

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 10/12/2022
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 845 2506 8381
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 845 2506 8381
Press *9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 845 2506 8381)

A. Call To Order

B. Roll Call

C. Reports and Announcements

Under "Reports and Announcements," staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

D. Public Comment

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

E. Regular Business

- E1. Accept the Complete Streets Commission minutes for September 14, 2022 ([Attachment](#))
- E2. Recommend the adoption of Resolution No. 2022-6 to install no parking zones on Alma Street to facilitate the installation of an on-street bicycle corral ([Staff Report #22-013-CSC](#))

F. Informational Items

- F1. Update on major project status

G. Committee/Subcommittee Reports

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

H. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 10/6/2022)

Complete Streets Commission



REGULAR MEETING MINUTES – DRAFT

Date: 9/14/2022
Time: 7:00 p.m.
Location: Zoom

A. Call To Order

Chair Cole called the meeting to order at 7:06 p.m.

B. Roll Call

Present: Altman, Behroozi, Cole, Jensen (arrived at 7:08 p.m.), Kollmann
Absent: Cebrian, King
Staff: Assistant Public Works Director – Transportation Hugh Louch, Engineering Technician Phu Nguyen, 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 July 13, 2022 Commission meeting.
- Chair Cole reported on the September 13, 2022, City Council meeting regarding the Middle Avenue complete street project.

D. Public Comment

- Romain Taniere spoke in support of transportation infrastructure and connectivity on O'Brien Drive and Kavanaugh Drive.

E. Regular Business

E1. Accept the Complete Streets Commission minutes for July 13, 2022 (Attachment)

ACTION: Motion and second (Behroozi/ Jensen), to accept the Complete Streets Commission minutes for July 13, 2022, including edits to item E2: removal of “Support parking removal on one side of Middle Avenue and explore additional parking removal on the other side where feasible.” and adding “Support some level of parking removal and to explore where on-street parking is critical to preserve.”, passed 5-0 (Cebrian and King absent).

E2. Recommend the adoption of Resolutions No. 2022 3-5, to remove parallel on-street parking spaces on East O’Keefe Street, Roble Avenue, and University Drive (Staff Report #22-011-CSC)

Staff Nguyen made the presentation (Attachment).

- Carol Collins spoke in opposition of Roble Avenue parking removal due.
- David W. spoke in support of O’Keefe Street parking removal and the need for enforcement.
- Sara Fernandez spoke in support of O’Keefe Street parking removal and suggested removing

- one more parking space on the north side.
- Nina Arnberg spoke in support of O’Keefe Street parking removal and the need for enforcement.
- Lyra Myers spoke in support of O’Keefe Street parking removal and removing one more parking space on the north side.
- Maria spoke in support of O’Keefe Street parking removal and noted regular occurrences of parked cars blocking driveways.
- Diego spoke in support of O’Keefe Street parking removal.

The Commission discussed parking removal impact to residents, other sight visibility obstructions, enforcement, outreach process, and next steps.

ACTION: Motion and second (Cole/ Behroozi), to adopt resolution No. 2022-3 to remove parallel on-street parking space on East O’Keefe Street, to return at a future meeting for the removal of one additional parking space on the north side of the driveway, and to work with Police Department to address issues such as excessive speeding and illegal parking, passed 5-0 (Cebrian and King absent).

ACTION: Motion and second (Behroozi/ Jensen), to adopt resolution No. 2022-4 to remove parallel on-street parking space on Roble Avenue, and to work with code enforcement to ensure sight visibility compliance adjacent to the driveway, passed 5-0 (Cebrian and King absent).

ACTION: Motion and second (Cole/ Behroozi), to adopt resolution No. 2022-5 to remove parallel on-street parking space on University Drive, passed 5-0 (Cebrian and King absent).

E3. Evaluate commission subcommittees to support City Council priorities

The Commission discussed subcommittees’ roles and responsibilities and commitment to complete assigned tasks.

F. Informational Items

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

The Commission expressed appreciation for the update and the need to continue to address safety concerns, including connections between cities of Menlo Park and East Palo Alto.

F2. Update on major project status

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

G. Committee/Subcommittee Reports

G1. Update from Downtown Access and Parking Subcommittee

None.

G2. Update from Multimodal Metrics Subcommittee

None.

G3. Update from Safe Routes to School Program Subcommittee

None.

G4. Update from Transportation Master Plan Implementation Subcommittee

None.

G5. Update from Zero Emission Subcommittee

None.

H. Adjournment

Chair Cole adjourned the meeting at 8:44 p.m.

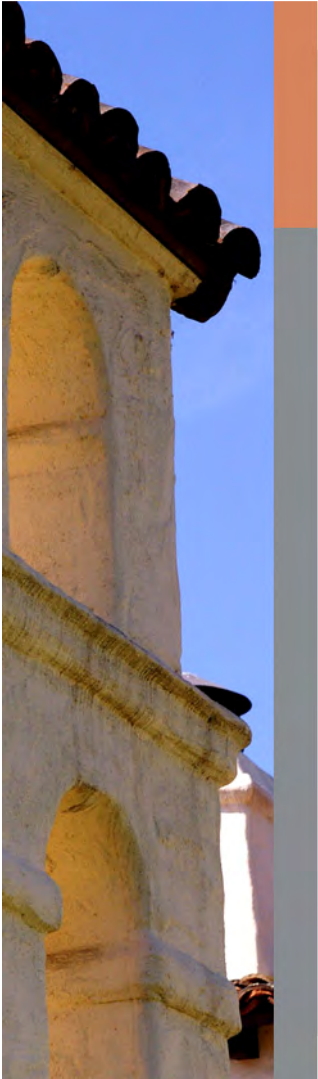
Kevin Chen, Senior Transportation Engineer

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The background of the slide is a photograph of a brick building, likely a school or community center, with a large overhang. The interior lights are on, creating a warm glow. The building is made of red brick and has a dark roof. The overhang has a wooden structure with exposed beams. The sky is a clear blue.

PARKING REMOVAL ON O'KEEFE STREET, ROBLE AVENUE, AND AT INTERSECTION OF UNIVERSITY DRIVE AND LIVE OAK AVENUE

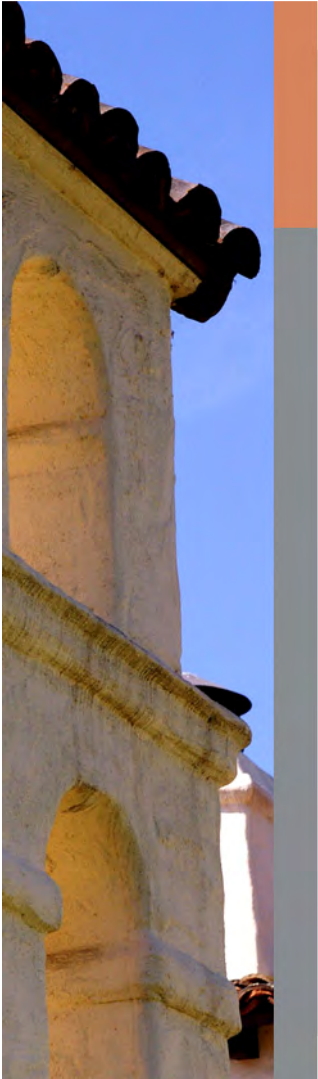
Complete Streets Commission Meeting: September 14, 2022



AGENDA

- Background
- Evaluation
- Recommendations

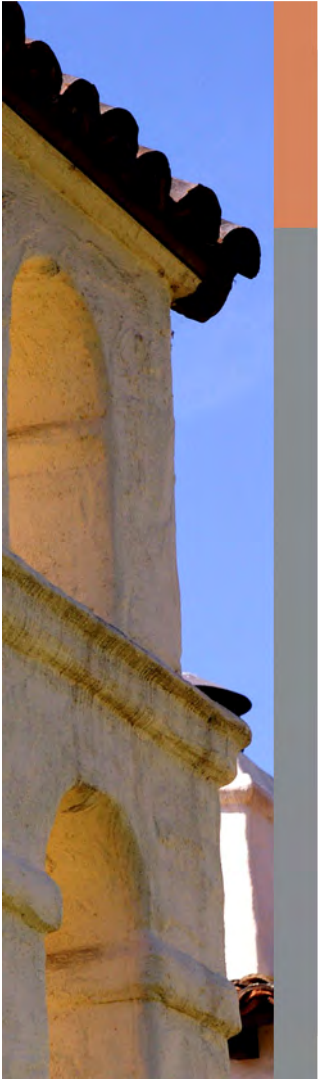




BACKGROUND



at 190 O' Keefe Street looking from across the street

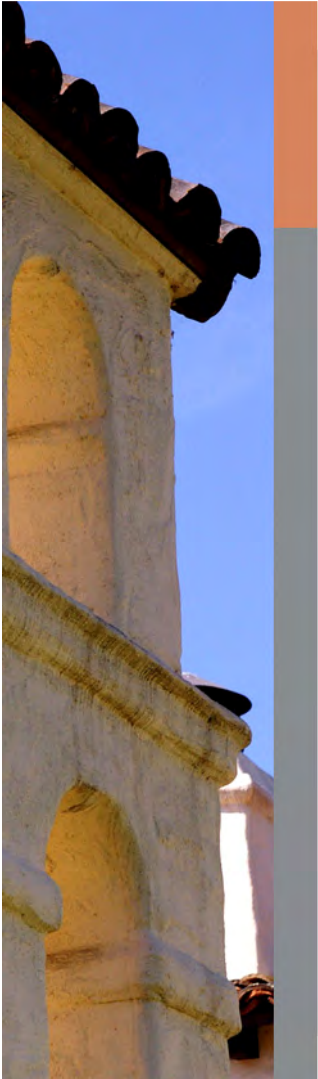


BACKGROUND



at 660 Roble Avenue looking from across the street

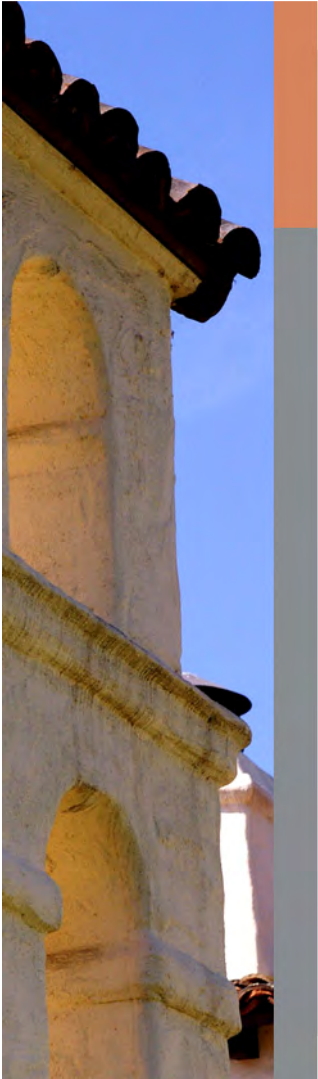




BACKGROUND



at intersection of University Drive and Live Oak Avenue looking from
across the street



EVALUATION

Inadequate line of sight as drivers turn onto O'Keefe Street when they exit the driveway



Looking left at 3' beyond the edge of the driveway



Looking right at 3' beyond the edge of the driveway

EVALUATION

Inadequate line of sight as drivers turn onto Roble Avenue when they exit the driveway



Looking left at 3' beyond the edge of the driveway



Looking right at 3' beyond the edge of the driveway

EVALUATION

Inadequate line of sight as drivers turn onto University Drive from Live Oak Avenue



Looking left at 3' beyond the Stop bar

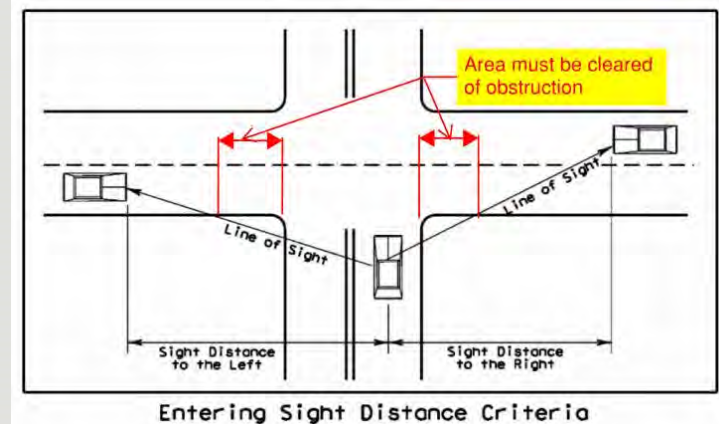


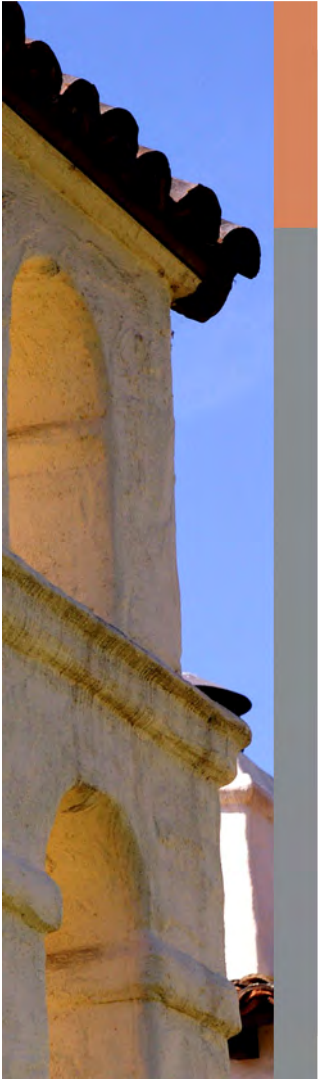
Looking right at 3' beyond the Stop bar

EVALUATION

- Current posted speed 25 mph
- 155 feet of stopping sight distance needed

US Customary				
Design speed (mph)	Brake reaction distance (ft)	Braking distance on level (ft)	Stopping sight distance	
			Calculated (ft)	Design (ft)
15	55.1	21.6	76.7	80
20	73.5	38.4	111.9	115
25	91.9	60.0	151.9	155
30	110.3	86.4	196.7	200
35	128.6	117.6	246.2	250
40	147.0	153.6	300.6	305
45	165.4	194.4	359.8	360
50	183.8	240.0	423.8	425
55	202.1	290.3	492.4	495
60	220.5	345.5	566.0	570
65	238.9	405.5	644.4	645
70	257.3	470.3	727.6	730
75	275.6	539.9	815.5	820
80	294.0	614.3	908.3	910

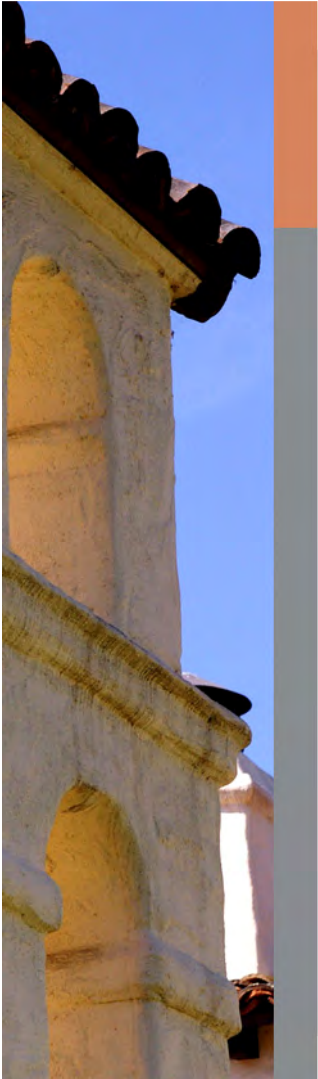




RECOMMENDATION (190 E. O'KEEFE STREET)

- To remove total of 3 parking spaces

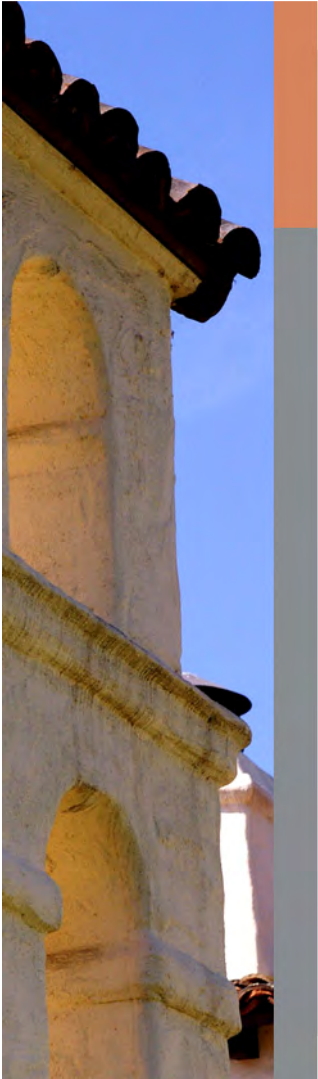




RECOMMENDATION (190 E. O'KEEFE STREET)

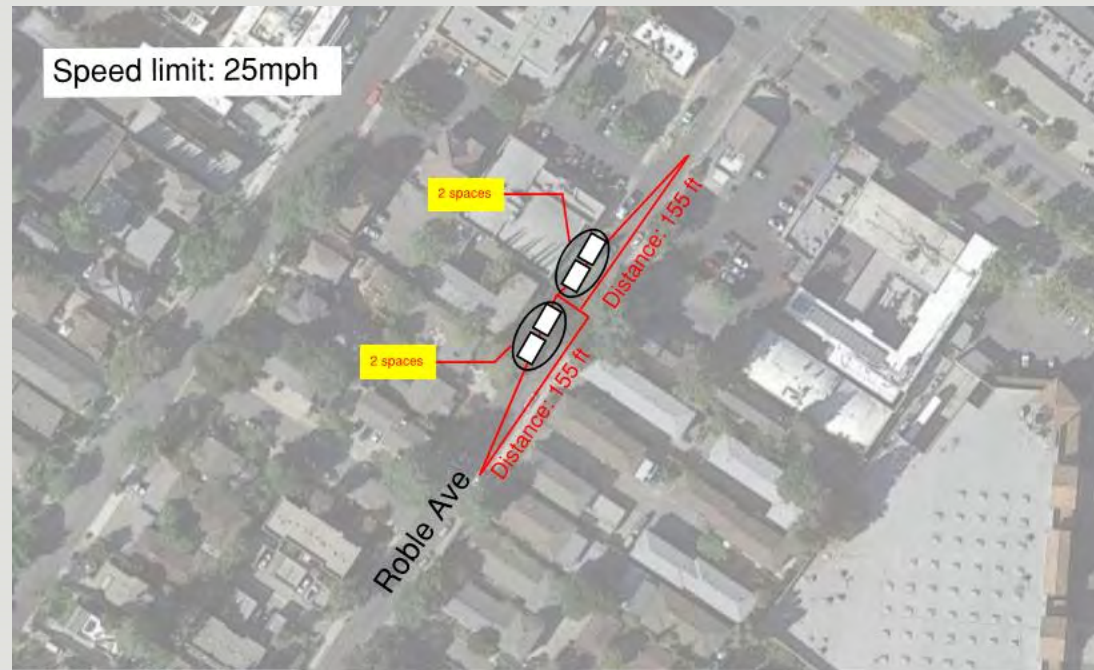
- Extend total of 48' of additional red curb

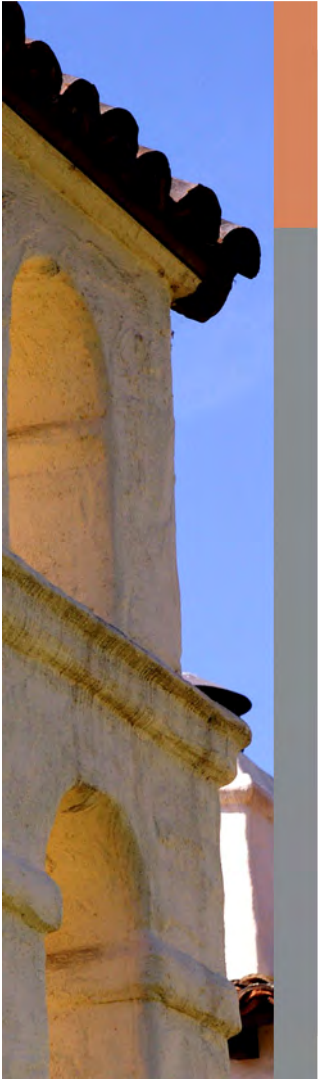




RECOMMENDATION (660 ROBLE AVENUE)

- To remove total of 4 parking spaces

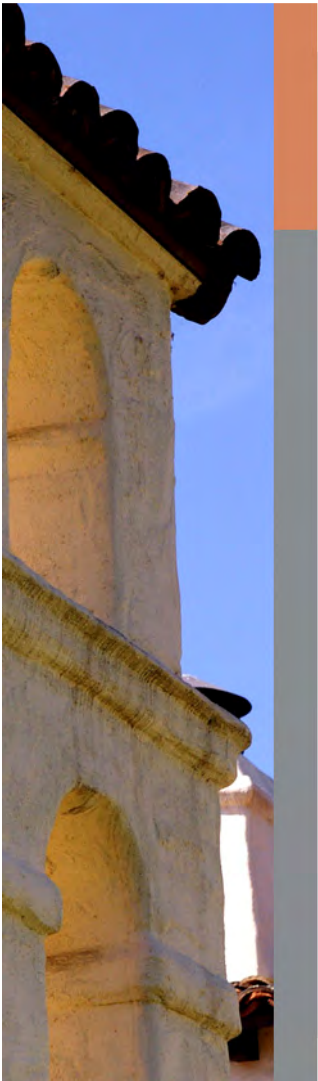




RECOMMENDATION (660 ROBLE AVENUE)

Extend total of 68' of additional red curb

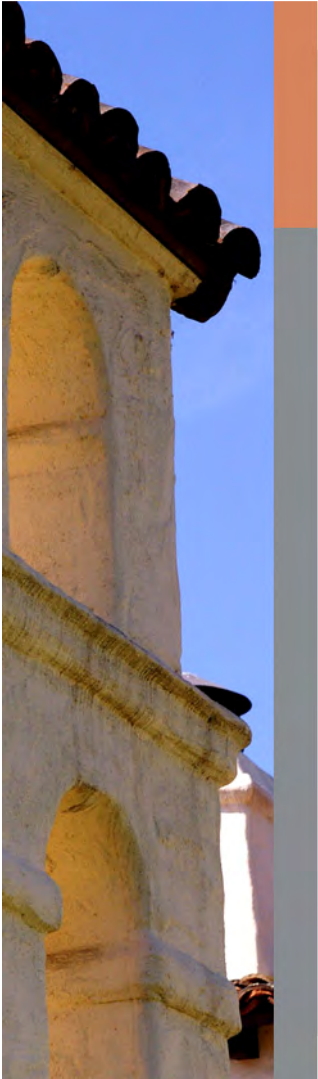




RECOMMENDATION (INTERSECTION OF UNIVERSITY DRIVE AND LIVE OAK AVENUE)

To remove total of 2 parking spaces



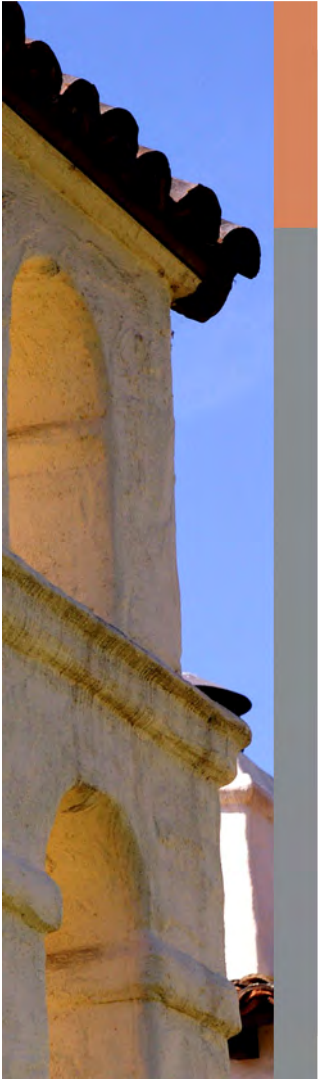


RECOMMENDATION (INTERSECTION OF UNIVERSITY DRIVE AND LIVE OAK AVENUE)

Extend 27' of additional red curb (on the north side)



**Intersection of University Drive and
Live Oak Avenue**



CONCLUSION

- To remove total of 3 parallel parking spaces at 190 East O'Keefe St.
- To remove total of 4 parallel parking spaces at 660 Roble Ave.
- To remove total of 2 parallel parking spaces at the intersection of University Dr./Live Oak Ave.



**THANK YOU &
QUESTIONS**

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Public Works



STAFF REPORT

Complete Streets Commission**Meeting Date:** 10/12/2022**Staff Report Number:** 22-013-CSC**Regular Business:**

Recommend the adoption of Resolution No. 2022-6 to install no parking zones on Alma Street to facilitate the installation of an on-street bicycle corral

Recommendation

Staff recommends that the Complete Streets Commission adopt a resolution (Attachment A) to install no parking zones, the removal of a total of two on-street parking spaces on Alma Street near the Menlo Park Caltrain Station, to facilitate the installation of an on-street bicycle corral.

Policy Issues

The recommendation is consistent with Section 11.24.026 of the Menlo Park Municipal Code, which authorizes the Complete Streets Commission to designate a “No Parking Zone” (i.e. red curb) adjacent to driveways, intersections and crosswalks under specific criteria for safety concerns.

Background

The Menlo Park Caltrain station is a local transit hub, offering commuters various transit connections. There is Caltrain train service along the Peninsula, SamTrans buses in San Mateo County and to Palo Alto, and City shuttles to business parks and around the local community. In order to facilitate connections, strengthening bicycle facilities enables bicycling to be a viable alternative to driving, walking, or transit to connect with services at the Menlo Park Caltrain station.

The Peninsula Corridor Joint Powers Board (PCJPB), which oversees Caltrain, owns the station right-of-way that generally encompasses the tracks, platforms, and parking lots. In 2022, the PCJPB reached out to the City to discuss ways to improve bicycling accessibility and parking at the station. PCJPB currently offers bicycle parking with racks near the historic stationhouse and West Bay Model Railroad Association (WBMRA) building, along with secure bicycle sheds near the SamTrans bus stop and in the WBMRA building. Recently in May 2022, it added eight secure bicycle parking spots via e-lockers installed by the north end of the station near Oak Grove Avenue and Merrill Street. Based on bicyclist feedback and usage, there is the potential for PCJPB to add additional e-lockers in the future.

The PCJPB identified a potential location for new bicycle racks near the southern entrance to the northbound Caltrain platform. As a natural entry point, Caltrain staff have often noticed that bicycles are frequently locked to the staircase from the sidewalk to the platform. This sidewalk, which is in City right-of-way, may be obstructed from bicycles protruding outwards, thereby causing potential hindrances to pedestrians and those in wheelchairs using the sidewalk. This obstruction indirectly demonstrates there is

an inherent demand for bicycling parking at this area of the station. Attachment B, which is an exhibit of bicycle parking at the Caltrain station, shows that there is a lack of parking on the northbound platform side (Alma Street) which would be remedied by the installation of new bicycle racks.

Analysis

The City adding bicycle racks at the Menlo Park Caltrain station not only assists its longtime partner, PCJPB, but also supports its goal of supporting transportation demand management (TDM) measures. By offering improved bicycle parking facilities, it will create new options for those looking to bicycle to Caltrain but currently do not due to lack of parking. However, adding bicycle parking on City sidewalks is challenging given the limited amount of space.

The City investigated how to best add bicycle parking near the southern entrance of the northbound Caltrain platform. The most logical option, without blocking sidewalk access, was to add single bicycle racks along the wall abutting the Caltrain platform. However, this option was not pursued because of the lack of space. This layout is not conducive because it does not allow enough space for bicyclists to easily maneuver, may obstruct pedestrians and wheelchairs on the sidewalk, and bicycles racks must be placed in a long linear fashion to accommodate enough parking spots.

In order to best serve bicyclists and preserve safety for those traversing the sidewalk on Alma Street, the City identified an on-street bicycle corral as the best option to add bicycle parking. A bicycle corral is a grouping of bicycle racks to create an easily identifiable bicycle parking area. This on-street bicycle corral would be similar to existing ones, such as on Santa Cruz Avenue at Curtis Street (Attachment C).

Recommendation

To achieve a bicycle corral, staff recommends the installation of no parking zones equating to a loss of two on-street angled parking spots on Alma Street near the stairs to the northbound platform (Attachment A).

By placing the bicycle racks on-street, there is space for up to 16 bicycles in a more compact area, while also maintaining a clear thoroughfare on the sidewalk. Four U-style racks are to be installed in each footprint of the car parking spot, for a total of eight racks or 16 bicycle parking spots. If approved, these 16 on-street bicycle parking spots would serve a location of the train station that does not have convenient bicycle parking.

In conjunction with this project, the City will also upgrade another bicycle rack located on its right-of-way near the middle of the northbound Caltrain platform. The current wave-style bicycle rack, which currently can accommodate seven bicycles, will be replaced by four U-style racks to accommodate eight bicycles. These two upgrades will create a net increase of 17 bicycle parking spots at the Menlo Park Caltrain station, as seen in Table 1. Through a combination of secured and rack bicycle parking, there will be a total of 117 parking spots for bicycles at the train station once all these upgrades are completed.

Next steps

Per Section 11.24.028 of the Municipal Code, if approved, any Menlo Park resident, business owner, or property owner may appeal to the City Council in writing within fifteen (15) days after the decision, by October 27, 2022.

Table 1: Menlo Park Caltrain bicycle parking				
Owner	Location	Current parking spots	Projected parking spots	Net gain
PCJPB	Racks: Historic Stationhouse	5	5	+0
	Racks: West Bay Model Railroad Association	6	6	+0
	E-Lockers: Parking Lot by Southbound Platform (Northern Entrance)	8	8	+0
	Bicycle Shed: SamTrans Bus Stop	40	40	+0
	Bicycle Shed: West Bay Model Railroad Association	33	33	+0
	Racks: Sidewalk by Northbound Platform (Mid-Entrance)	7	8	+1
	Racks: Parking Coral by Northbound Platform (Southern Entrance)	0	16	+16
Totals		99	116	+17 (17% Increase)

Impact on City Resources

Installation of the red curbs will be funded by the City's signing and striping program, while bicycle racks have already been purchased and are in storage. PCJPB will install and maintain any bicycle infrastructure located on their right-of-way.

Environmental Review

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

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additional public outreach was achieved by sending postcards to the residents/property owners within 500 feet of the proposed "No Parking Zone" notifying them of the proposed parking restrictions and the October 12, 2022 Complete Streets Commission meeting. In addition, posters with the meeting information were placed on A-frames at the proposed red curb installation location.

Attachments

- A. Resolution No. 2022-6
- B. Map of bicycle parking at Menlo Park Caltrain Station
- C. Images of on-street bicycle corral

Report prepared by:

Nicholas Yee, Transportation Demand Management Coordinator

Report reviewed by:

Kevin Chen, Senior Transportation Engineer

RESOLUTION NO. 2022-6**RESOLUTION OF THE COMPLETE STREETS COMMISSION OF THE CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF NO PARKING ZONES ON ALMA STREET FRONTING THE SOUTHERN ENTRANCE TO THE NORTHBOUND CALTRAIN PLATFORM**

WHEREAS, the Menlo Park Caltrain Station is a local transit hub supporting transit services such as Caltrain, SamTrans, and shuttles; and

WHEREAS, the City of Menlo Park promotes transportation demand management measures such as bicycling to be a viable travel option or to connect to transit; and

WHEREAS, adequate bicycle parking facilities at the Menlo Park Caltrain Station support bicycle connections to transit or local-area businesses; and

WHEREAS, the removal of two on-street parking spots on Alma Street enable the installation of additional bicycle racks to increase short term bicycle parking capacity while also preserving a safe and clear sidewalk thoroughfare for pedestrians; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Complete Streets Commission of the City of Menlo Park does hereby authorize the installation of no parking zones on Alma Street fronting the southern entrance to the northbound Caltrain platform as shown in Exhibit A.

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

AYES:

NOES:

ABSENT:

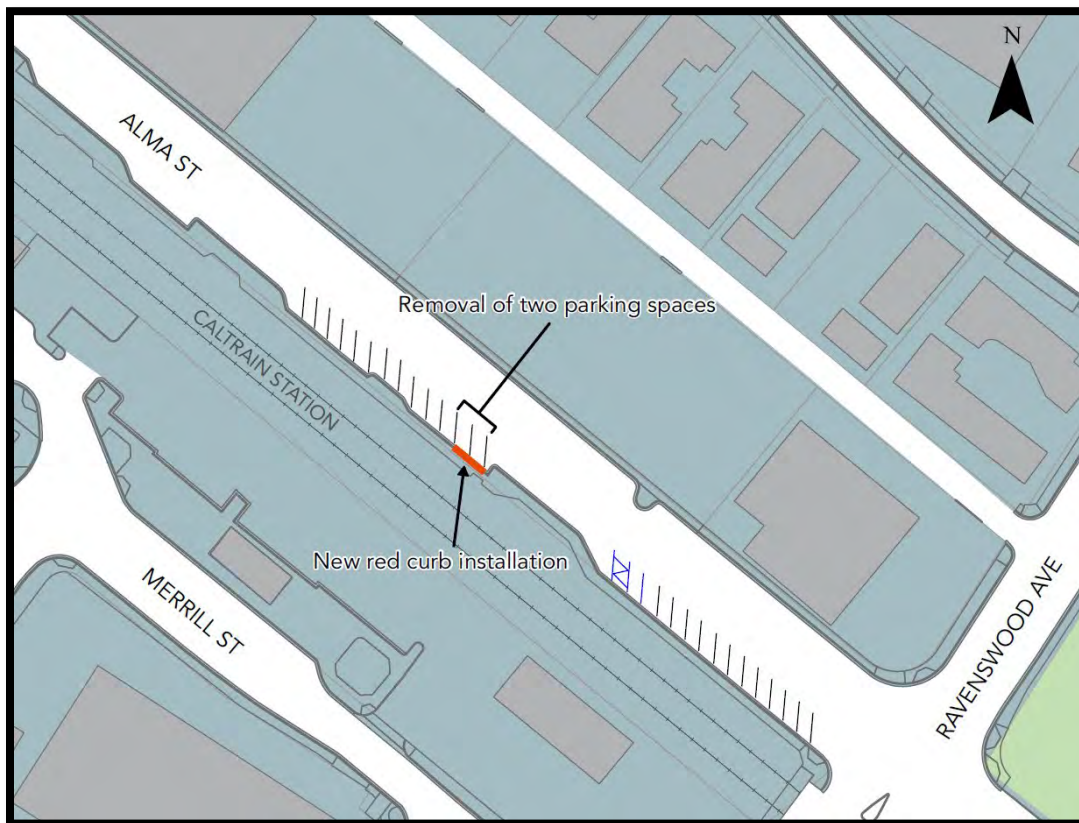
ABSTAIN:

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

Kevin Chen
Complete Streets Commission Liaison

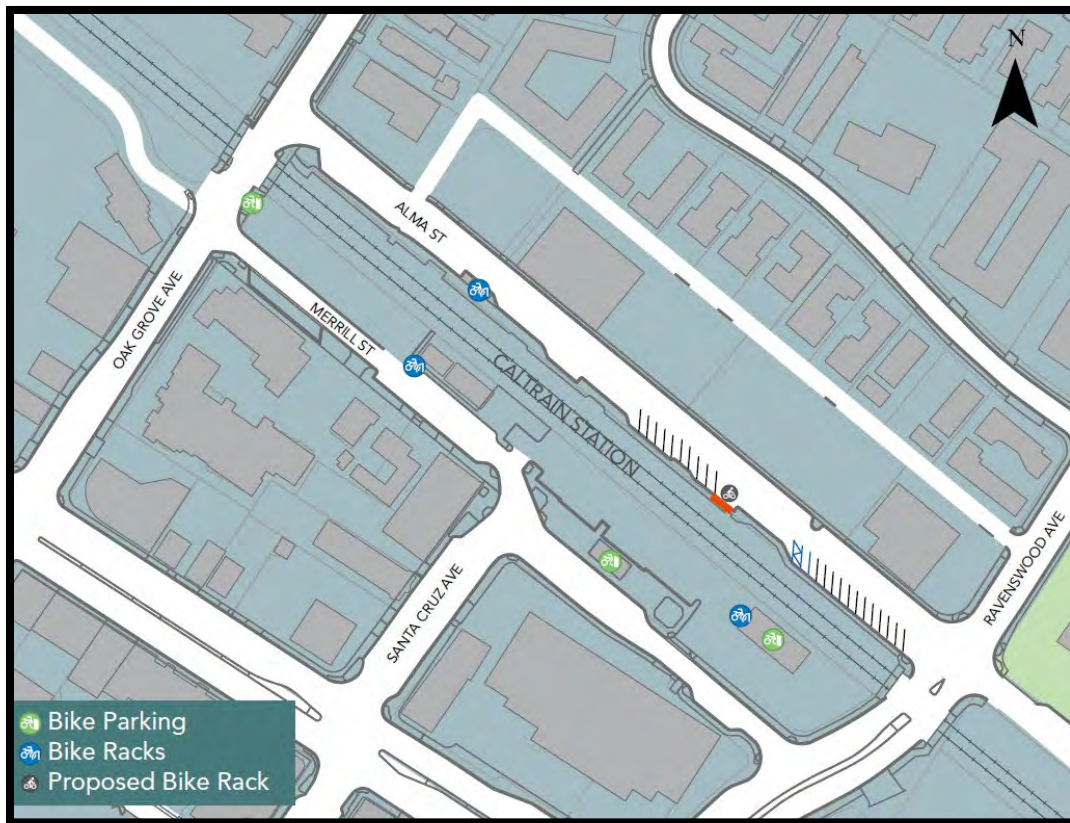
Exhibits
A. Alma Street no parking zones

Red Curb Installation on Alma Street



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Bicycle Parking at Menlo Park Caltrain Station



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On-Street Bicycle Corral at Santa Cruz Avenue & Curtis Street



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