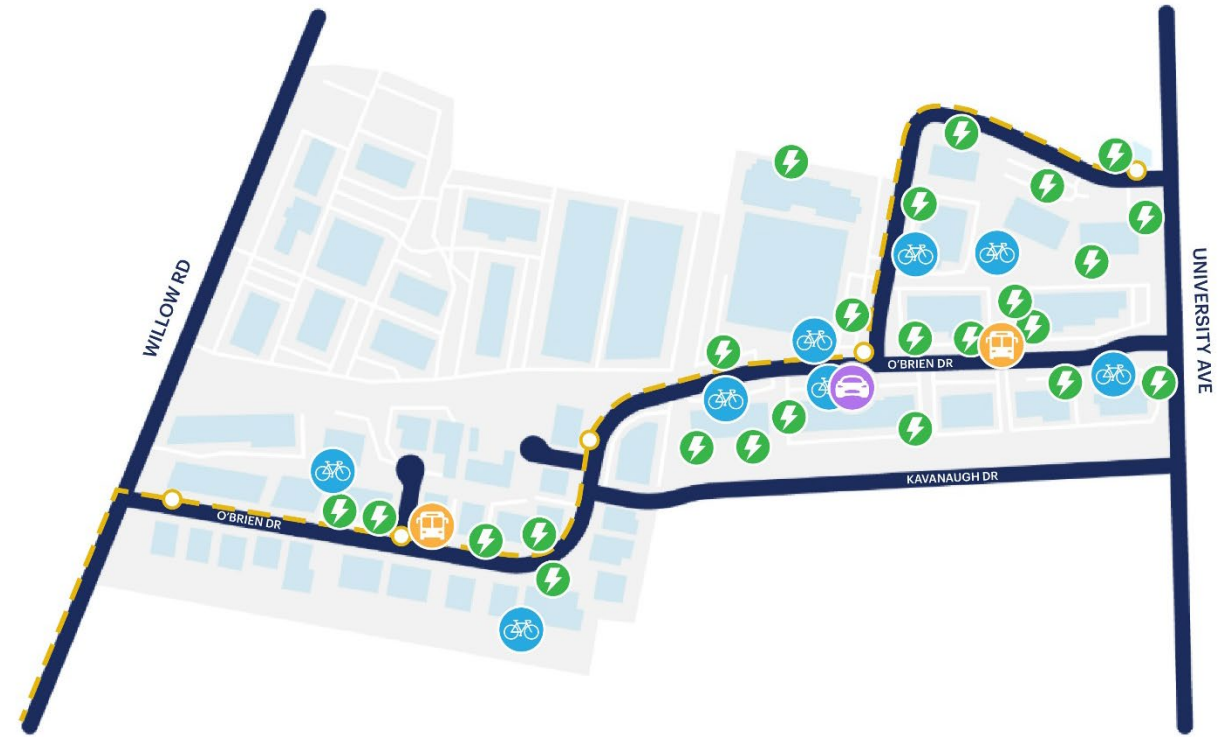
- 210 Electric Vehicle (EV) charging stations located throughout the campus
- 20 Electric Bikes Share for tenants
- CarShare for qualified tenants

### MENLO PARK LABS SHUTTLE SERVICE

**(52% growth in ridership from Q1 2024 to Q1 2026)**

- To & From Union City and Fremont BART
- To & From Palo Alto CalTrain
- To & From Millbrae CalTrain/BART
- To & From Two Locations in San Francisco

### CITY OF MENLO PARK SHUTTLE SERVICE



## CONFERENCE CENTER

## FOOD SERVICE

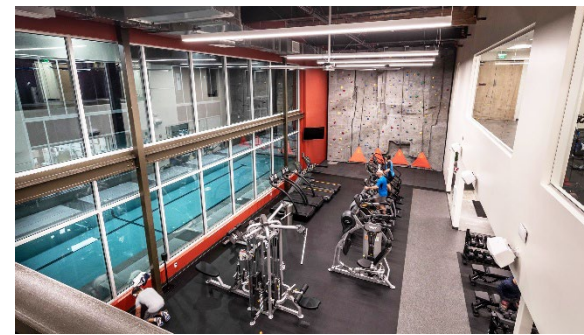
- Eats at 1440

## OUTDOOR FITNESS

- 7,000 sq. ft. Fitness Center, including a gym, a lap pool and climbing wall
- Volleyball court
- Basketball court
- Tennis / Pickleball courts
- Innovators Art Walk

## COMMUNITY EVENTS

- Quarterly trivia nights
- Quarterly blood drives with Stanford Blood Center
- 2x year farmers' market
- 2x year park mixers
- Holiday breakfast
- Toys for Tots



## PROJECT TDM PLAN FEATURES

### ON-SITE BICYCLE STORAGE

- 48 Long Term, 20 Short Term at the buildings and garage

### SHOWERS/CHANGING ROOMS

- 4 Women, 4 Men at the buildings

### ELECTRIC VEHICLE CHARGING

- 76 EV Charging stations, 158 EV capable spaces
- 42 clean air vehicle parking

### ELECTRIC BIKE SHARE STATION

### COMMUTE SUPPORT

- Commute Assistance Center
- Caltrain Go Passes (subsidized transit tickets)



- Bike storage / cage
- Bike racks
- ▲ Showers / Changing rooms
- EV / Clean Air Vehicle parking

	Vehicle Trips Reduction	Vehicle Miles Traveled (VMT) Reduction
City of Menlo Park	20%	15% Below Average Citywide VMT: 13.6 VMT per Employee
City/County Association of Governments of San Mateo County (C/CAG)	35%	-
Proposed Project	36%	Without TDM: 19.0 VMT per Employee With TDM: 11.6 VMT per Employee (39.1% reduction)



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# 1005 O'Brien Drive and 1320 Willow Road Development Project

Complete Streets Commission  
Wednesday, April 8, 2026

# Agenda

- Project overview
- Transportation analysis
  - CEQA
  - Non-CEQA
- Next steps

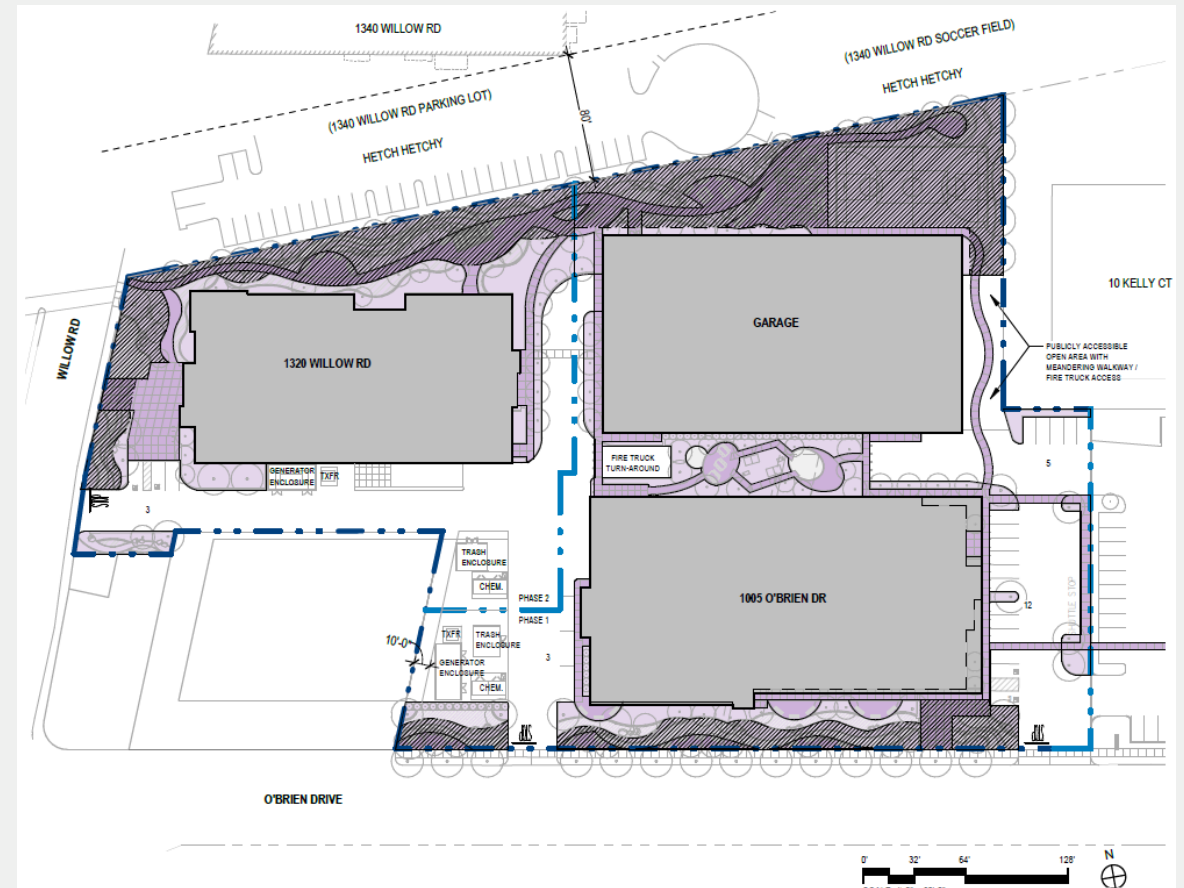
# Project Location



- Main Roadway
- Bike Facility
- Transit
- City Shuttle

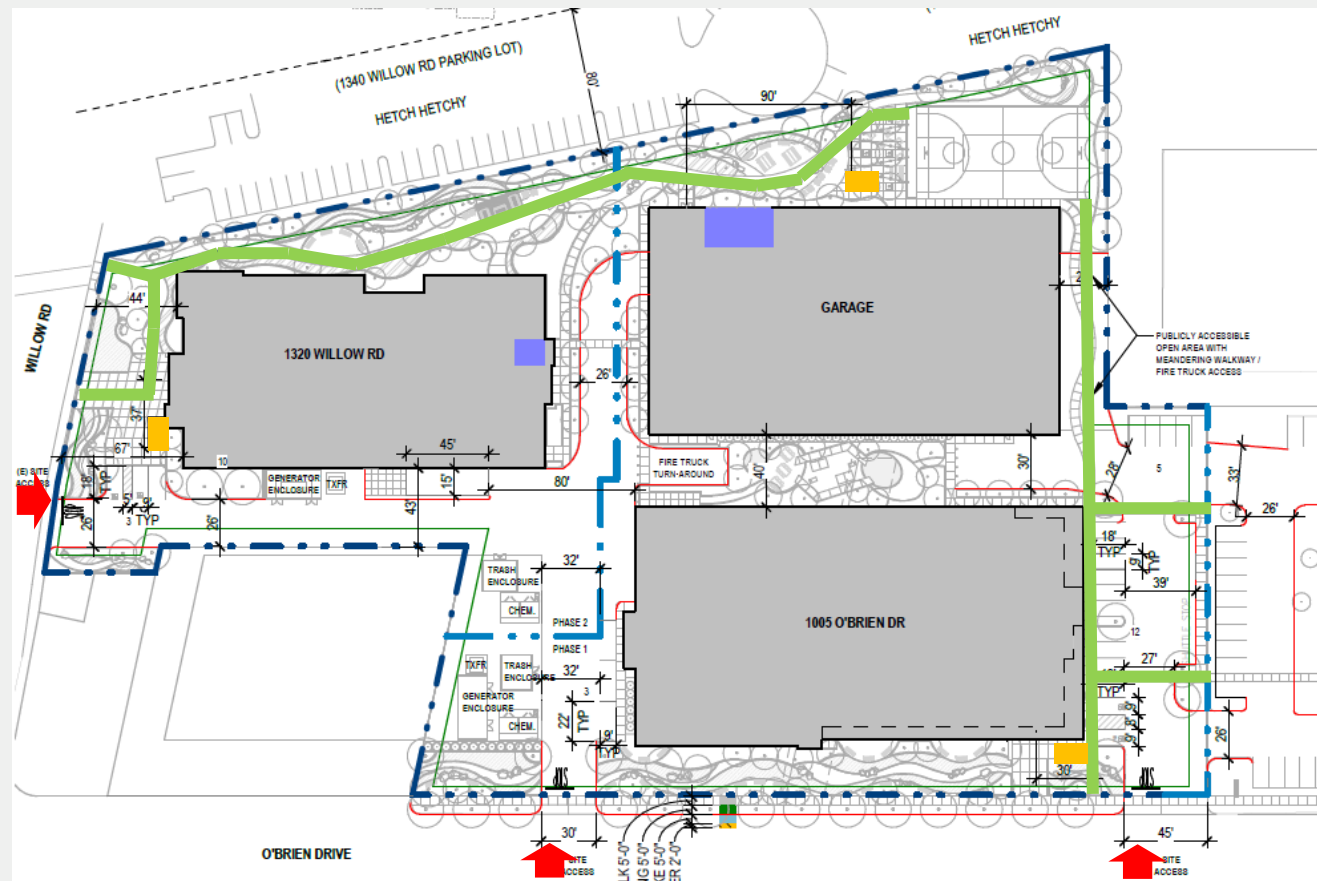
# Project Description

- Demolition of 3 existing buildings
- Construction of 2 new research & development buildings
- 1 new parking garage
- Open space
- Bicycle parking
  - 48 long-term
  - 20 short-term



# Project Site Plan

- Accessible via 3 driveways
- Internal walkways connecting to sidewalks
- Nearby existing bike facilities include Class II bike lanes on Willow Rd. and University Av.
- Enclosed long-term bicycle parking
- Short-term bicycle parking near building entrances



# Transportation Analysis

- CEQA analysis
  - Vehicle miles traveled (VMT)
  - Transportation demand management (TDM) plan
  
- Non-CEQA analysis
  - Level of service (LOS) for intersection operations

## CEQA Analysis – Vehicle Miles Traveled (VMT)

- Project's VMT: 19.0 VMT per employee
- Regional average: 15.9 VMT per employee
- City threshold (15% below regional): 13.6 VMT
  - Project exceeds threshold by 28.4%
- City/County Association of Governments (C/CAG) requires 35% trip reduction
- Project requires mitigation under CEQA
  - Mitigation measures must achieve at least 35% reduction to meet City and C/CAG requirements

# CEQA Analysis – Transportation Demand Management (TDM) Plan

- Project's TDM plan targets 36% trip reduction
- Key measures include:
  - Shuttle services and/or fund transit services
  - Carpool and vanpool programs
  - Public transit passes or subsidies
  - Bicycle facilities and amenities
  - Education and material to encourage alternative transportation modes
- Subject to annual monitoring and reporting

## Non-CEQA Analysis – Level of Service (LOS)

- Included for informational purpose
- A selection of intersections were analyzed under near-term (2027) and cumulative (2040) conditions
  - 12 intersections were studied
  - Multiple intersections would become non-compliant
- Recommended improvement measures were identified but most are infeasible due to right-of-way constraints or impacts to pedestrian and bicycle travel

# LOS Non-Compliant Intersections

Table 1: Intersection LOS Non-Compliant with Local Policies

Intersection	Near-term (2027) plus Project	Cumulative (2040) plus Project
Willow Road/Bayfront Expressway	LOS E in AM peak	LOS F in AM/PM peak
Willow Road/Hamilton Avenue	LOS F in AM peak	LOS F in AM peak
Willow Road/Ivy Drive	LOS F in PM peak	LOS E in PM peak
Willow Road/O'Brien Drive	LOS F in AM/PM peak	LOS E in AM peak LOS F in PM peak
Willow Road/Newbridge Street	LOS F in AM/PM peak	LOS F in AM/PM peak
Willow Road/US 101 NB Off-Ramps		
Willow Road/US 101 SB Off-Ramps		LOS F in AM peak
O'Brien Drive/Kavanaugh Drive	LOS F in AM peak	LOS F in AM/PM peak
University Avenue/Bayfront Expressway	LOS E in PM peak	LOS F in PM peak
University Avenue/Adams Drive		
University Avenue/O'Brien Drive		LOS F in AM peak
University Avenue/Kavanaugh Drive		

## Next Steps

- Draft EIR 45-day review period ends May 18, 2026
- Planning Commission public hearing is scheduled May 4, 2026
- Written comments must be submitted no later than 5:30 p.m. on May 18, 2026 to be officially addressed in the Final EIR
- A summary of the review of this project will be included in the staff report to the Planning Commission
- Upon completion of the review of two qualifying development projects under this pilot, a summary will be provided to City Council as an informational item



**Thank you**