Complete Streets Commission



REGULAR MEETING AGENDA

Date: 5/10/2023 Time: 6:30 p.m.

Location: Zoom.us/join – ID# 845 2506 8381 and

City Council Chambers

751 Laurel St., Menlo Park, CA 94025

Commissioner Ross Silverstein will be participating from: Carrer de Sant Valero 5 Valencia, Spain

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

Regular Meeting

- A. Call To Order
- B. Roll Call
- B1. Welcome commissioners Ross Silverstein and Jacqui Cebrian Not a California Environmental Quality Act (CEQA) project.

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 April 17, 2023 (Attachment) Not a CEQA project.
- E2. Receive an update from SamTrans on new Ride Plus microtransit services in East Palo Alto and Belle Haven neighborhood (Attachment)
 Not a CEQA project.
- E3. Recommend to the City Council the draft Menlo Park Community Campus parking management plan (Staff Report #23-006-CSC)

 Not a CEQA project.
- E4. Selection of chair and vice chair Not a CEQA project.

F. Informational Items

F1. Update on major project status 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

Complete Streets Commission Regular Meeting Agenda May 10, 2023 Page 3 of 3 $\,$

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: 5/4/2023)

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Complete Streets Commission



SPECIAL MEETING MINUTES - DRAFT

Date: 4/17/2023 Time: 6:30 p.m.

Location: Teleconference and

City Council Chambers

751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Cole called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Altman, Behroozi, Cebrian, Cole, King

Absent: Kollmann

Staff: Assistant Public Works Director – Transportation Hugh Louch, Engineering

Technician Patrick Palmer, Senior Transportation Engineer Kevin Chen

C. Reports and Announcements

Staff Chen reported on City Council actions related to transportation since the March 8 Commission meeting.

D. Regular Business

D1. Accept the Complete Streets Commission minutes for March 8, 2023

ACTION: Motion and second (Behroozi/ Cebrian), to accept the Complete Streets Commission minutes for March 8, 2023, passed 5-0 (Kollmann absent).

D2. Provide feedback on the Caltrain guiet zone study (Staff Report #23-003-CSC)

Staff Louch and Consultant Peter Meyerhofer of Kimley-Horn and Associates made the presentation (Attachment).

- Adrian Brandt spoke in support of quiet zone implementation at two crossings.
- Maria Amundson spoke in support of quiet zone implementation at two crossings.
- Ezio Alviti spoke in support of quiet zone implementation.

The Commission discussed the quiet zone boundary, project timing with Caltrain grade separation and high-speed rail projects, median extension on Oak Grove at Merrill Street, other potential noise concerns, funding opportunities, project phasing, and project timeline.

The Commission supported:

- Developing an agreement with Caltrain to advance the design, and;
- Extending the median on Oak Grove Avenue, removing left turns onto Merrill Street and Garwood

Complete Streets Commission Special Meeting Minutes – DRAFT April 17, 2023
Page 2 of 2

Way, and;

- Prioritizing four quadrant gates at Ravenswood Avenue and Oak Grove Avenue if able to expedite timeline.
- D3. Provide direction on Ravenswood Avenue bike lane pilot (Staff Report #23-004-CSC)

Staff Louch made the presentation (Attachment).

Robert Cronin requested clarification on the project scope, design, and timeline.

The Commission discussed potential improvement options, vehicular queuing impact, signal detection issues, online survey access, bicyclist behavior, pedestrian safety evaluation, and project timeline.

ACTION: Motion and second (Behroozi/ Cebrian), to recommend to the City Council to make the pilot permanent, and report back on final pedestrian crossing improvements, passed 5-0 (Kollmann absent).

D4. Update on El Camino Real pedestrian and bicycle improvements (Staff Report #23-005-CSC)

Staff Louch made the presentation (Attachment).

 Robert Cronin spoke in support of keeping exclusive right turn lanes on Oak Grove Avenue at El Camino Real.

The Commission discussed right turning truck onto Menlo Avenue, right hook auto/bike collisions at Oak Grove Avenue, pedestrian audible signals, potential conflict with future El Camino Real bike lanes, and other pedestrian improvements.

E. Informational Items

E1. Update on major project status

Staff Chen provided updates on the Terminal Avenue and Del Norte Avenue all-way stop and the Comprehensive Shuttle Program evaluation.

Staff Louch provided updates on the County's Coleman Avenue and Ringwood Avenue transportation study.

F. Committee/Subcommittee Reports

None.

G. Adjournment

Chair Cole adjourned the meeting at 9:14 p.m.

Kevin Chen, Senior Transportation Engineer

ATTACHMENT D-2

City of Menlo Park / City of Palo Alto Quiet Zone Study

Kimley»Horn



- 1. Quiet zone basics
- 2. Quiet zone process

Overview

- 3. Study area
- 4. Proposed safety improvements
- 5. Next steps

Why do trains sound their horns?

- Railroads are regulated by the Federal Railroad Administration (FRA)
- Train horns are required by the FRA
- Decibel level requirements for horns
- Advance notice (20 seconds)



What is a Quiet Zone?

- A Quiet Zone exists where a train horn does <u>not</u> need to sound
- The crossings need to be upgraded to be safer without horns than they are in current state with horns.
- Achieved via:
 - Supplemental Safety Measures (SSM) at every crossing; or
 - Proposed design's Quiet Zone Risk Index (QZRI) qualifying for Quiet Zone



Most crossings, as they exist today, would not meet the safety thresholds to implement a Quiet Zone.

Quiet Zone Study
The Process

PHASE I Study (CURRENT)

- Agency Coordination
- Conceptual Design / Safety Analysis
- Public Outreach
- Final Report

PHASE II Implementation (FUTURE)

- Permitting (CPUC, Caltrain)
- Final Design
- Funding
- Construction
- FRA Certification

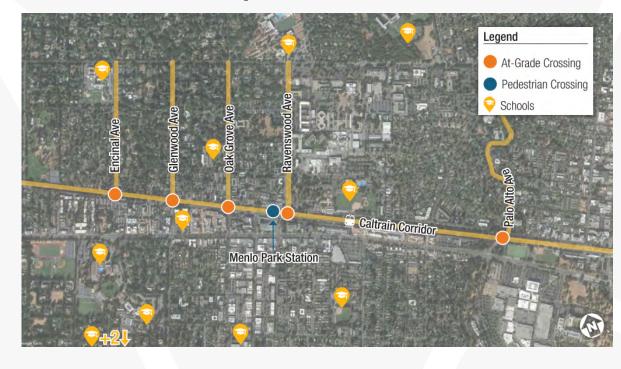
The Menlo Park / Palo Alto Quiet Zone Study Area

Menlo Park Study Area

- Encinal Ave
- Glenwood Ave
- Oak Grove Ave
- Menlo Park Station (pedestrian crossing)
- Ravenswood Ave

Palo Alto Study Area

• Palo Alto Ave

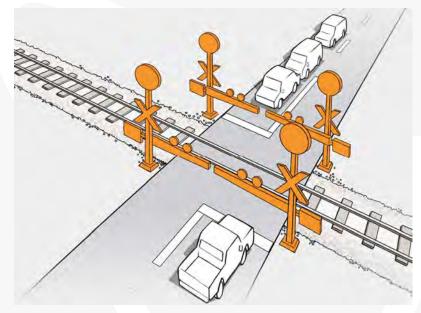


Safety Improvements

- Four-quadrant gates
- Raised medians
- Sidewalk realignment
- Refreshed roadway striping and updated signage

Safety Improvements

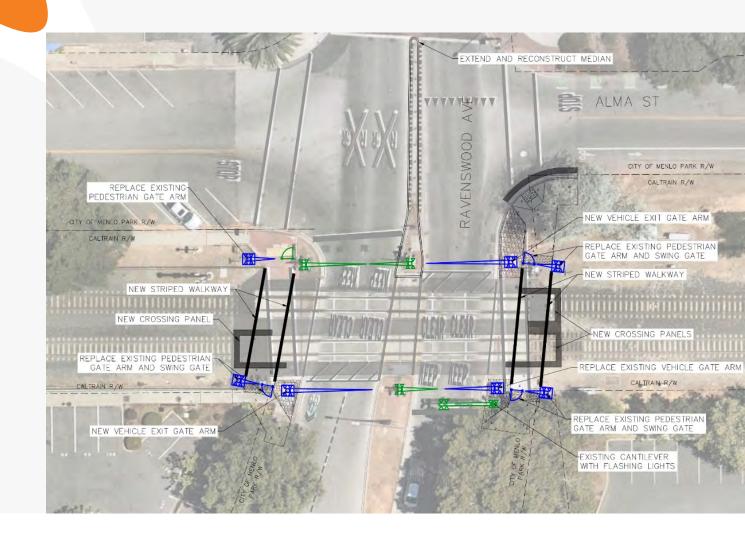
Four-quadrant gates



lmage: https://hsr.ca.gov/about/safety/quad-gates/

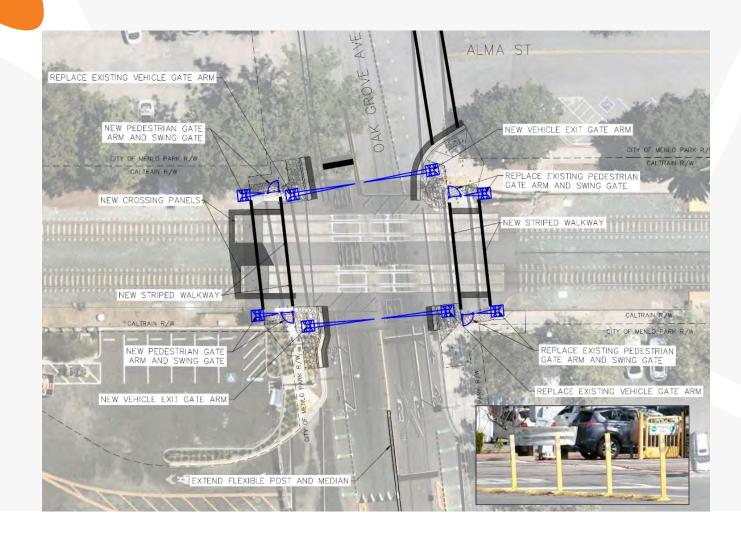
Ravenswood Ave

- Four-quadrant gates
- Sidewalk realignment
- Refreshed striping and signage



Oak Grove Ave

- Four-quadrant gates
- Sidewalk realignment
- Refreshed striping and signage
- Extend median

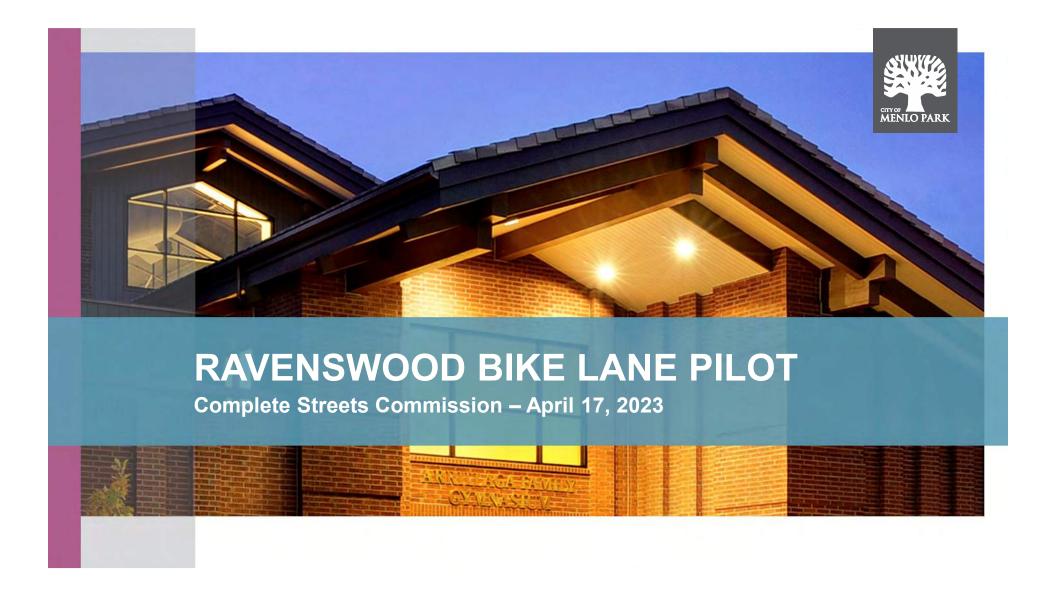


Next Steps

- Permitting (CPUC, Caltrain)
- Final Design
- Funding
- Construction

Crossing/scenario	Cost estimate
Ravenswood Avenue	\$1,900,000
Oak Grove Avenue	\$2,100,000
Glenwood Avenue	\$2,100,000
Encinal Avenue	\$2,100,000
Risk method – Ravenswood + Oak Grove	\$4,000,000
SSM method – all four crossings	\$8,500,000

Kimley » Horn Expect More. Experience Better. Questions?







AGENDA

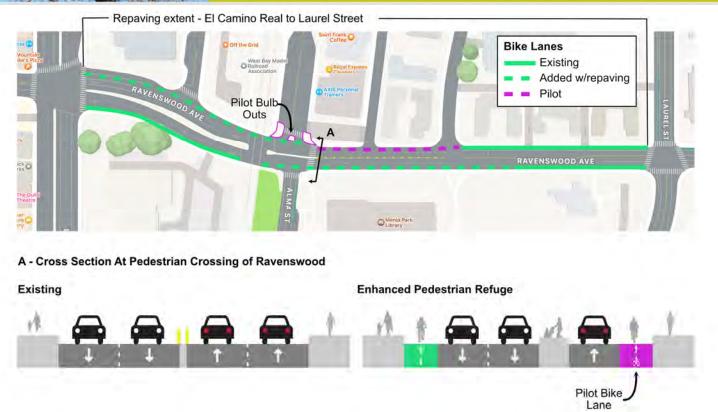
- Project description and background
- Queuing analysis
- Public survey
- Commission feedback







PROJECT DESCRIPTION







PROJECT BACKGROUND

- Spring 2022 Complete Streets Commission recommended and City Council directed staff to pursue the pilot as part of resurfacing
- Resurfacing project late April to June 2023
- Staff installed pilot in advance of resurfacing a March 2, 2023
- Notifications City Digest, flyers, social media, CSC and City Council announcements

4





EVALUATION METRICS

Metric	Source	Variables
Morning / evening peak hour vehicular queues	Observations	Queue distance relative to Laurel Street
Pre- and post- pilot vehicular volumes (on Ravenswood Ave and Oak Grove Ave)	Observations	Change in vehicular volumes
Pre- and post- pilot bicycle volumes	Observations	Change in bicycle volumes Pedestrian crossings at Alma St
Community feedback survey	Online survey	Percent support Perceived safety/comfort
Bicycle and pedestrian collisions	Police Department	Number of collisions

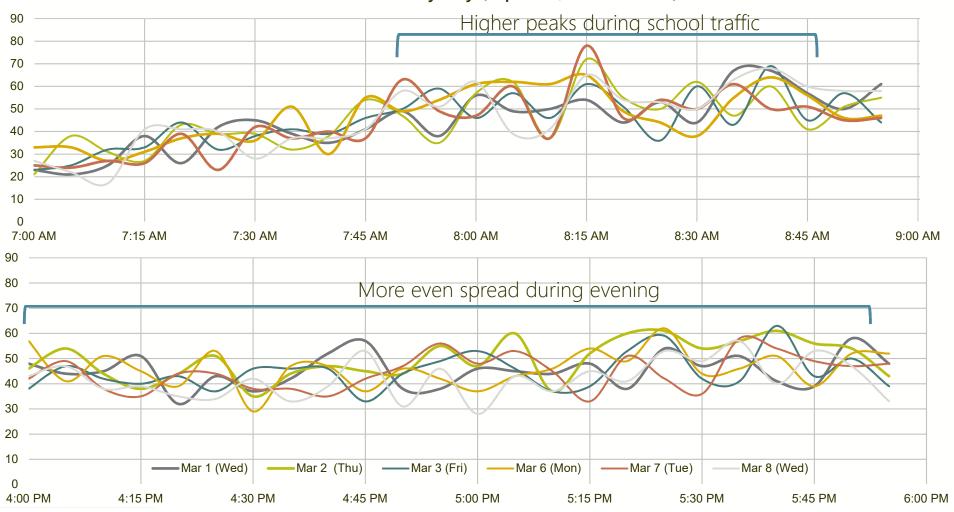




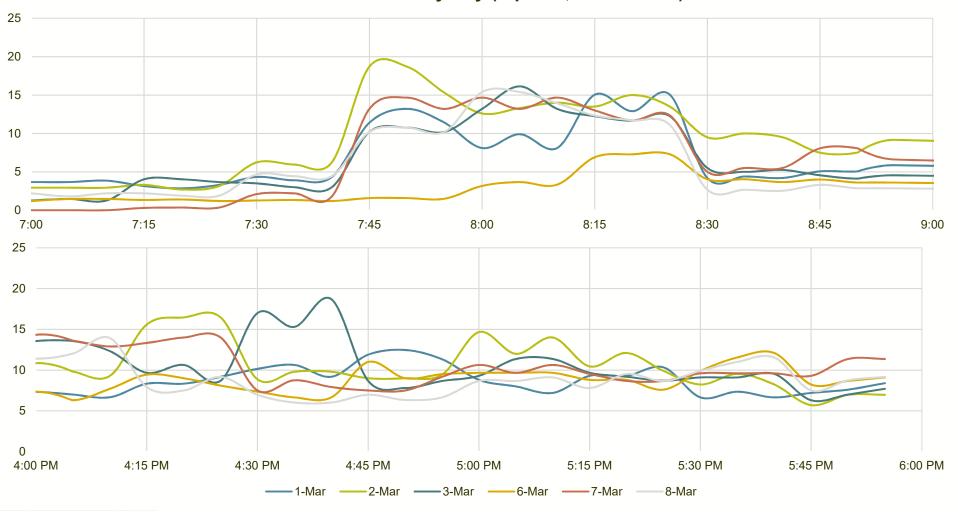
QUEUING STUDY

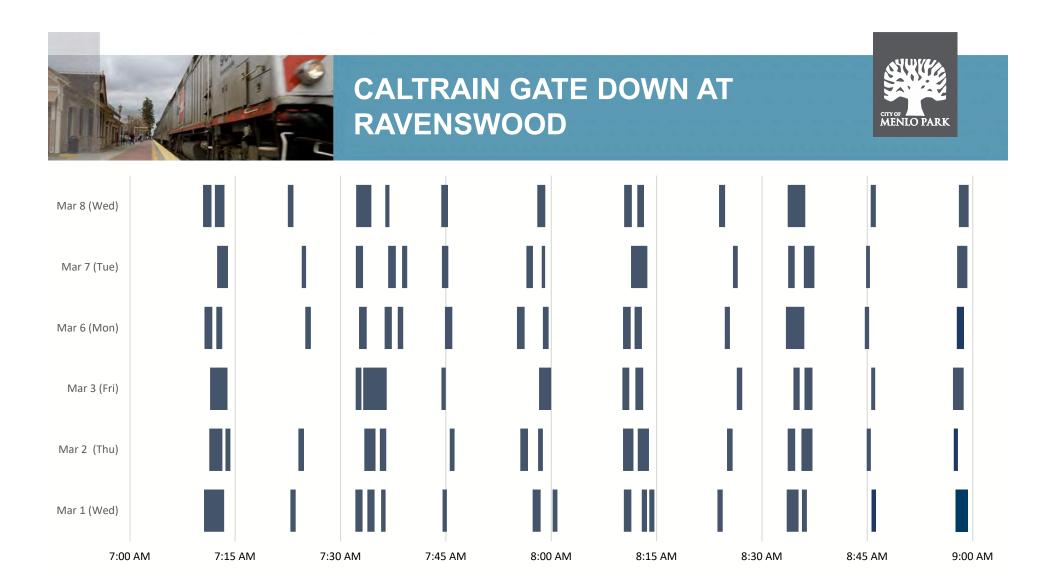
- Collected data for 6 weekdays between 3/1 and 3/8
 - 3/1 before pilot started
 - 3/2 pilot installed
 - -3/3-3/8 pilot installed
- Notes
 - Some signal detection at Ravenswood/Laurel due to storm
- Data items collected
 - Queuing
 - Caltrain gates down
 - Pedestrian/bicycle crossings of Ravenswood
 - Vehicle volumes (westbound)

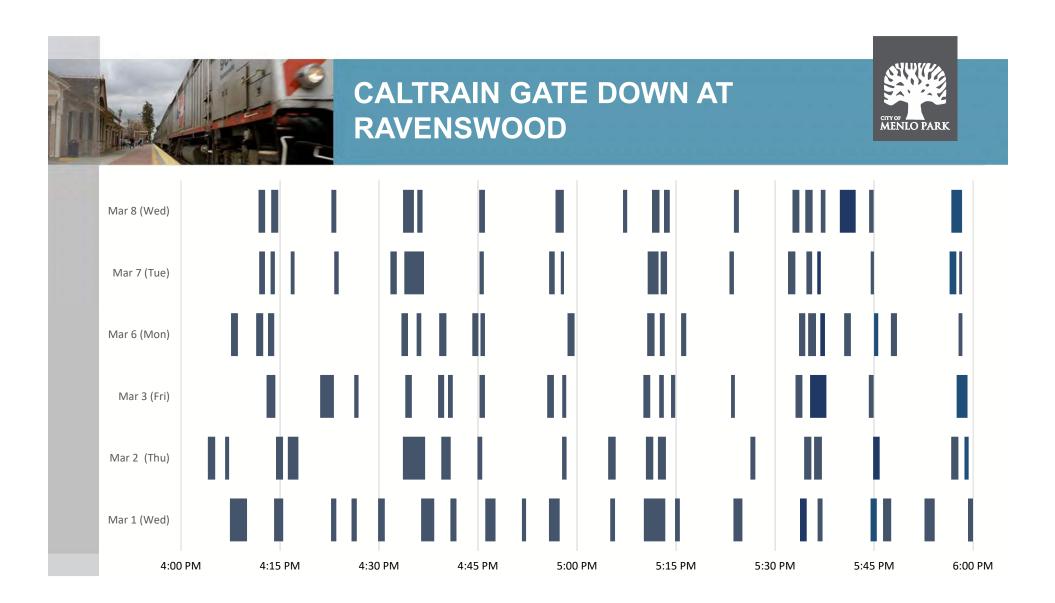
Vehicle Volumes by Day (top=AM, bottom=PM)

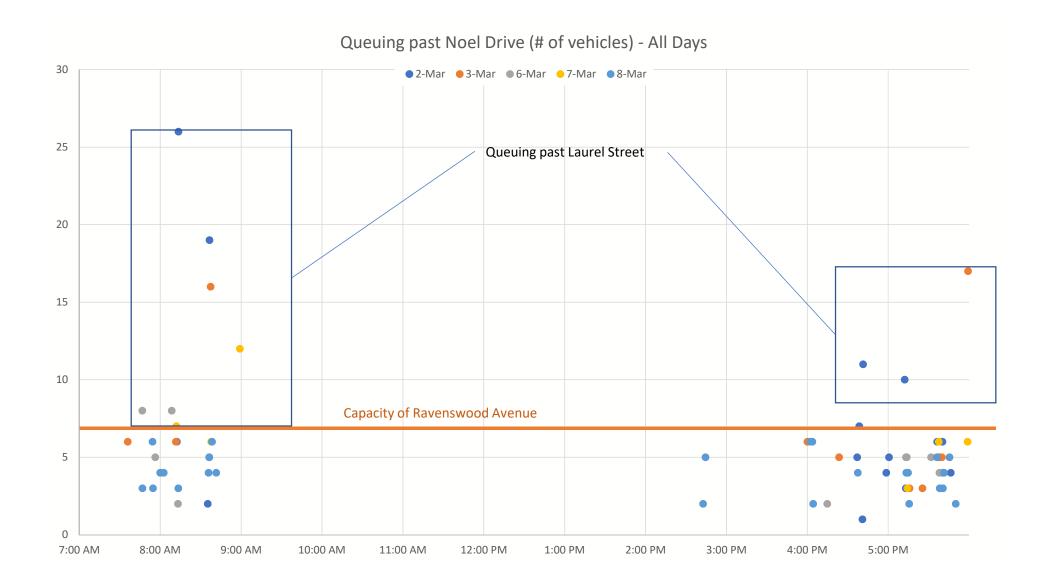


Vehicle Volumes by Day (top=AM, bottom=PM)

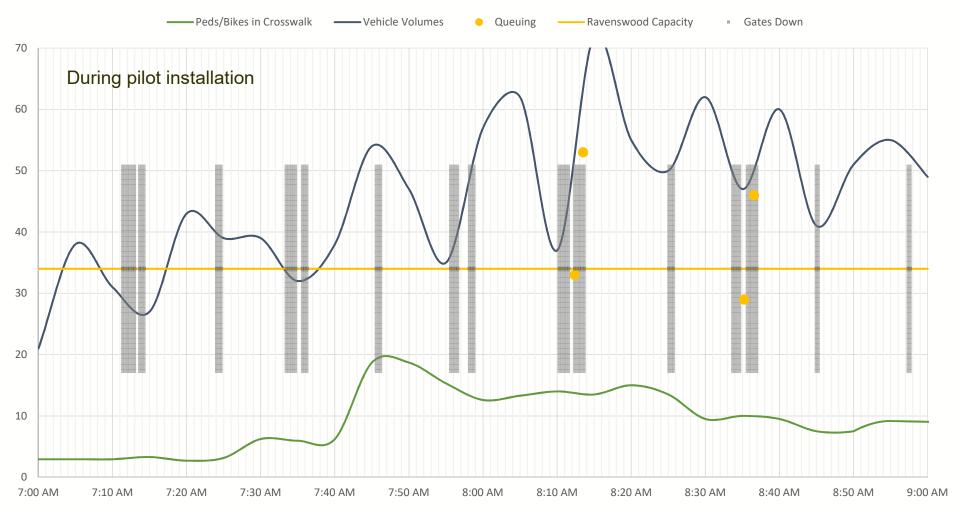




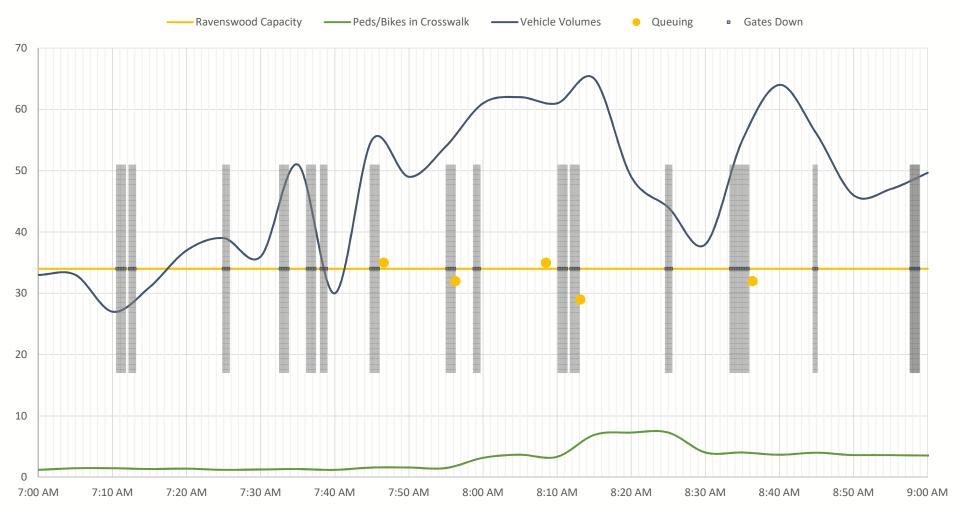




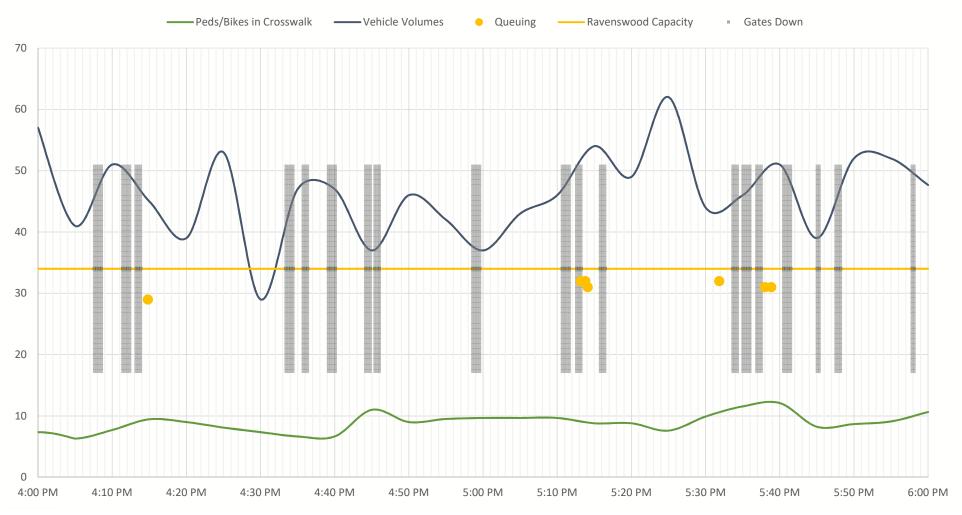
Queuing on Ravenswood - 3/2 (Thu) AM Peak



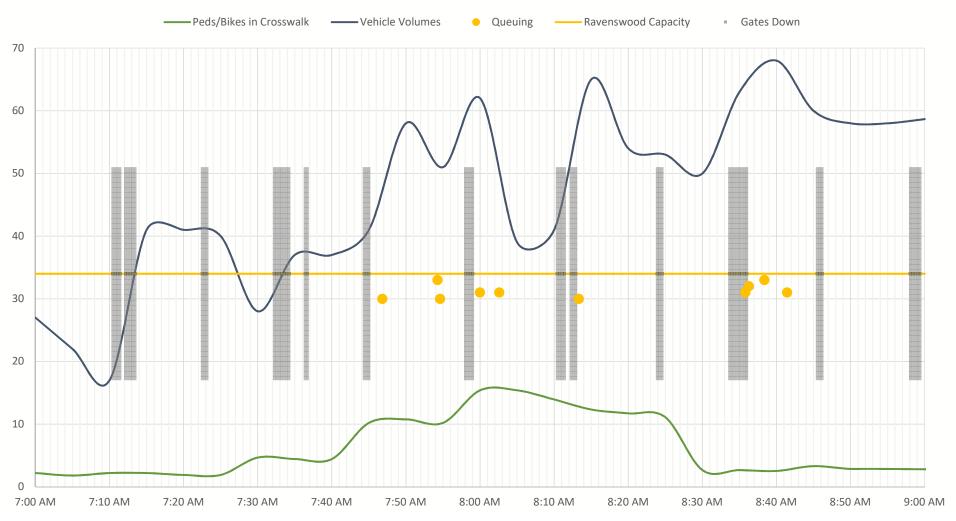
Queuing on Ravenswood - 3/6 (Mon) AM Peak



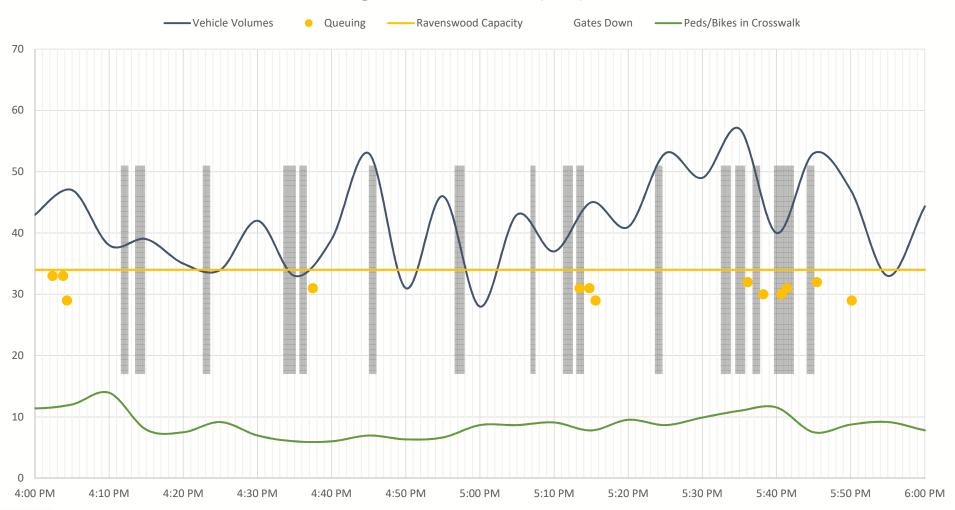
Queuing on Ravenswood - 3/6 (Mon) PM Peak



Queuing on Ravenswood - 3/8 (Wed) AM Peak



Queuing on Ravenswood - 3/8 (Wed) PM Peak







QUEUING FINDINGS

- Removing the travel lane did not create sustained, constant queuing in the peak periods.
- Most peak periods shows one or two incidents with queues past Laurel Street
- Queuing issues are most common when the Caltrain gates are down for 2 or more minutes (typically 8:30-8:45 AM and 5:30-5:45 PM).
- When there is queuing, vehicles turning from northbound Laurel Street to westbound Ravenswood Avenue sometimes have to wait for a signal cycle to make the turn
- Staff have observed a decline in overall traffic speed during this period.

17





PUBLIC SURVEY

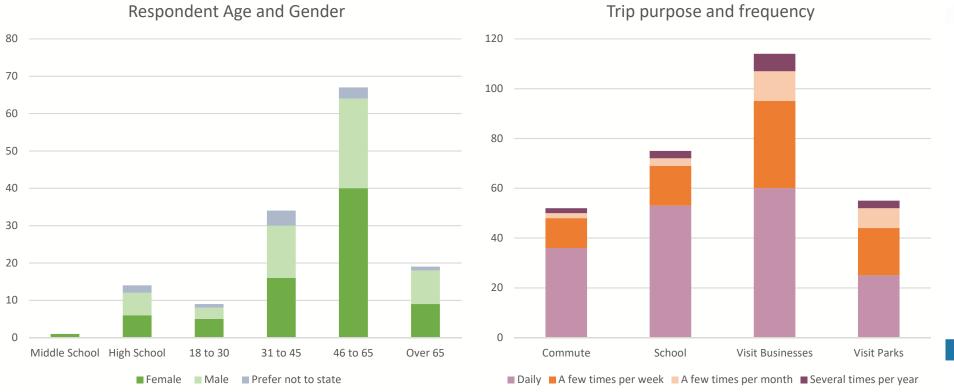
- Launched 3/15
- 184 responses as of today
- Current data shown, but not substantially different from what was provided in the report

18



SURVEY – WHO TOOK THE SURVEY?

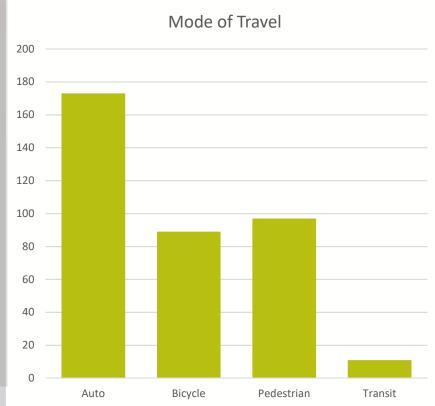


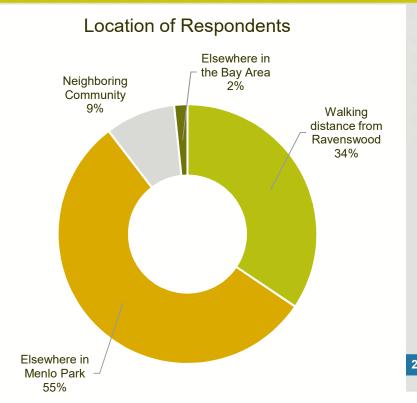




RESIDENTIAL LOCATION AND MODE OF TRAVEL











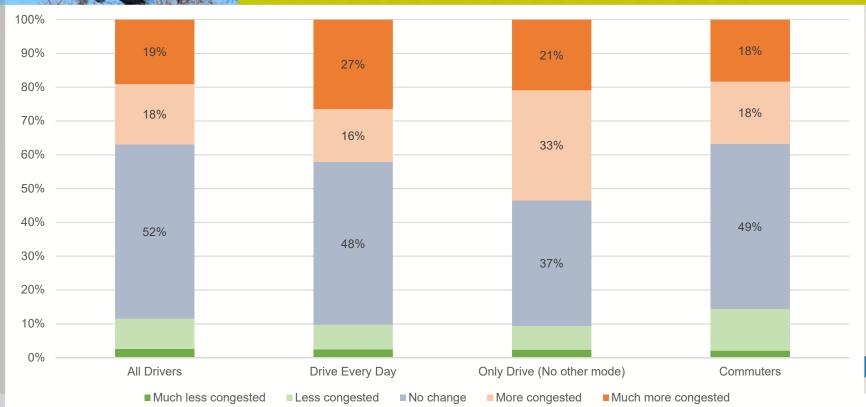
SURVEY – OVERALL REACTIONS





SURVEY – AUTO QUEUING BY USER GROUP

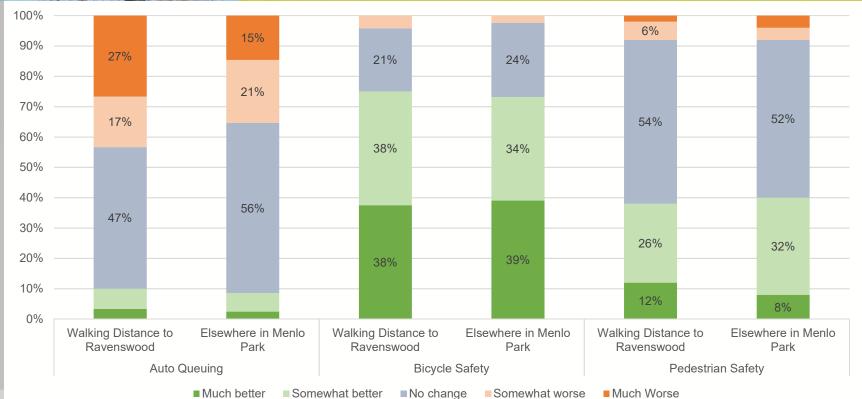






SURVEY – REACTIONS BY LOCATION



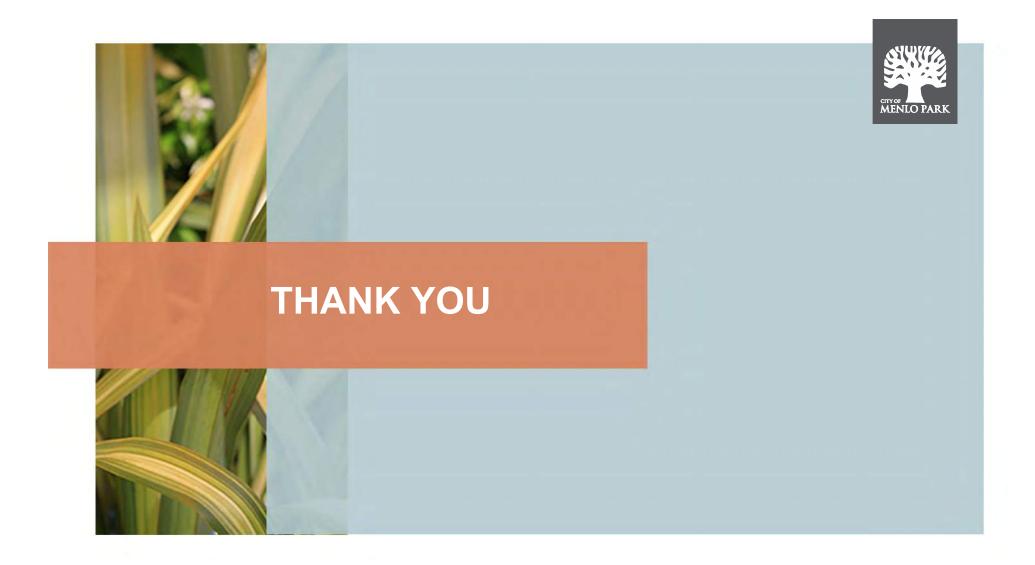






OPTIONS FOR COMMISSION FEEDBACK

- Make pilot permanent
- Continue pilot and collect additional data
 - Additional queuing analysis
 - Multimodal counts on Ravenswood and Oak Grove
 - Extended or additional public survey
- Restore prior condition
- Plan to bring recommendation to City Council on 5/9



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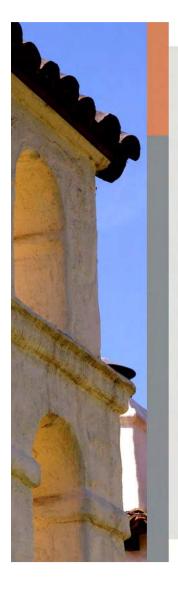




AGENDA



- Background
- Pedestrian/bicycle crossing needs
- Ravenswood Avenue new crosswalk
- Santa Cruz pedestrian enhancements
- Oak Grove Avenue bicycle enhancements





BACKGROUND

- General Plan CIRC 2.8 Pedestrian Access at Intersections
- El Camino Real Corridor study 2015
- Managers Mobility Partnership Peninsula Bikeway Study
- Middle Plaza development
- Middle Avenue complete streets project



EL CAMINO REAL – PEDESTRIAN & BICYCLE CROSSING NEEDS



MENLO PARK

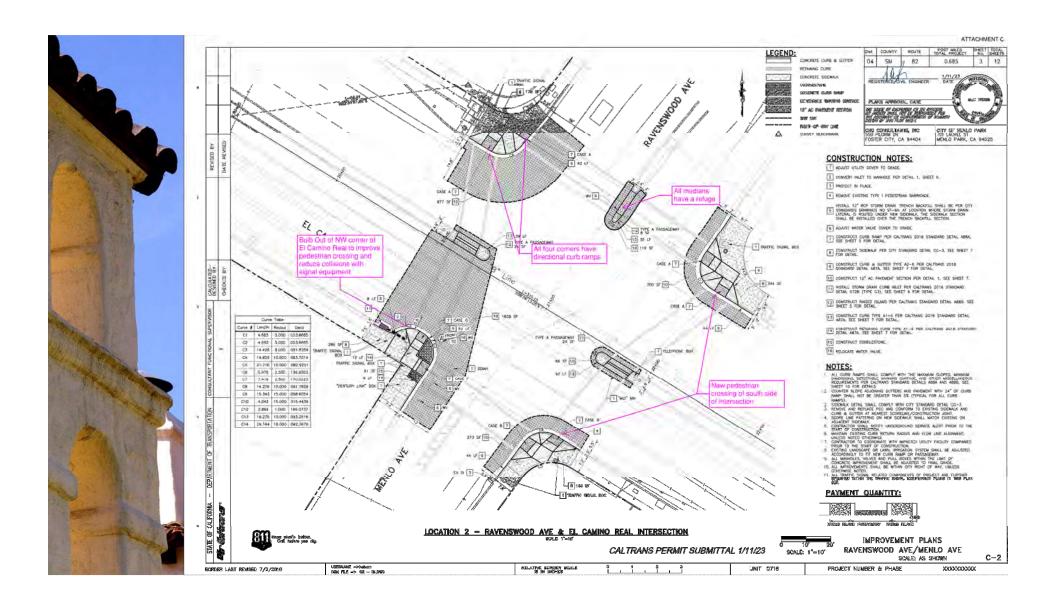




RAVENSWOOD CROSSWALK DESIGN

- Adding missing crosswalk on south side of intersection
 - 95% design documents complete
- City applied for and received a grant from SMCTA to help fund improvements
- Proposed improvements include:
 - New crosswalk
 - Curb ramp upgrades
 - Median refuges where feasible
 - Small bulbout from SB El Camino Real to Menlo Avenue

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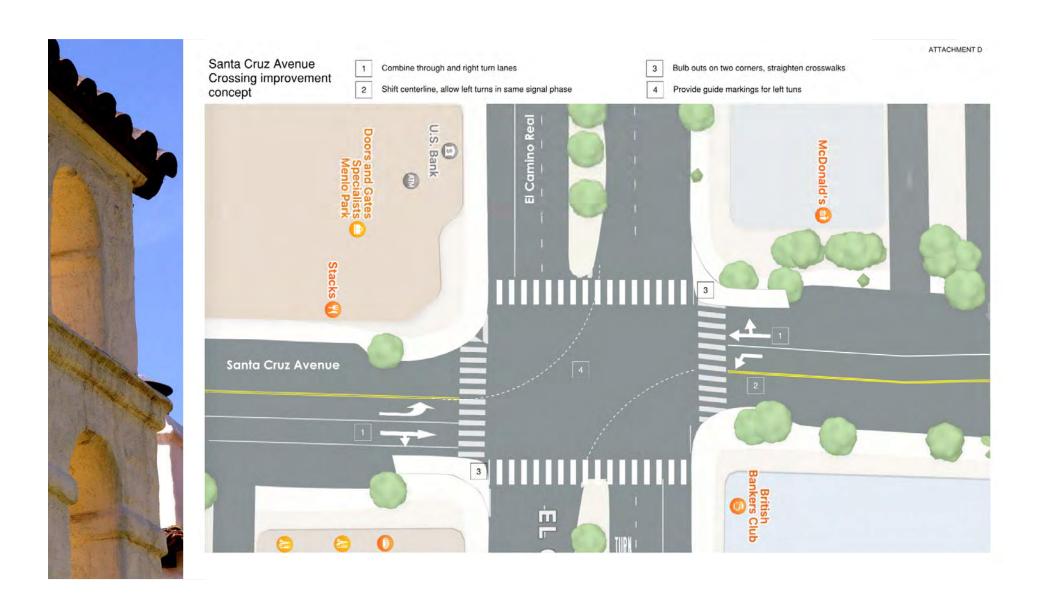




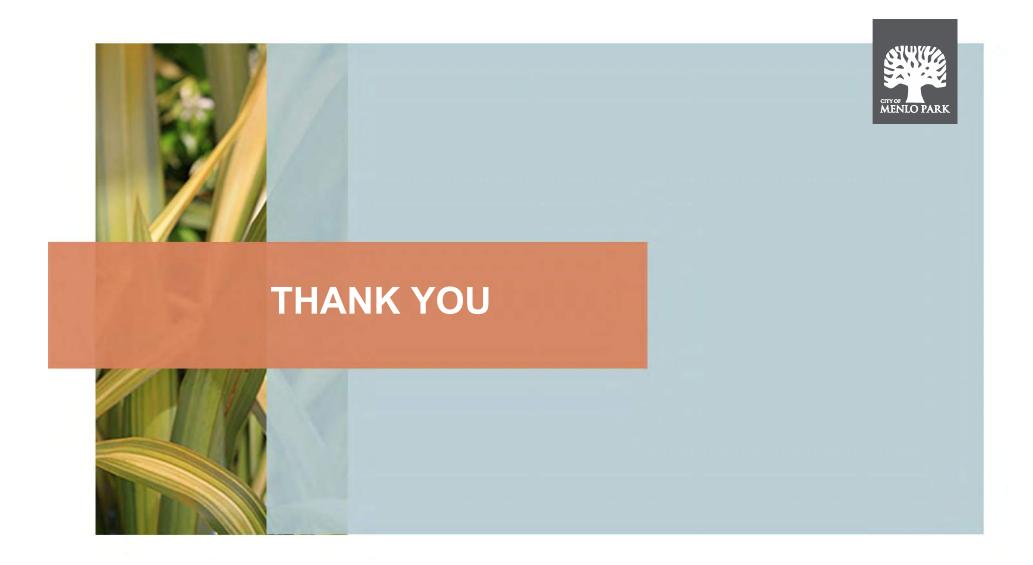
SANTA CRUZ AND OAK GROVE CONCEPTS



- Preliminary concepts developed to enhance pedestrian and bicycle crossings
- Santa Cruz Avenue
 - Potential signal operations improvements
 - Pedestrian bulb outs complement proposed City Council direction on streeteries/partial closure
- Oak Grove Avenue
 - Create more direct/ less skewed crossing for bicyclists and vehicles











Agenda

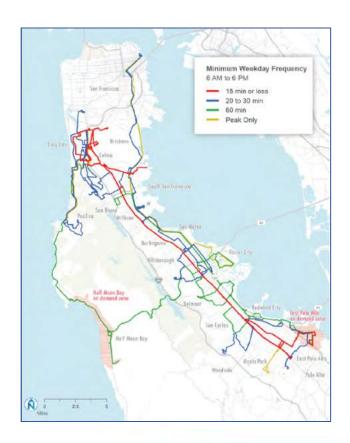
- Background
- Features of SamTrans' Ride Plus
- Route Changes Coming with Ride Plus
- Outreach & Marketing
- Timeline
- Questions

.



Implementing Reimagine SamTrans

- The Reimagine SamTrans network includes:
 - More direct and frequent routes
 - Streamlined services and some reduction in coverage
 - Consolidated routes
- Reimagine SamTrans is being implemented in phases.
 - Phase 2, which includes microtransit & changes to SamTrans routes, will occur in June 2023. Additional phases will follow in the future.

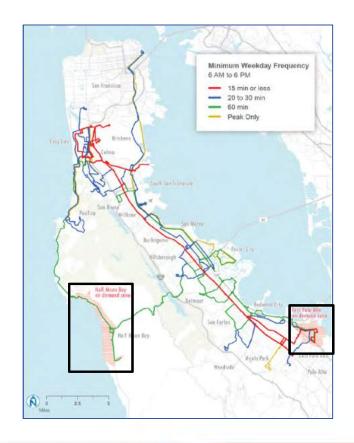


More information is available on our website: https://www.samtrans.com/planning/reimaginesamtrans



Implementing Reimagine SamTrans

- Final recommended network included two microtransit zones to complement fixed routes.
 - East Palo Alto and Half Moon Bay
- These areas have historically been harder to serve with fixed route transit.
- SamTrans' new microtransit service will be called Ride Plus and will launch June 18, 2023.



More information is available on our website: https://www.samtrans.com/planning/reimaginesamtrans



What is microtransit?

- On-demand curb to curb transit that is dynamically routed based on trip requests
- Pick-up arrival time is provided in real-time, just like ride-hailing apps
- Trips must start and end in the defined zone





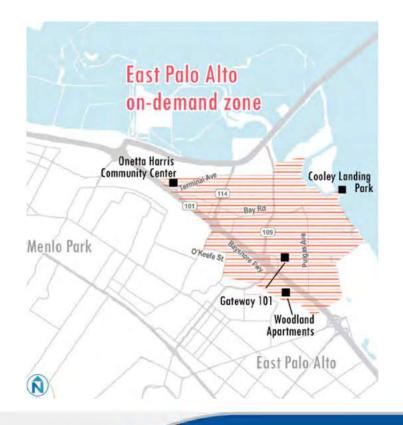


Example from Wave Transit from Cape Fear, NC



Ride Plus in East Palo Alto

- Service Area
 - City of East Palo Alto, plus Menlo Park's Belle Haven neighborhood
- Hours of Operation
 - 6:00 AM 10:00 PM,7 days a week
- Accept all current SamTrans fare types





Features of Ride Plus

- How to book a ride:
 - Accessible branded smartphone app
 - Website
 - Phone call
- Accessible Options Wheelchair accessible vehicles available.
- Automated communications App users will have automated messages to inform them about their trip.
- Shared rides Algorithm creates efficiencies by grouping multiple riders traveling in the same direction.

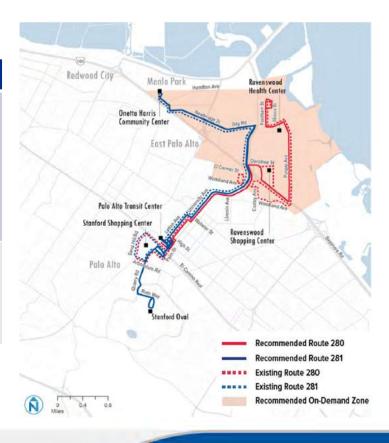






Route Changes Coming with Ride Plus

Route	Route Changes	Frequency Changes
280	 Will no longer serve Woodland, Cooley, or Clarke Avenues Will no longer serve Stanford Shopping Center 	Frequency reduced to every 60-75 mins
281	 Extended to Stanford University and Hospital area 	Frequency improved to every 20 mins on weekdays and every 30 min on weekends







Outreach & Marketing

Customer Communications & Marketing

- Webpage samtrans.com/rideplus
- Print and digital marketing collateral
- Custom app branding
- Vehicle branding
- Free fares for the first six weeks!

Outreach

- In-person multilingual outreach
- Distribute materials to local businesses and community centers
- Partnership with local community organizations
- Social media campaign

How should we get the word out in Belle Haven?



Timeline





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STAFF REPORT

Complete Streets Commission

Meeting Date: 5/10/2023

Staff Report Number: 23-006-CSC

Regular Business: Recommend to the City Council the draft Menlo

Park Community Campus parking management plan

Recommendation

Staff recommends the Complete Streets Commission recommend to the City Council the draft Menlo Park Community Campus (MPCC) parking management plan (Plan).

Policy Issues

On January 28, 2020, the City Council adopted a resolution of intent that established the MPCC project as one of the City's top priorities.

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

Background

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

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

Construction began in November 2021 and is tentatively set to open in 2024. Attachment A illustrates the proposed site plan for the new MPCC plus the existing Beechwood School and Kelly Park.

On December 14, 2022, the Complete Streets Commission received a presentation on preliminary concepts for parking management at the MPCC site and provided the following direction:

- Evaluate PG&E sub-station driveway for sight visibility
- Explore bike wayfinding and loading zone signage
- Shorten time restricted parking duration
- Return in the future with policies to address overnight parking demands at city owned facilities (e.g., MPCC, Nealon Park)

The hyperlink to the Commission staff report is included as Attachment B.

Analysis

Since the Commission meeting, staff received more information on future MPCC programs and operations, including a secondary loading zone. Staff coordinated with the City's Library and Community Services Department to review the direction provided by the Commission and develop a set of parking management recommendations (Table 1). Attachment C provides a graphic illustration of these recommendations.

Table 1: Draft MPCC parking management plan			
Topic	Commission direction (December 14, 2022)	Final draft recommendation	
Priority Beechwood school parking	Supported designation	26 spaces, 8 a.m. to 3 p.m.	
Time restricted parking	Suggested shorter duration	4 spaces, 15-minute, 8 a.m. to 6 p.m.	
Priority parking for seniors	Supported designation	To be evaluated, including consultation with seniors, after programs are well established	
Loading zone	Supported designation	To be evaluated after use patterns are well established	
PG&E sub-station driveway	Suggested sight visibility evaluation	Shift Terminal Avenue entrance center line to provide more sight visibility and continue to monitor after opening	

Overnight parking

Since staff presented the MPCC parking management in December 2022, the City Council directed to staff to explore potential overnight parking restrictions at Nealon Park and other City parks as part of the approval of the Middle Avenue complete streets project. Any changes to address the overnight parking demands for the future MPCC, Nealon Park, or other city owned facilities would require a municipal code amendment. Staff has identified the following list of topics to address during this evaluation:

- Daytime operation impact
- Recreational vehicle use
- Hours of operation and enforcement
- Eligibility and fee structure

All-way stop at Terminal Avenue and Del Norte Avenue

Currently, vehicles passing through the Terminal Avenue and Del Norte Avenue intersection are stop-controlled on Del Norte Avenue and free flowing on Terminal Avenue. City Council approved an all-way stop at this location on October 18, 2022, to be implemented concurrently with the opening of MPCC in 2024. Based on community feedback, staff will accelerate the implementation of the all-way stop to this summer.

Next steps

Staff will incorporate Commission feedback and present the draft Plan to the City Council for feedback and adoption.

Impact on City Resources

Any future new signs and striping required by the final Plan will be implemented through the MPCC project.

Environmental Review

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

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. Proposed site plan
- B. Hyperlink December 14, 2022 Complete Streets Commission staff report: menlopark.gov/files/sharedassets/public/agendas-and-minutes/complete-streets-commission/2022-meetings/agendas/20221214-complete-streets-commission-agenda.pdf#page=13
- C. Draft recommendations

Report prepared by:

Kevin Chen, Senior Transportation Engineer

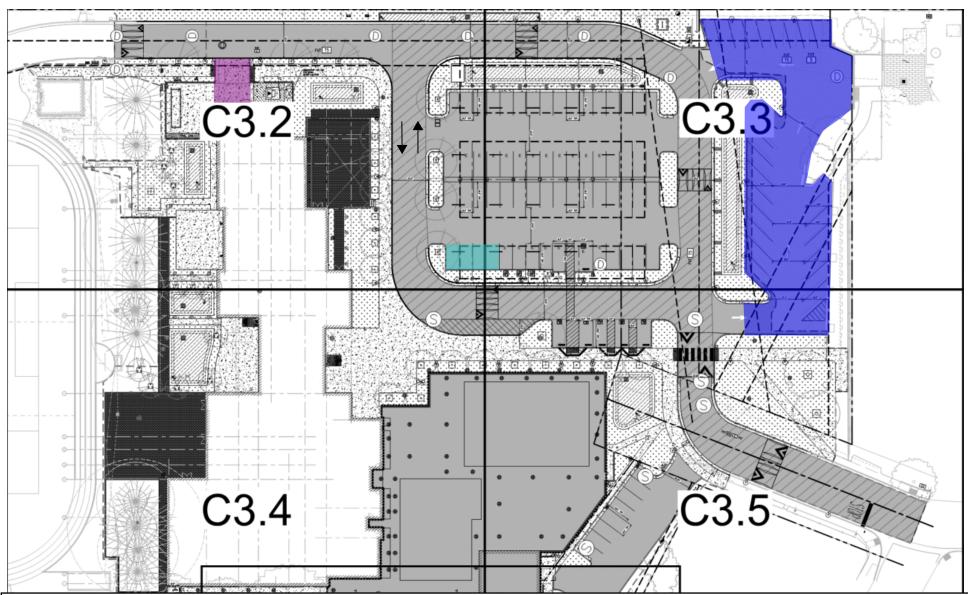
Report reviewed by:

Hugh Louch, Assistant Public Works Director – Transportation

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Legends:

Potential Beechwood School priority spaces (8am to 3pm)

Potential time restricted spaces (8am to 6pm, 15-minute)

Secondary loading area

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