

Complete Streets Commission



REGULAR MEETING AGENDA

Date: 3/8/2023
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 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

The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Regular Meeting

A. Call To Order

B. Roll Call

C. Reports and Announcements

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

D. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

E. Regular Business

- E1. Accept the Complete Streets Commission minutes for February 8, 2023 ([Attachment](#))
Not a California Environmental Quality Act (CEQA) project.

- E2. Provide feedback on proposed pilot quick build intersection improvements at Menlo Avenue and University Drive ([Staff Report #23-002-CSC](#))
Not a CEQA project.

F. Informational Items

- F1. Update on major project status
Not a CEQA project.
- F2. Update on AB 2449 – meeting participation ([Attachment](#))
Not a CEQA project.

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.

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.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 3/2/2023)

Complete Streets Commission



REGULAR MEETING MINUTES – DRAFT

Date: 2/8/2023
Time: 6:30 p.m.
Location: Teleconference and
 City Hall – Downtown Conference Room
 701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Cole called the meeting to order at 6:40 p.m.

B. Roll Call

Present: Behroozi, Cebrian, Cole, Jensen, King, Kollmann
Absent: Altman
Staff: Assistant Public Works Director – Transportation Hugh Louch, Engineering Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen

C. Reports and Announcements

- Staff Chen reported on City Council actions related to transportation since the December 14, 2022 Commission meeting.
- Commissioner Jensen announced his resignation.
- Chair Cole and Vice Chair Cebrian reported on the Menlo Park Community Campus (MPCC) construction tour.

D. Public Comment

- Ron Snow spoke in support of working with San Mateo County to reduce speed and narrow vehicular lane width for the installation of bike lanes on Santa Cruz Avenue between Alameda de las Pulgas and Orange Avenue.
- Robert Jack spoke on concerns related to driveway sight distance at 827 Valparaiso Avenue and in support of refreshing existing red curbs on Valparaiso Avenue.

E. Regular Business

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

ACTION: Motion and second (Cebrian/ Altman), to accept the Complete Streets Commission minutes for November 9, 2022, including modifications to the last sentence of item E2. as “return at a future time with preliminary ideas and policies for MPCC and parks citywide to consistently accommodate overnight parking without disrupting day time operations”, passed 5-0 (Jensen abstaining, Altman absent).

- E2. Adopt a resolution to install a no parking zone on Valparaiso Avenue west of 1360 Crane Street and provide direction on a streamlined process for select future no parking zone requests (Staff Report #23-001-CSC)

Staff Chen made the presentation (Attachment).

- Edward Desmond spoke in support of the no parking zone request.
- Shawn Shahram spoke in support of refreshing existing red curbs, removing on-street parking in front of 735 Valparaiso Avenue, and spoke on concerns related to downtown electronic vehicle (EV) parking.

The Commission discussed speed conditions on Valparaiso Avenue, the adequacy of the proposed no parking zone, and enforcement.

The Commission discussed the need for robust public engagement, anticipated approach to requests, type of public parking removal, and evaluation efficiency regarding the suggested streamlined process for select future no parking zone requests.

ACTION: Motion and second (Behroozi/ King), to adopt a resolution to install a no parking zone on Valparaiso Avenue west of 1360 Crane Street, passed 6-0 (Altman absent).

ACTION: Motion and second (Cole/ King), to support staff's recommendation on a streamlined process for select future no parking zone requests with the following directions:

- Provide robust public outreach before removing on-street parking,
 - Provide justifications in outreach materials,
 - Continue to communicate with police department about enforcement,
 - Continue to involve the Commission for parking removals involving large developments,
- passed 6-0 (Altman absent)

G. Informational Items

- G1. Update on major project status

Staff Chen provided updates on the Middle Avenue Complete Street project, Caltrain Quiet Zone Implementation Plan, Local Road Safety Plan, the Comprehensive Shuttle Program evaluation, Willow Road signal improvements, Caltrain electrification project, and Caltrain Grade Separation project.

Staff Louch provided updates on Willow Road buffer bike lanes and Middle Avenue Caltrain crossing.

H. Committee/Subcommittee Reports

Commissioner Behroozi reported on a meeting for the San Mateo County's Coleman and Ringwood Avenues Transportation Study.

Chair Cole reported on the Middle Avenue Complete Street Project community meeting and Commissioner Behroozi provided additional historic context.

I. Adjournment

Chair Cole adjourned the meeting at 8:35 p.m.

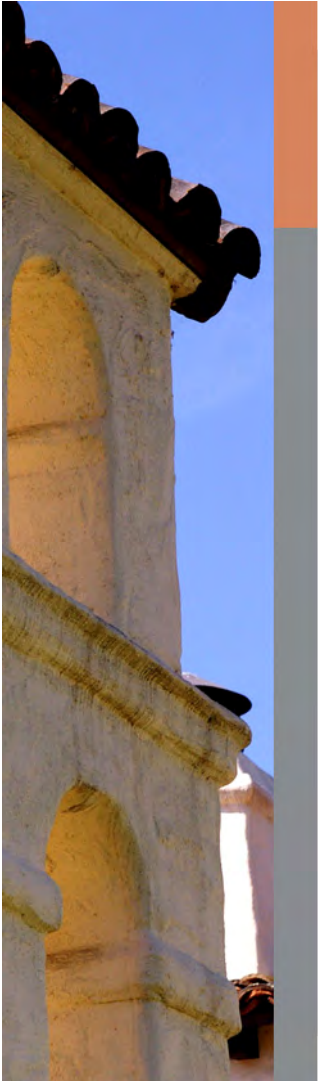
Kevin Chen, Senior Transportation Engineer

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ADOPT RESOLUTION TO INSTALL NO PARKING ZONE AT 1360 CRANE STREET

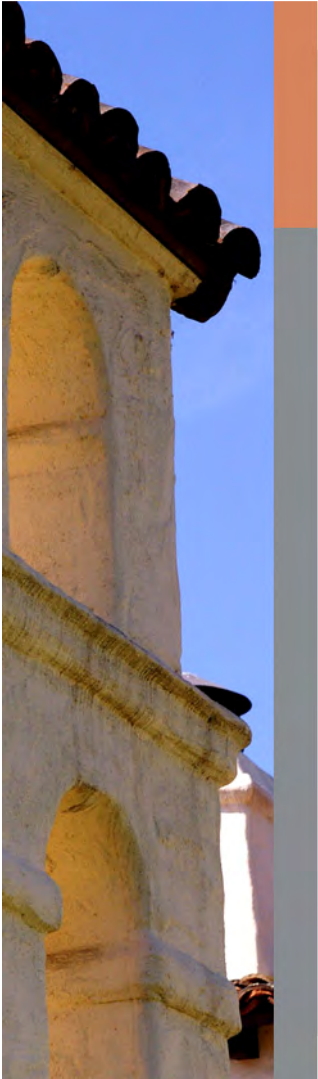
Complete Streets Commission Meeting: February 8, 2023



AGENDA

- Background
- Evaluation
- Recommendations



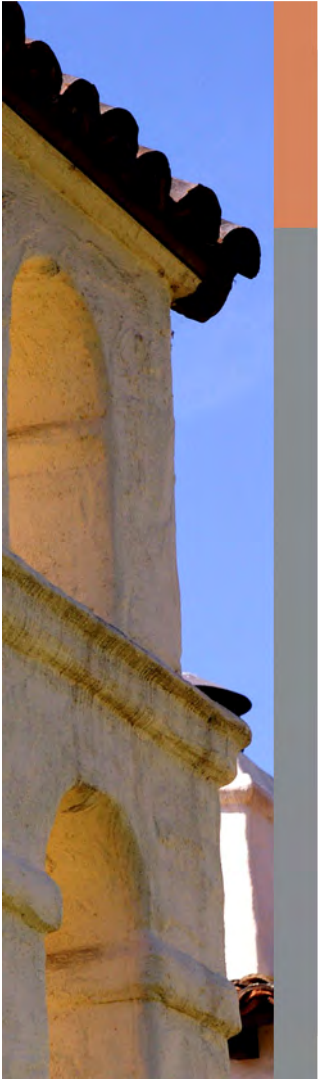


BACKGROUND



(Across from Valparaiso Ave.) 1360 Crane Street

Speed:
General - 30 mph
Segment - 25 mph
school zone



EVALUATION

Inadequate line of sight from driveway onto Valparaiso Avenue



Looking west: vehicle on edge of driveway

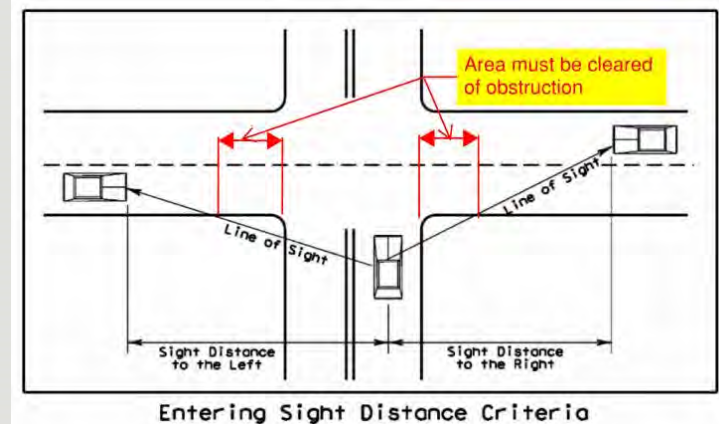


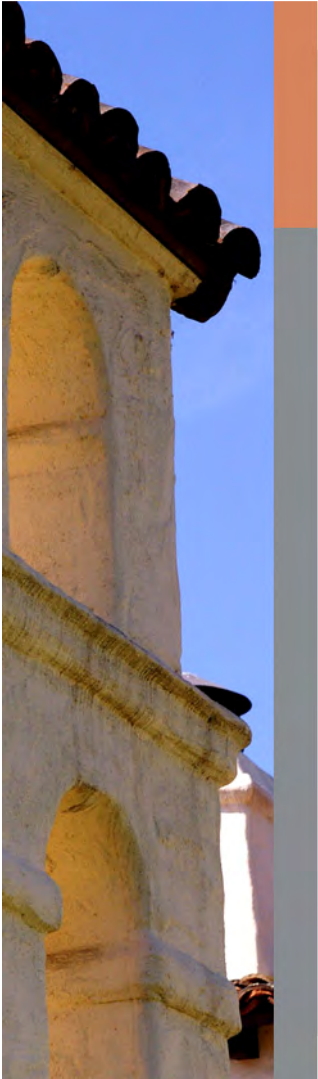
Looking west: vehicle ~1' into the bike lane

EVALUATION

- Speed: 25 mph
- Minimum stopping sight distance: 155'

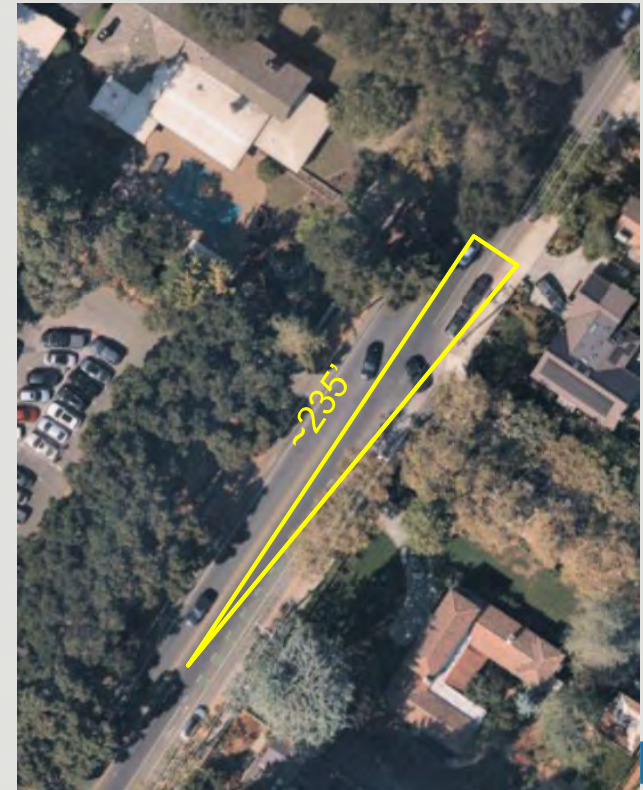
US Customary				
Design speed (mph)	Brake reaction distance (ft)	Braking distance on level (ft)	Stopping sight distance	
			Calculated (ft)	Design (ft)
15	55.1	21.6	76.7	80
20	73.5	38.4	111.9	115
25	91.9	60.0	151.9	155
30	110.3	86.4	196.7	200
35	128.6	117.6	246.2	250
40	147.0	153.6	300.6	305
45	165.4	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

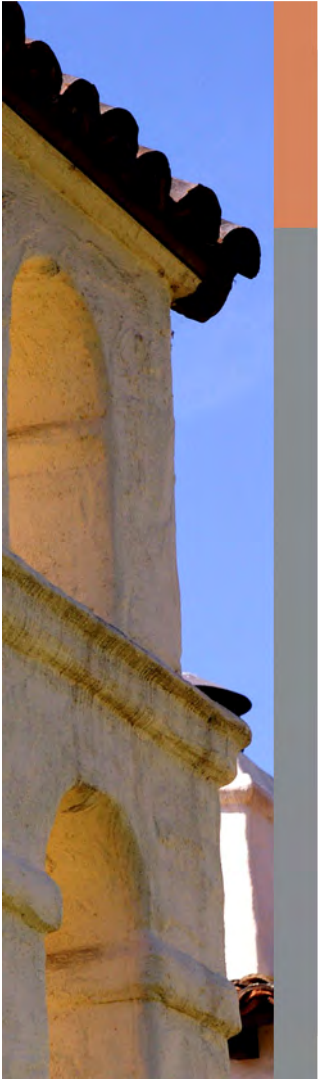




EVALUATION

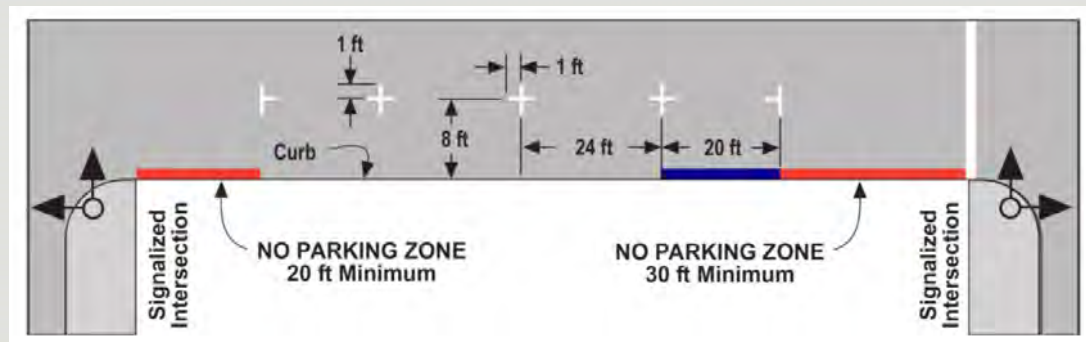
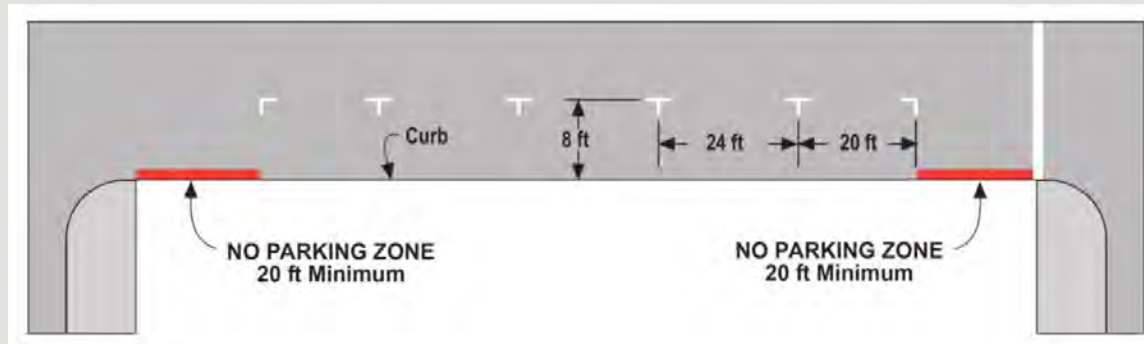
- No parking zone west of driveway
 - Two spaces

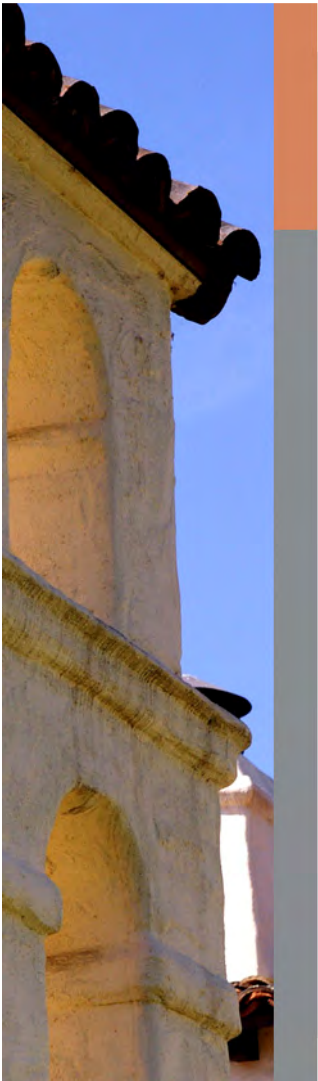




EVALUATION – INTERSECTION NO PARKING ZONE REQUESTS

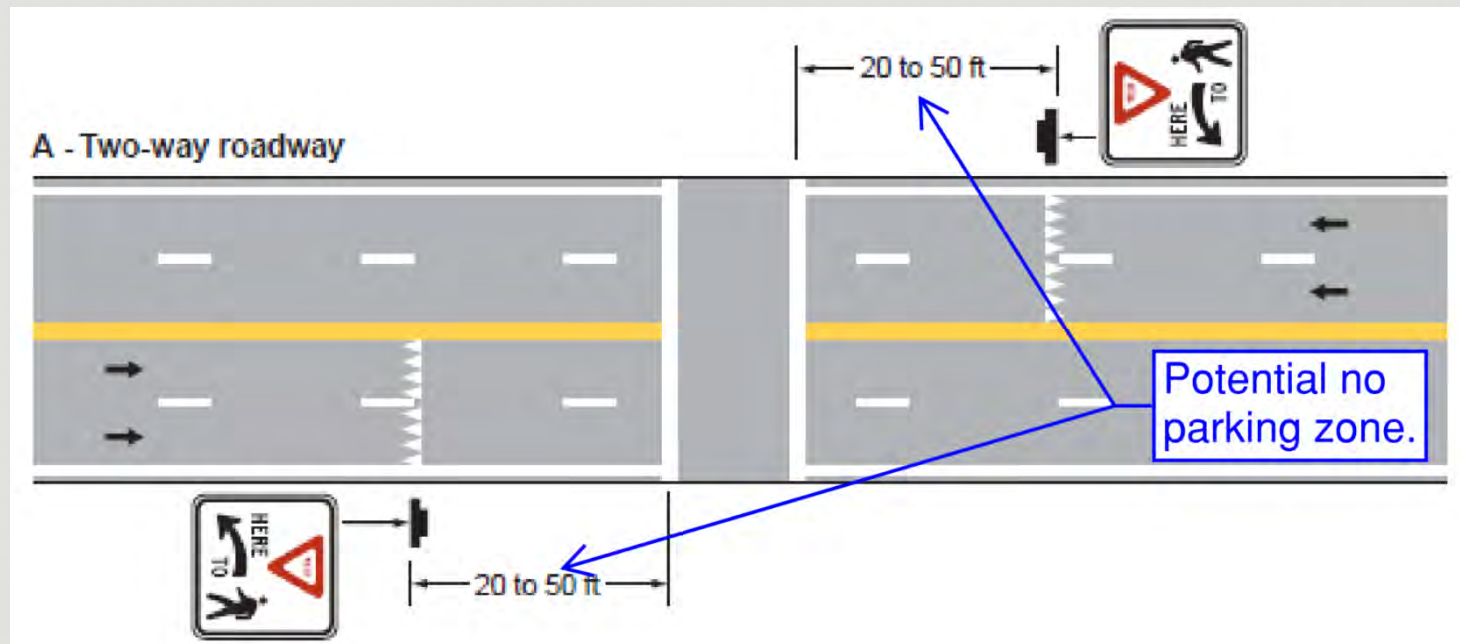
- California Manual on Uniform Traffic Control Devices guidelines

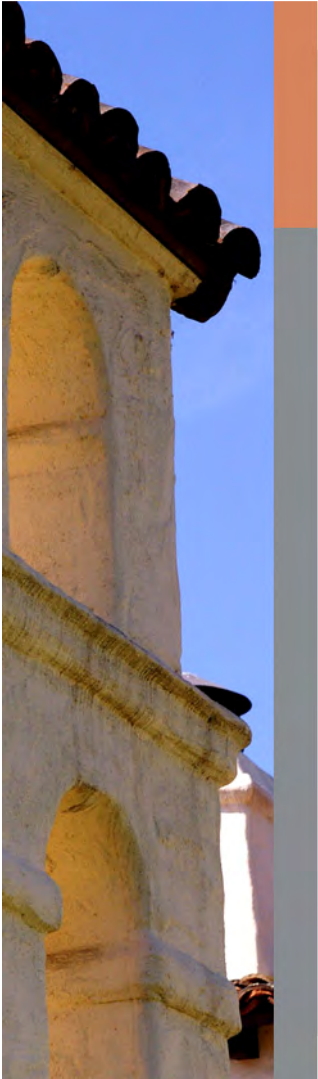




EVALUATION – MID-BLOCK CROSSWALK NO PARKING ZONE REQUESTS

- California Manual on Uniform Traffic Control Devices guidelines





RECOMMENDATIONS

- No parking zone west of driveway
 - Two spaces
- Provide direction
 - streamlined process for future intersections and mid-block crosswalks no parking zones requests



**THANK YOU &
QUESTIONS**

Public Works



STAFF REPORT

Complete Streets Commission**Meeting Date:** 3/8/2023**Staff Report Number:** 23-002-CSC**Study Session:****Provide feedback on proposed pilot quick build intersection improvements at Menlo Avenue and University Drive****Recommendation**

Staff is requesting feedback on a pilot of proposed quick build intersection improvements at Menlo Avenue and University Drive.

Policy Issues

The pilot project will test implementation of project No. 113 in the Transportation Master Plan (TMP), which calls for the installation of a bulb-out at the northeast corner (into Menlo Avenue) by removing the westbound Menlo Avenue right turn lane.

This project is consistent with policies stated in the 2016 General Plan Circulation Element (eg, CIRC-1.2, CIRC-1.8, CIRC-2.7, 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 Menlo Avenue and University Drive intersection is a complex offset intersection, with a history of collisions for pedestrians. In 2022 alone, there were three pedestrian collisions in the crosswalk across Menlo Avenue at University Drive, making it one of the highest pedestrian collision locations in the City.

Menlo Avenue between El Camino Real and University Drive has a mix of residential and commercial uses. At University Drive, the street is offset, continuing to the west as block-long cul-de-sac. Draeger's market is at the northeast corner of the intersection and a parking lot for Draeger's is on the southeast corner. People routinely cross Menlo Avenue to access Draeger's and for other purposes.

Analysis

Staff have reviewed the collision history, developed quick build concepts that could be used to test a different intersection configuration, and evaluated the intersection operations of the potential changes.

Collision history

According to Menlo Park Police Department records, there have been 16 collisions at Menlo Avenue and University Drive, of which 10 involved a pedestrian. In 2022 alone, there were four collisions that involved a pedestrian. Note that these numbers could be larger as it is not uncommon for collisions involving pedestrians and bicyclists to be underreported. Most of the collisions took place during daylight hours in dry

conditions and most occurred in the crosswalk.

The intersection has the single largest number of pedestrian collisions in all of Menlo Park. In 2022, there were 17 recorded pedestrian collisions, so nearly one quarter of all pedestrian collisions occurred at this intersection.

Quick build concepts

Quick build is a process to test infrastructure changes using paint, posts, and other easily removed materials. This enables public agencies to try changes that may address one problem without making them permanent. The first phase of the Belle Haven Traffic Calming Plan was constructed as a quick build project, which was then refined based on public feedback and will be implemented permanently this year.

Staff has developed two quick build improvement concepts at this intersection (Attachment A):

- Option 1 – install temporary bulb outs on both sides of Menlo Avenue using paint and posts. This would be achieved by combining the left and right turn lanes from Menlo Avenue westbound to University Drive.
- Option 2 – complete option 1, and install a temporary bulb out and lane reduction along University Drive. This would be achieved by combining the through and left turn lanes on University Drive.

Evaluation

Staff evaluated intersection operation using synchro, a common transportation planning evaluation tool. Using counts from 2019, which are generally higher than current, staff evaluated the two options above. This analysis revealed that:

- Combining the left and right turn lanes on Menlo Avenue would increase queueing on in the PM peak from 43 to 78 feet (Table 1). The level of service (LOS) would increase from B to C, below City general plan standards.
- Combining the left and thru lanes on University Drive would increase queueing in the PM peak from 55 to 110 feet (Table 2). The LOS would increase from B to C, below City general plan standards.

Table 1: Menlo Avenue lane reduction

Peak hour	LOS (Sec/veh delay)		Queue (ft)		
	2019	w/lane reduction	2019		
	WB	WB	Left	Right	Shared left/right
AM	A (9.86)	B (10.26)	10	22	31
PM	B (12.22)	C (15.19)	21	43	78

Table 2: University Drive lane reduction

Peak hour	LOS (Sec/veh delay)		Queue (ft)		
	2019	w/lane reduction	2019		
	SB	SB	Left	Right	Shared left/right
AM	B (12.06)	C (15.19)	60	25	104
PM	B (13.16)	C (18.07)	55	27	110

Attachment B summarizes the intersection operations evaluation, including a visual of the expected extent of queuing.

Long term improvements

The crosswalk across Menlo Avenue is in need of repair. The current design includes a 'brick pattern' treatment that is degrading and staff expects to replace it in the next 12 to 18 months. Depending on the findings of the pilot, permanent bulb outs and lane reconfigurations could be incorporated into that work.

Impact on City Resources

If the City pursues a pilot, it would be implemented through the City's on-call signage and striping contracts. Eventual replacement of the crosswalk would be implemented through the City's on-call pavement rehabilitation contract.

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.

Any improvements that require discretionary action will receive environmental review and clearance at the appropriate time.

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. Quick build concepts
- B. Intersection evaluation

Report prepared by:

Hugh Louch, Assistant Public Works Director – Transportation

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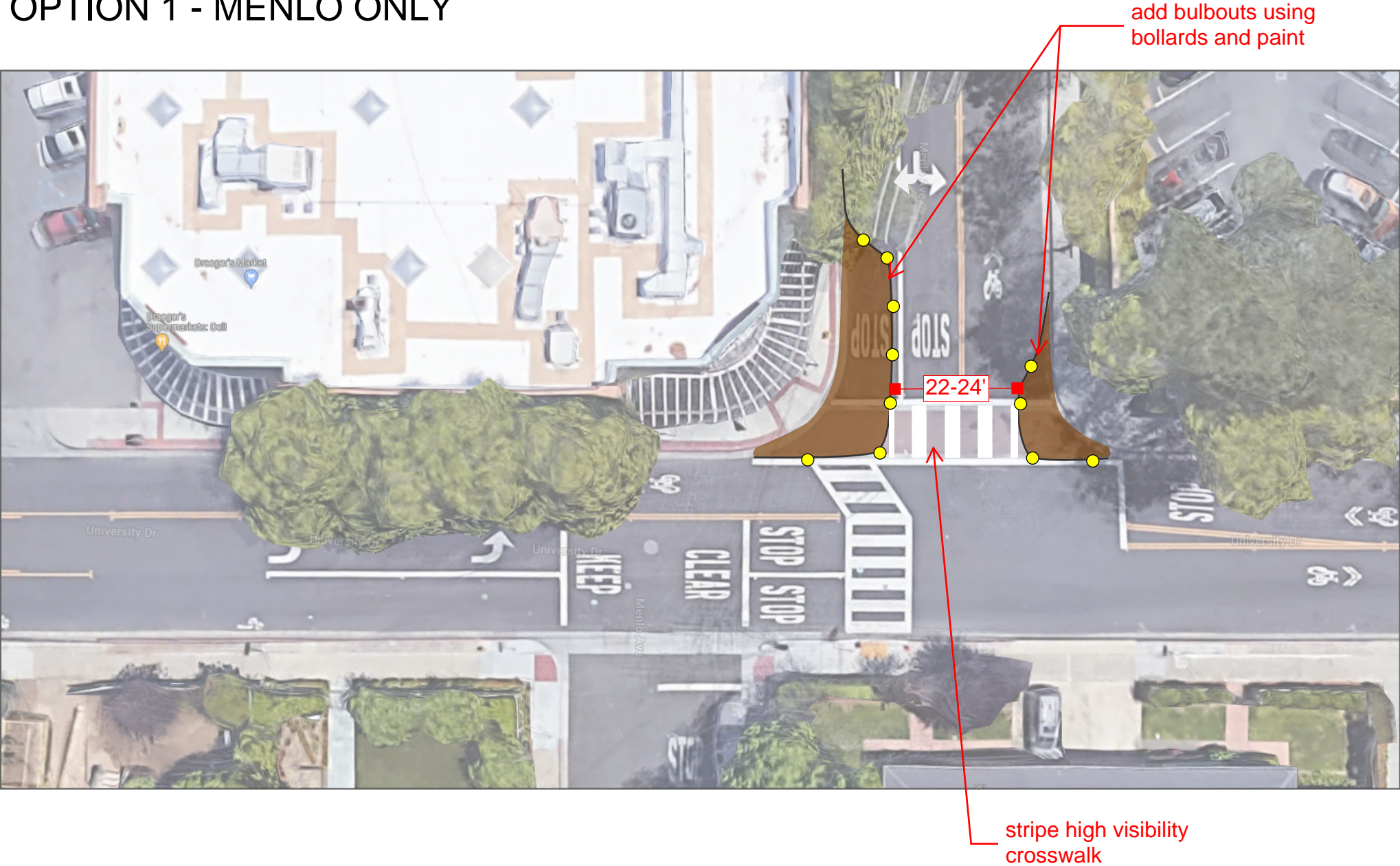
EXISTING CONDITIONS



access to/from
Parking Lot 4

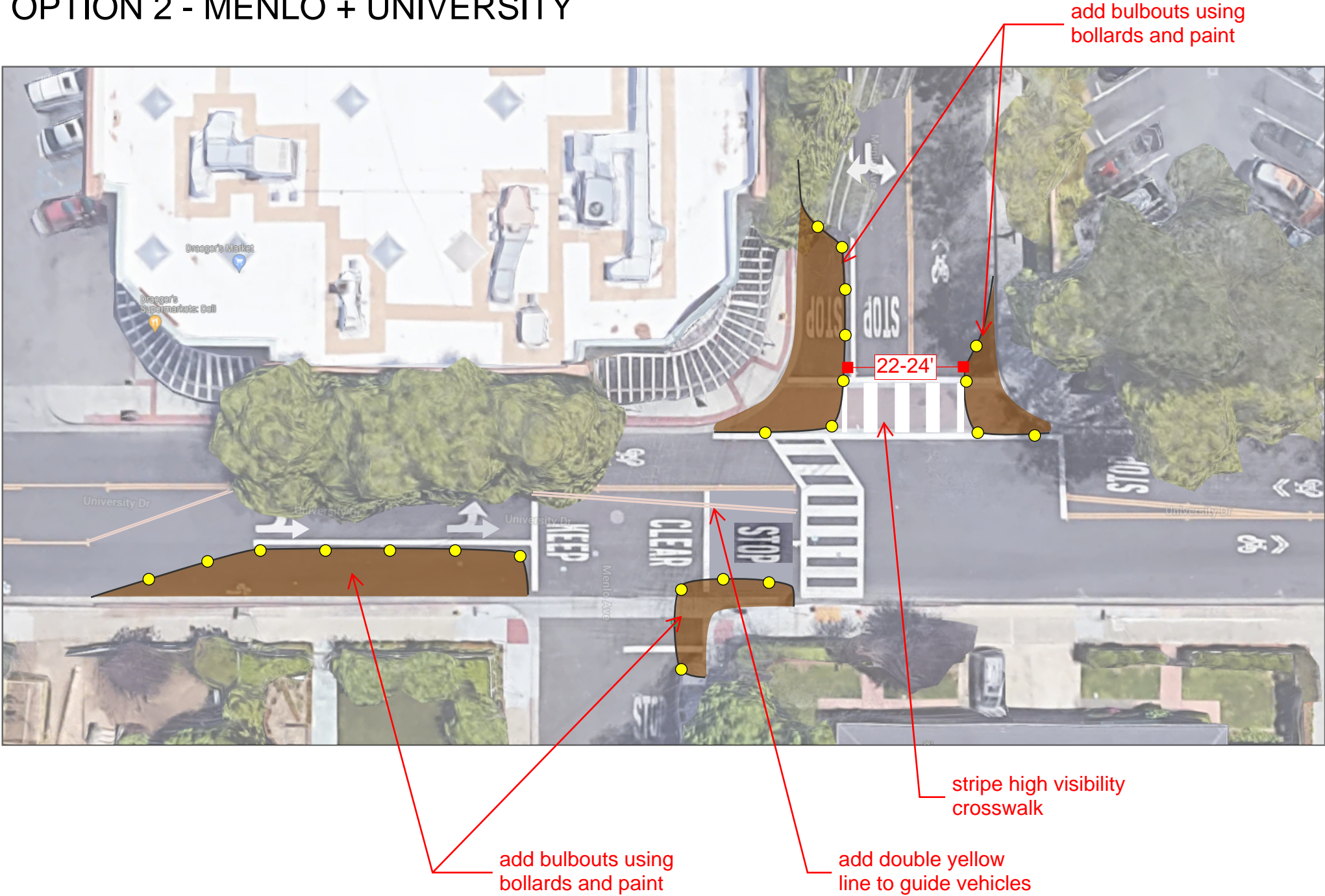
separate left and thru lanes

OPTION 1 - MENLO ONLY



Concept for planning purposes only - not a design document

OPTION 2 - MENLO + UNIVERSITY






Concept for planning purposes only - not a design document

Intersection Level Of Service Report
Intersection 1: University Dr. & Menlo Ave.

Control Type: All-way stop
 Analysis Method: HCM 6th Edition
 Analysis Period: 15 minutes

Delay (sec / veh): 11.2
 Level Of Service: B
 Volume to Capacity (v/c): 0.456

Intersection Setup

Name	University Dr.									Menlo Ave.		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Entry Pocket	0	0	0	1	0	0	0	0	0	0	0	1
Entry Pocket Length [ft]	100.0	100.0	100.0	80.00	100.0	100.0	100.0	100.0	100.0	100.0	100.0	105.0
No. of Lanes in Exit Pocket	0	0	0	0	0	0	0	0	0	0	0	0
Exit Pocket Length [ft]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Speed [mph]	25.00			25.00			30.00			25.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			No			Yes		

Volumes

Name	University Dr.									Menlo Ave.		
Base Volume Input [veh/h]	0	137	65	266	159	0	0	0	0	55	0	140
Base Volume Adjustment Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	137	65	266	159	0	0	0	0	55	0	140
Peak Hour Factor	1.000	0.950	0.950	0.950	0.950	1.000	1.000	1.000	1.000	0.950	1.000	0.950
Other Adjustment Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Total 15-Minute Volume [veh/h]	0	36	17	70	42	0	0	0	0	14	0	37
Total Analysis Volume [veh/h]	0	144	68	280	167	0	0	0	0	58	0	147
Pedestrian Volume [ped/h]	0			0			0			45		

Intersection Settings**Lanes**

Capacity per Entry Lane [veh/h]	683	614	672		539	659
Degree of Utilization, x	0.31	0.46	0.25		0.11	0.22

Movement, Approach, & Intersection Results

95th-Percentile Queue Length [veh]	1.32	2.38	0.98		0.36	0.85
95th-Percentile Queue Length [ft]	33.07	59.53	24.46		8.98	21.27
Approach Delay [s/veh]	10.64	12.06		0.00	9.86	
Approach LOS	B	B		A	A	
Intersection Delay [s/veh]	11.19					
Intersection LOS	B					




Intersection Level Of Service Report

Intersection 1: University Dr. & Menlo Ave.

Control Type: All-way stop
 Analysis Method: HCM 6th Edition
 Analysis Period: 15 minutes

Delay (sec / veh): 16.5
 Level Of Service: C
 Volume to Capacity (v/c): 0.725

Intersection Setup

Name	University Dr.									Menlo Ave.		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Entry Pocket	0	0	0	1	0	0	0	0	0	0	0	1
Entry Pocket Length [ft]	100.0	100.0	100.0	80.00	100.0	100.0	100.0	100.0	100.0	100.0	100.0	105.0
No. of Lanes in Exit Pocket	0	0	0	0	0	0	0	0	0	0	0	0
Exit Pocket Length [ft]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Speed [mph]	25.00			25.00			30.00			25.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			No			Yes		

Volumes

Name	University Dr.									Menlo Ave.		
Base Volume Input [veh/h]	0	317	123	227	150	0	0	0	0	105	0	212
Base Volume Adjustment Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	317	123	227	150	0	0	0	0	105	0	212
Peak Hour Factor	1.000	0.970	0.970	0.970	0.970	1.000	1.000	1.000	1.000	0.970	1.000	0.970
Other Adjustment Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Total 15-Minute Volume [veh/h]	0	82	32	59	39	0	0	0	0	27	0	55
Total Analysis Volume [veh/h]	0	327	127	234	155	0	0	0	0	108	0	219
Pedestrian Volume [ped/h]	0			0			0			83		

Intersection Settings**Lanes**

Capacity per Entry Lane [veh/h]	627	537	581		493	592
Degree of Utilization, x	0.72	0.44	0.27		0.22	0.37

Movement, Approach, & Intersection Results

95th-Percentile Queue Length [veh]	6.15	2.19	1.07		0.83	1.70
95th-Percentile Queue Length [ft]	153.70	54.84	26.78		20.67	42.51
Approach Delay [s/veh]	22.39	13.16		0.00	12.22	
Approach LOS	C	B		A	B	
Intersection Delay [s/veh]	16.48					
Intersection LOS	C					




Intersection Level Of Service Report

Intersection 1: University Dr. & Menlo Ave.

Control Type: All-way stop
 Analysis Method: HCM 6th Edition
 Analysis Period: 15 minutes

Delay (sec / veh): 12.7
 Level Of Service: B
 Volume to Capacity (v/c): 0.608

Intersection Setup

Name	University Dr.									Menlo Ave.		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Entry Pocket	0	0	0	0	0	0	0	0	0	0	0	0
Entry Pocket Length [ft]	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
No. of Lanes in Exit Pocket	0	0	0	0	0	0	0	0	0	0	0	0
Exit Pocket Length [ft]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Speed [mph]	25.00			25.00			30.00			25.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			No			Yes		

Volumes

Name	University Dr.									Menlo Ave.		
Base Volume Input [veh/h]	0	137	65	266	159	0	0	0	0	55	0	140
Base Volume Adjustment Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	137	65	266	159	0	0	0	0	55	0	140
Peak Hour Factor	1.000	0.950	0.950	0.950	0.950	1.000	1.000	1.000	1.000	0.950	1.000	0.950
Other Adjustment Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Total 15-Minute Volume [veh/h]	0	36	17	70	42	0	0	0	0	14	0	37
Total Analysis Volume [veh/h]	0	144	68	280	167	0	0	0	0	58	0	147
Pedestrian Volume [ped/h]	0			0			0			45		

Intersection Settings

Lanes

Capacity per Entry Lane [veh/h]	738	736		700
Degree of Utilization, x	0.29	0.61		0.29

Movement, Approach, & Intersection Results

95th-Percentile Queue Length [veh]	1.19	4.17		1.22
95th-Percentile Queue Length [ft]	29.69	104.25		30.48
Approach Delay [s/veh]	9.83	15.19	0.00	10.26
Approach LOS	A	C	A	B
Intersection Delay [s/veh]	12.71			
Intersection LOS	B			




Intersection Level Of Service Report

Intersection 1: University Dr. & Menlo Ave.

Control Type: All-way stop
 Analysis Method: HCM 6th Edition
 Analysis Period: 15 minutes

Delay (sec / veh): 17.8
 Level Of Service: C
 Volume to Capacity (v/c): 0.687

Intersection Setup

Name	University Dr.									Menlo Ave.		
Approach	Northbound			Southbound			Eastbound			Westbound		
Lane Configuration												
Turning Movement	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
Lane Width [ft]	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
No. of Lanes in Entry Pocket	0	0	0	0	0	0	0	0	0	0	0	0
Entry Pocket Length [ft]	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
No. of Lanes in Exit Pocket	0	0	0	0	0	0	0	0	0	0	0	0
Exit Pocket Length [ft]	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Speed [mph]	25.00			25.00			30.00			25.00		
Grade [%]	0.00			0.00			0.00			0.00		
Crosswalk	No			Yes			No			Yes		

Volumes

Name	University Dr.									Menlo Ave.		
Base Volume Input [veh/h]	0	317	123	227	150	0	0	0	0	105	0	212
Base Volume Adjustment Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Heavy Vehicles Percentage [%]	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Growth Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
In-Process Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Site-Generated Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Diverted Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Pass-by Trips [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Existing Site Adjustment Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Other Volume [veh/h]	0	0	0	0	0	0	0	0	0	0	0	0
Total Hourly Volume [veh/h]	0	317	123	227	150	0	0	0	0	105	0	212
Peak Hour Factor	1.000	0.970	0.970	0.970	0.970	1.000	1.000	1.000	1.000	0.970	1.000	0.970
Other Adjustment Factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Total 15-Minute Volume [veh/h]	0	82	32	59	39	0	0	0	0	27	0	55
Total Analysis Volume [veh/h]	0	327	127	234	155	0	0	0	0	108	0	219
Pedestrian Volume [ped/h]	0			0			0			83		

Intersection Settings

Lanes

Capacity per Entry Lane [veh/h]	660	620		618
Degree of Utilization, x	0.69	0.63		0.53

Movement, Approach, & Intersection Results

95th-Percentile Queue Length [veh]	5.45	4.39		3.11
95th-Percentile Queue Length [ft]	136.14	109.63		77.71
Approach Delay [s/veh]	19.55	18.07	0.00	15.19
Approach LOS	C	C	A	C
Intersection Delay [s/veh]	17.84			
Intersection LOS	C			

Beginning March 1, 2023, the procedure for participating in meetings will change per AB (Assembly Bill) 2449. The City will continue teleconference meetings for all legislative bodies.

- “Teleconference” = in-person and remote participation
- “Legislative bodies” = City Council, advisory bodies, commissions, committees, and standing sub-committees.

As of March 1, 2023, all *legislative body members*, will need to participate **in-person** unless the following is met. Please note, that the public’s participation is not impacted (e.g., the public can attend/participate in-person or remotely).

If a legislative body member participates **remotely**, *one* of the three following *must* occur:

1. Traditional Brown Act requirements (Gov. Code sec. 54953(b)(3)) – these were used pre-COVID

- a. A quorum of the legislative body must be in-person
 - i. City Council Chambers, City Hall conference room, City library, etc.
- b. The address of where the remote legislative body member is participating from
 - i. Home address, hotel, etc.
- c. The agenda must be posted to the door of where the remote legislative body member is participating from, in the public view
- d. Members of the public must be allowed into the location where the remote legislative body member is participating from
 - i. If member is participating from home, then the public must be allowed access to participate in the meeting at the home of the legislative body member

2. AB 2449 “Just Cause” – can be used up to two meetings per calendar year (January – December)

- childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely
- a contagious illness that prevents a member from attending in person
- a need related to a physical or mental disability
- travel while on business of the legislative body or another state or local agency

In order to use “Just Cause”:

- a. A quorum of the legislative body must be in-person
 - i. City Council Chambers, City Hall conference room, City library, etc.
- b. Notify your legislative body at the earliest possible opportunity of the need to participate remotely
 - i. The earliest possible opportunity can be, but is not required to be, at the start of the meeting
- c. Provide a general description of the circumstances related to one of the four items above (e.g., childcare, illness, disability, travel)

3. AB 2449 “Emergency Circumstances” – can be used up to 20% of a legislative body’s regular meetings per calendar year (January – December) and cannot exceed three consecutive meetings

- Physical or family medical emergency that prevents a legislative body member from attending in-person
- If the regular meeting schedule is once a month: 20% = 2 meetings
- If the regular meeting schedule is twice a month: 20% = 4 meetings

In order to use “Emergency Circumstances”:

- a. At the start of the meeting, the remote legislative body member must request that the legislative body allow them to participate remotely because of an emergency circumstance
- b. Remote legislative body member must provide a general description of the circumstances relating to the legislative body member’s need to appear remotely
 - i. This description should be 20-words or less
 - ii. The legislative body member does *not* have to disclose any personal medical information
- c. Remote legislative body member must also disclose whether any other people over 18 years old are present in the room and the general nature of the legislative body member’s relationship with the individual
- d. The legislative body must vote to add the emergency circumstance to the agenda for consideration
 - i. Majority vote required
- e. If approved (e.g., add the consideration of an emergency circumstance to the agenda), the legislative body must vote to approve the remote legislative body member’s participation
 - i. These steps are required before the commencement of the business meeting

Additional rules for remote legislative body member participation

- Remote legislative body members must participate through both visual and audio
 - a. Cameras and mics engaged
- Rollcall voting required if one or more member is participating remotely
 - a. Robert’s Rules of Order (45:48) requires that:
 - i. A verbal rollcall vote be done in alphabetical order, with the presiding officer (e.g., mayor or chair) last
 - ii. Legislative body members can vote “yes”, “no”, “abstain”, or “pass”
 - If “pass”, following the remainder of the rollcall vote, the vote will return to that member

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