



TRANSPORTATION COMMISSION REGULAR MEETING AGENDA

Wednesday, February 12, 2014 at 7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA

CALL TO ORDER

ROLL CALL – N. Hodges, P. Huang, A. Levin, P. Mazzara, M. Meyer, M. Shiu (Vice Chair), B. Walser (Chair)

CITY STAFF – R. Baile, N. Nagaya, J. Quirion

A. PUBLIC COMMENTS

Under “Public Comments”, the public may address the Commission on any subject not listed on the agenda within the jurisdiction of the Commission. When you do so, please state your name and city or political jurisdiction in which you live for the record. The Commission cannot respond to non-agendized items other than to receive testimony and/or provide general information. The public may also address the Commission regarding items listed on the agenda at this time or during the Commission’s consideration of the agenda item.

B. REGULAR BUSINESS

B1. Discuss and Provide Recommendation to the City Council to Consider Streamlining and Possibly Merging of the Transportation and Bicycle Commissions (Continued from Meeting of January 8, 2014)

Note: This item is a joint discussion with the Bicycle Commission.

B2. Discuss the Temporary 2-Hour Parking Restriction Trial on San Mateo Drive between the Bike Bridge and Bay Laurel Drive

B3. Review and Provide Feedback on the 2014 Commission Work Plan ([Attachment](#))

B4. Approve Minutes from the Regular Meeting of January 8, 2014 ([Attachment](#))

C. REPORTS AND ANNOUNCEMENTS

C1. Update from the Downtown Businesses, Menlo Park Signage, and Branding Project Subcommittee (Huang/Walser)

C2. Update from the Subcommittee on Potential Revisions of the Neighborhood Traffic Management Program (NTMP) (Shiu/Walser)

- C3.** Update from the High School Project Subcommittee Regarding Transportation Related Challenges (Hodges/Mazzara)
- C4.** Update on the Comprehensive Review of the Street Light Program in Menlo Park Subcommittee (Shiu)
- C5.** Update on the El Camino Real Traffic Study Subcommittee (Levin/Mazzara)
- C6.** Update on the General Plan Transportation Issues Subcommittee (Levin/Hodges)

D. INFORMATION ITEMS

- D1.** Update on Transportation Projects
- D2.** Update on the City's Neighborhood Traffic Management Program Projects

E. ADJOURNMENT

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**Transportation Commission
Priority List**

The **Transportation Commission** has identified the following priorities to focus on during 2010-2011:

<p>1.</p>	<p><u>Assist Downtown Businesses: Menlo Park Signage and Branding Project</u> Review the signage that presently directs people to downtown and other points of interest in the City. Review points of interest and maps of public transportation. Work with Chamber of Commerce, and the community to create signage (How to get to Downtown, how to get to other points of interest.) The project goal is to improve the profile, stature, and ease of accessibility of downtown Menlo Park businesses, and other points of interest in Menlo Park to those living both within and outside of Menlo Park.</p>
<p>2.</p>	<p><u>Review for potential revisions of the Neighborhood Traffic Management Program (NTMP)</u> Project will entail re-visiting of the NTMP, its intent and practical applications.</p>
<p>3.</p>	<p>A program wherein volunteer students from local high schools will be tasked with collecting feedback from their peers regarding transportation related challenges facing teenagers in Menlo Park. Thereafter the groups from each high school will present their data and project proposal to the Transportation Commission, who will then pick one proposal for presentation to City Council. The projects will be coordinated with individual high school civics programs. Menlo College has graciously offered assistance in coordinating the program, to reduce any impact on City Staff time.</p> <p>The project goal will be to provide a positive experience for the teenagers, and inspire public service. Moreover, the program should be a great opportunity for Menlo Park students to pick up experiences and letters for College applications. The City Transportation Division will have the opportunity to gain feedback from a hard to reach demographic.</p>
<p>4.</p>	<p><u>Conduct a comprehensive review of the Street Light Program in Menlo Park</u> The Commission wishes to review if there are any other locations in the City that are more urgently in need of street lights than West Santa Cruz Avenue before a decision is made.</p>

Removed Caltrain priority and all other priorities were moved up



Commission Work Plan Guidelines Work Plan Worksheet

Step 1

<p>Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004</p>	<p>This Commission is charged with advising the City Council on matters related to the adequacy and improvement of all types of public and private transportation within and across the City, including the best approaches to establishing and maintaining systems and facilities for the transport of people and goods around the City; the coordination of motor vehicle, bicycle, mass transit, and pedestrian traffic facilities; the development and encouragement of the most efficient and least detrimental overall transportation system for the City supporting the goals of the General Plan; coordination with regional transportation systems; and, serving as an appeals board for appeals from staff determinations concerning establishment of traffic signs, pavement markings, speed zones, parking regulations, traffic signals, bike lanes, bus stops, etc.</p>
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Steps 1 and 2 require no change

Step 2

<p>Develop or review a Mission Statement that reflects that purpose</p> <p><i>Who we are, what we do, who we do it for, and why we do it</i></p>	<p>In conjunction with other City appointed Commissions and staff, advise City Council on transportation-related matters that affect first and foremost the City of Menlo Park and the extended region as a whole, and provide oversight to the City's Transportation Programs on behalf of the community.</p> <p>The Commission's duties include, but are not limited to, the following:</p> <ol style="list-style-type: none">1. Advising the City Council on matters related to the adequacy and improvement of all types of transportation within and across the City, including the best approaches to establish and maintain systems and facilities for the transport of people and goods; the coordination of all modes of transportation facilities within the city; the development and encouragement of the most efficient and least detrimental overall transportation system for the City supporting the goals of the General Plan.2. Reviewing and providing input to the City staff, City Council and Planning Commission on major land use and development projects as it relates to transportation.3. Advising Council on matters relating to regional transportation agencies and systems.4. Serving as an appeals board for residents' appeals from staff determinations related to transportation issues, including but not limited to establishment of traffic signs, pavement markings, speed zones, parking regulations, traffic signals, bike lanes, and bus stops.
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Step 3

Section 3 requires you to show how your priorities align with a Council Goal

Discuss any priorities already established by Council	
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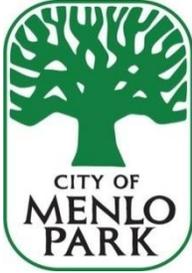
EXAMPLE FROM BICYCLE COMMISSION APPROVED WORK PLAN

Discuss any priorities already established by Council	<p>Council Goal 3: Regional focus creating synergy of efforts on issues of mutual interest</p> <p>Provide technical expertise and staff support to City Council Members as they proactively leverage regional partnerships with all levels of government supporting Council in focusing regional attention on issues related to: School districts CCAG, etc.</p> <p>Submitting to Council a recommended planning approach for M-2 land use to support future decisions about housing, transit, commercial development, and research and development businesses improving the area's sense of community and quality of life.</p>
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EXAMPLE FROM PARKS & RECREATION COMMISSION APPROVED WORK PLAN

Discuss any priorities already established by Council	<p>Council Goal 3: Future Focused planning and Visioning supporting a high quality of life</p> <p>Burgess Gym construction complete Kelly Park construction complete</p>
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TRANSPORTATION COMMISSION MINUTES

Regular Meeting
January 8, 2014 at 7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA

B. Walser, Chair, called the meeting to order at approximately 7:05 p.m.

Commissioners Present: N. Hodges, P. Huang, A. Levin, P. Mazzara, M. Meyer, M. Shiu, B. Walser (Chair)

Commissioners Absent: None

Staff Present: R. Baile, J. Quirion, C. Taylor, J. Murphy, D. Chow

A. PUBLIC COMMENTS

There was no public comment.

B. REGULAR BUSINESS

B1. Approve Minutes from the Regular Meeting of December 11, 2013 ([Attachment](#))

ACTION: Motion and Second (Meyer/Huang) to approve the minutes with the following amendment, passed, 5-0-2, with Hodges and Shiu abstaining.

- Add "Mazzara" as a subcommittee member for Item C3 in the Reports and Announcements.

B2. Discuss and Potentially Provide Comments to the City Council on the Draft Work Program/Request for Proposal for the General Plan Update ([Attachment](#))

Staff presentation was made by J. Murphy, Development Services Manager.

Public Comment:

A. Draper, Menlo Park resident, expressed her concurrence with including the Sea Level Rise as an emerging need for the General Plan Update.

ACTION: Motion and Second (Shiu/Levin) for the Transportation Commission to recommend to City Council to include the Circulation Element in the General Plan Update and that the City thoroughly examine and update its transportation policies to

achieve the City's goals for the environment, quality of life, and economic development, unanimously passed, 7-0.

B3. Review and Provide Comments on the City's Draft 2015-19 Five-Year Capital Improvement Program ([Attachment](#))

No Action. However, the commission would like to review the following projects when updated information becomes available:

- Bicycle Lane on Marsh Road
- Bay Trail Gap

B4. Discuss and Provide Recommendation to Consider Merging the Transportation and Bicycle Commissions into Complete Streets Commission (Continued from the Meeting of December 11, 2013)

The Commission will continue discussion of this item in a joint meeting with the Bicycle Commission in February 2014.

C. REPORTS AND ANNOUNCEMENTS

C1. Update from the Subcommittee on the Downtown Businesses, Menlo Park Signage, and Branding Project (Huang/Walser)

None.

C2. Update from the Subcommittee on Potential Revisions of the Neighborhood Traffic Management Program (NTMP) (Shiu/Walser)

Subcommittee is waiting for the meeting with City Manager.

C3. Update from the Subcommittee on High School Project Regarding Transportation Related Challenges (Hodges/Mazzara)

P. Mazzara indicated that he was meeting with Menlo-Atherton High School a week from this Friday, January 17, 2014.

C4. Update from the Subcommittee on the Comprehensive Review of the Street Light Program in Menlo Park (Shiu)

None.

C5. Update from the Subcommittee on the El Camino Real Traffic Study (Levin/Mazzara)

J. Quirion indicated that staff would recommend to City Council at its meeting on January 28, 2014 an award of contract to W-Trans, Inc., who would be using a subcontractor from another firm.

C6. Update on the General Plan Transportation Issues Subcommittee (Levin/Hodges)

None.

D. INFORMATION ITEM

D1. Update on Transportation Projects

R. Baile provided updates on the following projects:

- Sand Hill Road and Branner Drive Traffic Signal Modification – This project is going to Council for acceptance as complete on January 28, 2014.
- Oak Grove Avenue Lighted Crosswalk Project – Preconstruction meeting with Contractor has been scheduled.
- VA Hospital Frontage Improvements – Traffic signal poles are in order and contractor could begin signal modification work in February 2014.

In response to M. Shiu’s inquiry about status of San Mateo Drive temporary 2-hour parking, J. Quirion stated that the City would receive the signs tomorrow and installation would start thereafter.

D2. Update on the City’s Neighborhood Traffic Management Program Projects

None.

E. ADJOURNMENT – 9:30 p.m.

Prepared by: Rene C. Baile, P.E.

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