



## TRANSPORTATION COMMISSION REGULAR MEETING AGENDA

Wednesday, November 13, 2013 at 7:00 p.m.  
City Council Chambers  
701 Laurel Street, Menlo Park

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### 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.** Approve Minutes from the Regular Meeting of October 9, 2013 ([Attachment](#))
- B2.** Provide Recommendation to the City Council for Potential Laurel Street Parking Modifications Adjacent to Nativity School ([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 MINUTES

Regular Meeting  
October 9, 2013 at 7:00 p.m.  
City Council Chambers  
701 Laurel Street

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

Commissioners Present: N. Hodges, P. Huang (arrived at 7:08 p.m.), A. Levin, P. Mazzara, M. Meyer, M. Shiu, B. Walser (Chair)

Staff Present: R. Baile, R. Grossman, J. Quirion

### A. PUBLIC COMMENTS

There was no public comment.

### B. REGULAR BUSINESS

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

**ACTION:** Motion and Second (Meyer/Hodges) to approve the minutes as submitted passed, 5-0-1, with Shiu abstaining and Huang absent.

**B2.** Discuss and Potentially Provide Direction on the Request to Abandon the Burgess Drive Reserved Right-of-Way as Part of the SRI, International Campus Modernization Project ([Attachment](#))

Staff presentation by R. Grossman, Associate Planner

P. Huang arrived at approximately 7:08 p.m.

Verle Aebi and Alex Ho, Menlo Park residents, spoke against the City's abandonment of the Burgess Drive reserved right-of-way.

**ACTION:** Motion and second (Shiu/Huang) that staff bring this item back to the next commission meeting for further discussion and that staff send meeting notifications to the impacted neighborhoods at least two weeks in advance of this meeting unanimously passed. 7-0.

**B3.** Discuss and Potentially Take Action on the Neighborhood Traffic Management Program (NTMP) Subcommittee Draft Report ([Attachment](#))

**ACTION:** Motion and second (Levin/Huang) that the Transportation Commission approve the NTMP Subcommittee draft report as submitted, pending staff's review and that if staff has no comments, staff will bring this item before the City Council for approval. If staff has comments on the report, staff will bring this item back to the commission for consideration of staff's comments, passed, 5-2 (with Meyer and Hodges dissenting).

## **C. REPORTS AND ANNOUNCEMENTS**

**C1.** Update from the Subcommittee on the Downtown Businesses, Menlo Park Signage, and Branding Project

None

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

See Business Item B3.

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

N. Hodges reported on his outreach effort with Menlo School and Sacred Heart Schools. P. Mazzara discussed his outreach effort with the M-A High School, having met with the school's Student Services Coordinator and Vice Principal last week. He indicated that the school's biggest concern was staff time.

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

M. Shiu indicated that he was still waiting for additional information that he requested of staff. R. Baile responded that he would provide this requested information within the next couple of days.

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

J. Quirion stated that the City Council approved the Request for Proposals at its last meeting. The RFP will go out next week to consultants.

**C6.** Update on the General Plan Transportation Issues Subcommittee

A. Levin reported that since the last meeting, she wrote a note to N. Hodges and staff proposing a date to meet with staff to go over an outline of topics that they would work on and create a work plan from this given set of topics to study among themselves and bring in expertise.

**D. INFORMATION ITEM**

**D1. Update on Transportation Projects**

R. Baile provided updates on the following projects:

- Sand Hill Road and Branner Drive Signal Modification will commence construction within the next couple of weeks
- Oak Grove Avenue-Merrill Street Lighted Crosswalk project bid opening is on October 17
- Willow Road/VA Hospital Entrance will commence construction within the next couple of weeks

In response to A. Levin, J. Quirion responded that the Dumbarton tracks are not currently active and does not foresee that these tracks would become active in the future. The Dumbarton Rail project does not have enough funding and is currently suspended with no start date in sight.

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

R. Baile indicated that he would like to do an outreach to the person responsible for initiating the Mills Street Traffic Calming project about potential next steps.

**E. ADJOURNMENT – 10:17 p.m.**

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

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## TRANSPORTATION COMMISSION

Meeting Date: November 13, 2013

Agenda Item #: B-2

**REGULAR BUSINESS:**                    **Provide a Recommendation to the City Council for Potential Laurel Street Parking Modifications Adjacent to Nativity School**

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### RECOMMENDATION

Staff recommends that the Transportation Commission provide a recommendation to City Council for No Parking on northbound Laurel Street between Oak Grove Avenue and Glenwood Avenue. Staff also recommends that pedestrian crossing improvements at the Laurel Street and Oak Grove Avenue intersection be installed.

### BACKGROUND

The City received a complaint from a City of Menlo Park resident in 2012 that noted concern with the use of the northbound bicycle lane on the eastern side of Laurel Street between Oak Grove Avenue and Glenwood Avenue for vehicle parking. This complaint reiterated past comments from residents during development of the Encinal and Valparaiso Safe Routes to Schools studies that noted similar concerns. Vehicles parked in the bicycle lane introduce conflicts and challenges for bicyclists who must weave into the adjacent vehicle lane when the on-street parking is occupied. This item was previously brought to the Transportation Commission on October 10, 2012. The staff report and minutes from the October 10, 2012 meeting are included in Attachment A.

The Commission voted unanimously to continue the item at a later meeting, recommending that staff coordinate with the Nativity School administration to develop an alternative proposal that would serve the needs of bicyclists and Nativity School. Since October 2012, staff has worked to evaluate the issues raised at the prior Transportation Commission meeting and subsequent meetings with the Nativity School community and develop and review alternatives that would serve all users of Laurel Street, in accordance with the City's Complete Street Policy.

#### ***Nativity School Permitting and Entitlement Background***

Concerns with parking on the eastern side of Laurel Street were first voiced in 2006 during Nativity School's Use Permit application for expanded student enrollment and facility renovation. At that time, the Planning Commission directed that all student drop-off and pick-up activity for the School occur off of Oak Grove Avenue to minimize the impact of the School expansion on Laurel Street neighbors. The Planning Commission

required a condition of approval requiring drop-off and pick-up of passengers occur only in the designated loading and unloading zones. The School expressed that all drop-off and pick-up activity and parking demand could be accommodated within the proposed on-site parking areas. The minutes from the September 11, 2006 Planning Commission review of the project are included as Attachment B.

The Planning Commission approved the Use Permit application to allow the School's expansion and renovation. The first phase of renovations was completed in 2008, with construction of the new Sobrato Pavilion (multi-use) and kindergarten classroom. Since then, the School has been granted subsequent permits under the 2006 approval to proceed with site renovations and facility renewals, including a permit to demolish the existing convent in December 2012.

Most recently, on September 12, 2013, Nativity School submitted an application for a Use Permit to add a junior kindergarten class of 12 to 18 students plus associated faculty and staff as well as Architectural Control for a new building to replace those demolished in 2012. The additional students are allowed under their current Use Permit enrollment limits; however, the expansion is a new age group on-site, which requires modification to their current Use Permit. This application is anticipated to be reviewed by the Planning Commission in late 2013 or early 2014.

In general, the City does not allow on-street parking to be dedicated for a specific use. No other schools in Menlo Park, public or private have on-street parking adjacent to the school for drop-off and pick-up. Phillips Brooks School, German American International School, Menlo School and Saint Raymond, as well as Encinal School, Hillview School, and Oak Knoll School, all have parking on streets immediately adjacent to the school restricted during drop-off and pick-up times or all day; additionally these parking areas are not within marked bicycle lanes.

### ***Safe Routes to Schools Background***

The City of Menlo Park has a Safe Routes to School program to improve safety on walking and bicycling routes to schools and to encourage students and their families to travel between home and school by walking or biking. Since program initiation in 2008, Safe Routes to School studies have been prepared for some of the schools within Menlo Park due to limited annual funding for the program. Studies have been prepared for routes serving both public and private schools located in the City, including Encinal School, Laurel School, Belle Haven Elementary, Willow Oaks/East Palo Alto Stanford High, and Oak Knoll School.

The Encinal Safe Routes to School Plan developed in 2008 identified concerns with vehicles parking in the bicycle lane on Laurel Street. The staff report and pages from the draft Plan are included in Attachment C. Based on that study, parking along Laurel Street was restricted from 7:00 – 9:00 am, Monday through Friday, between Oak Grove Avenue and the City's northern border. Within the Town of Atherton, parking was restricted 24 hours a day, 7 days a week.

The City conducted the Valparaiso Avenue Safe Routes to School study in 2011-2012; the first evaluation of a “corridor” which included recommendations for improvements to Valparaiso Avenue-Glenwood Avenue, which serves many schools: Nativity, Sacred Heart, Menlo, Hillview, Saint Raymond, Encinal, and Oak Knoll. This study also identified concerns with vehicles parking in the bicycle lane on Laurel Street. Based on this feedback, the study recommended replacing the current signs on Laurel Street with “No Stopping Anytime” signs. The Transportation Commission recommended removing this recommendation from the Valparaiso Safe Routes to School study at its October 10, 2012 meeting due to concerns raised with Nativity School pick-up. The relevant pages of the draft Valparaiso Safe Routes to School Plan are included in Attachment D.

### ***Summary of October 3, 2013 Neighborhood Meeting***

A neighborhood outreach meeting was held at Nativity School on Thursday, October 3, 2013 from 6:00 – 8:00 pm to review the proposed No Parking restrictions on Laurel Street. Approximately 70 persons attended the meeting, with the majority being Nativity School parents (including residents of Menlo Park and surrounding communities). Several bicyclists that frequently ride on Laurel Street also attended. Notes from the meeting are provided in Attachment E.

The majority of the feedback received at the meeting voiced Nativity School parents’ concerns about eliminating the parking, forcing parents and students to walk farther from the School during pick-up. Concerns about safety of pedestrians crossing at the Laurel Street and Oak Grove Avenue intersection were also raised, as parking elimination on Laurel Street may induce more parking on southbound Laurel Street and Oak Grove Avenue, requiring parents to escort children across the street. One attendee voiced support for parking restrictions, noting that her children ride from their home in Atherton to school in Palo Alto along Laurel Street. Due to a recent incident with a vehicle, they now walk their bikes on the sidewalk along this block of Laurel Street. Written feedback in advance and following the October 3 meeting was also received by staff, highlighting similar concerns as those voiced during the meeting. In addition, several written commenters expressed support for the parking restrictions. One comment was received from a property owner of 17 units on Noel Drive expressing opposition to the parking restrictions due to the potential impact on her tenants. Comments from approximately 25 persons (7 for restrictions and 18 against) have been received, as of Thursday, November 7, 2013 at noon. Copies of written comments are included in Attachment F.

### **ANALYSIS**

Laurel Street and Middlefield Road are the only two north-south streets between El Camino Real and US 101 that provide a continuous route from Willow Road to the northern City limit (Encinal Avenue), and are therefore desirable travel routes for bicyclists and motorists providing connections to Menlo Park Civic Center, Nativity School, Encinal School, Laurel School, Menlo-Atherton High School, several neighborhoods and many residents. Both Laurel Street and Middlefield Road are striped with existing bicycle lanes; however, Laurel Street, with slower speeds and lower traffic

volumes, is a more desirable bicycle travel route than Middlefield Road for beginner bicyclists, students, and many parents and is designated as a Safe Route to Encinal School. Regardless of a bicyclist's comfort riding in or adjacent to vehicular traffic, this weaving maneuver represents a hazard to bicyclists and the motor vehicle traffic they merge into, since drivers may not anticipate a bicyclist merging into the vehicle lane.

Laurel Street is a two-lane (one-lane in each direction) collector street with a posted speed of 25 miles per hour (mph) that serves approximately 3,900 vehicles per day (vpd) on an average weekday. Laurel Street is designated in the City's Comprehensive Bicycle Development Plan (2005) and El Camino Real/Downtown Specific Plan (2012) as an existing Class II bicycle lane between Burgess Drive and Encinal Avenue (see Figures G-1 and G-2 in Attachment G). Most of Laurel Street has residential uses (single- and multi-family units) fronting the street, with the exception of Trinity Church, located on the northeast corner of Laurel Street and Ravenswood Avenue intersection at 330 Ravenswood Avenue and Nativity School, located on the northeast corner of Laurel Street and Oak Grove Avenue at 1250 Laurel Street.

North of Ravenswood Avenue, time-of-day parking restrictions for vehicles parking on Laurel Street vary as shown in Attachment H. Along the Nativity School frontage on the eastern side of Laurel Street, parking is restricted between 7:00 am – 9:00 am, Monday through Friday, which accommodates Encinal School's commute times.

### ***Laurel Street Travel Patterns***

Laurel Street provides direct access to Nativity School, with ingress and egress to the existing staff-only parking area provided adjacent to Laurel Street. Parents of Nativity School students also utilize the bicycle lane for on-street parking during daily afternoon school dismissal at 3:00 pm. Residents of the nearby multi-family apartment units and their visitors also park in the bicycle lane in front of Nativity School, mostly during the evening and weekend hours. Staff observations have documented that parking in the bicycle lane is mostly concentrated from 2:45 pm until 3:15 pm during Nativity School's dismissal period, when approximately 13 to 15 vehicles (depending on size) regularly park along the Nativity School frontage, representing full occupancy of the parking area. This location provides convenient access to the kindergarten, where parents must pick up their children in the classroom.

Based on the Transportation Commission's prior request from October 2012 for bicycle counts, intersection turning movement counts (the number of vehicles, bicyclists, and pedestrians) at the Oak Grove Avenue and Laurel Street intersection were reviewed. Data from May 2012, collected during typical commute peak periods (morning and evening) for the City's bi-annual traffic count collection, was reviewed. This data did not include Nativity School's dismissal period; therefore, a new intersection turning movement count was collected in October 2013 and compared to the May 2012 data. The October 2013 counts showed 33 bicyclists riding on Laurel Street between 2:45 and 3:45 pm; 16 of these ride northbound on Laurel Street adjacent to Nativity School. During this same time, 188 vehicles travel on Laurel Street. This equates, on average, to one vehicle approximately every 20 seconds. Even at a relatively moderate bicycling

speed of 12 miles per hour, it would take a bicyclist on average 30 seconds to travel the 540 feet along Nativity's school frontage. Therefore, most bicyclists during this time will be forced into the travel lane with vehicle traffic adjacent to them or approaching from behind. Platooning (grouping) of vehicles and bicyclists from the Oak Grove Avenue and Laurel Street intersection increases the frequency of these conflicts, since the signal meters when vehicle and bicycle traffic progress through the intersection. Based on staff's observations, many students from Menlo-Atherton High School travel westbound on Oak Grove Avenue and make a right-turn onto northbound Laurel Street, after their dismissal at 3:15 pm.

Over the entire duration of the afternoon count, from 2:00 to 6:00 pm, 69 bicyclists ride on Laurel Street, 32 of whom are traveling northbound. Overall, the October 2013 data was generally consistent with the May 2012 counts, with a negligible difference in vehicle volumes (within 5 percent change) during morning and evening commute periods. However, significant changes were observed in pedestrian and bicycle volumes:

- Pedestrian volumes increased significantly during the evening peak (64%, from 22 to 36 pedestrians)
- Bicycle volume increased significantly during the morning peak hour (42%, from 60 to 85 bicycles)

Negligible changes in pedestrian and bicycle volumes during the other peak hours available for comparison were observed.

### ***Alternatives Analysis***

The following section summarizes the potential alternatives developed to eliminate the bicycle-parking conflicts along Laurel Street. A summary of each alternative, followed by an assessment of benefits and impacts, is provided in the following section. A sketch of each conceptual design is provided in Attachment I. Table I-1 in Attachment I also is provided as a summary, including respective potential impacts, benefits, and costs of each alternative.

#### **Alternative 1: No Stopping on Eastern Side of Laurel Street between Oak Grove Avenue and City of Menlo Park/Town of Atherton border (Along 1250 Laurel Street)**

This alternative would restrict parking on the eastern side of Laurel Street by placing "No Stopping" signs between Oak Grove Avenue and the northern City limit. This proposal would require replacement of the seven existing "No Parking 7:00 – 9:00 am" signs.

Benefits:

- Provide clear path of travel for bicyclists in the bike lanes on Laurel Street all day
- Potential to increase bicycle ridership with elimination of the conflicts
- Minimal cost for installation

Impacts:

- Displaces approximately 13-15 vehicle parking spaces adjacent to Nativity School, which are used during School dismissal at 3:00 pm and at other times of day by residents and visitors
- May see increased parking on adjacent streets, such as southbound Laurel Street, Oak Grove Avenue, and side streets, such as Pine Street and Mills Street

Cost:

- Approximately \$700 for replacing “No Parking 7:00 – 9:00 am” signs with “No Stopping” signs

Feedback from the neighborhood meeting on October 3, 2013 raised potential alternatives to accommodate parking and a separate bike lane, as well as pedestrian safety concerns crossing at Oak Grove Avenue and Laurel Street. Based on this feedback, staff has evaluated five additional alternatives to eliminate parking-bicycle conflicts.

**Alternative 2a: Provide a parking pull-out along Laurel Street, Nativity School frontage along staff parking lot (between the driveways)**

This alternative would widen the eastern side of Laurel Street by eliminating the existing landscape buffer and shifting the existing sidewalk towards Nativity School, in order to provide a bicycle lane and separate vehicle parking area. On-street parking would be available 24 hours per day, 7 days per week. This alternative includes a portion of Laurel Street between the driveways of the existing staff lot. It includes relocation of the two utility poles within this section, plus one on either side; under existing agreements, the cost of relocating these poles would be borne by PG&E and is not included in the cost estimate below, but a longer schedule for project implementation would be needed.

Benefits:

- Provide clear path of travel for bicyclists riding in the bike lanes on Laurel Street all day
- Potential to increase bicycle ridership with elimination of the conflicts
- Maintains on-street parking (approximately 7 spaces)

Impacts:

- Displaces approximately 2-3 on-street parking spaces (due to required curb returns on each end of the new parking area)
- Requires removal of 13 non-heritage trees and existing landscape buffer between the sidewalk and proposed parking lane
- Requires relocation of up to four utility poles
- Introduces car door opening directly onto the sidewalk conflicting with pedestrians that does not exist with the landscape buffer
- High Cost

Cost:

- Approximately \$207,000

**Alternative 2b: Provide a parking pull-out along Laurel Street, Nativity School frontage between Oak Grove and southern staff lot driveway**

This alternative would widen the eastern side of Laurel Street by eliminating the existing landscape buffer and shifting the existing sidewalk towards the Nativity School property line, in order to provide a bicycle lane and separate vehicle parking area. On-street parking would be available 24 hours per day, 7 days per week. This alternative includes a portion of Laurel Street between Oak Grove Avenue and the southerly staff lot driveway. It includes relocation of the single utility pole within this section; under existing agreements, the cost of relocating this pole would be borne by PG&E and is not included in the cost estimate below, but a longer schedule for project implementation would be needed.

Benefits:

- Provide clear path of travel for bicyclists riding in the bike lanes on Laurel Street all day
- Potential to increase bicycle ridership with elimination of the conflicts
- Maintains on-street parking (approximately 3 spaces)

Impacts:

- Displaces approximately 1-2 on-street parking spaces (due to required curb returns on each end of the new parking area)
- Requires removal of one heritage tree and existing landscape buffer between the sidewalk and proposed parking lane
- Requires relocation of one utility poles
- Introduces car door opening directly onto the sidewalk conflicting with pedestrians that does not exist with the landscape buffer
- Cost

Cost:

- Approximately \$130,000

Since this alternative would require removal of a heritage tree, staff does not recommend this alternative as a feasible option.

### **Alternative 2c: Combination of Alternatives 2a and 2b**

This alternative represents a combination of Alternatives 2a and 2b, parking pull-outs on Laurel Street along Nativity School's frontage.

Benefits:

- Provide clear path of travel for bicyclists riding in the bike lanes on Laurel Street all day
- Potential to increase bicycle ridership with elimination of the conflicts
- Maintains on-street parking (approximately 10 spaces)

Impacts:

- Displaces approximately 3-5 on-street parking spaces (due to required curb returns on each end of the new parking area)
- Requires removal of 13 non-heritage trees and one heritage tree
- Requires relocation of up to four utility poles
- Introduces car door opening directly onto the sidewalk conflicting with pedestrians that does not exist with the landscape buffer
- High Cost

Cost:

- Approximately \$329,000

Since this alternative would require removal of a heritage tree, staff does not recommend this alternative as a feasible option.

### **Alternative 3a: Alternative 2a (parking pull-out along Laurel Street, Nativity School frontage along staff parking lot (between the driveways)) without relocation of utility poles**

This alternative would result in a similar overall configuration as Alternative 2a, installation of a parking pull-out along Laurel Street between the staff lot driveways; but, the utility poles would not be relocated. A new parking pull-out would be created, but the poles would be surrounded by concrete curbs with spaces delineated around the

existing poles. Allowing the poles to remain would reduce the number of parking spaces that would be accommodated in this section.

Benefits:

- Provide clear path of travel for bicyclists riding in the bike lanes on Laurel Street all day
- Potential to increase bicycle ridership with elimination of the conflicts
- Maintains on-street parking (approximately 5-6 spaces)

Impacts:

- Displaces approximately 3-5 on-street parking spaces (due to required curb returns on each end of the new parking area and maintaining existing utility poles)
- Requires removal of 13 non-heritage trees
- Introduces car door opening directly onto the sidewalk conflicting with pedestrians that does not exist with the landscape buffer
- High Cost

Cost:

- Approximately \$210,000

**Alternative 3b: Alternative 2b (parking pull-out along Laurel Street, Nativity School frontage between Oak Grove and southern staff lot driveway) without relocation of utility poles**

This alternative would result in a similar overall configuration as Alternative 2b, installation of a parking pull-out along Laurel Street between Oak Grove Avenue and the southerly staff lot driveway; but, the utility poles would not be relocated. A new parking pull-out would be created, but the poles would be surrounded by concrete curbs with spaces delineated around the existing poles. Allowing the poles to remain would reduce the number of parking spaces that would be accommodated in this section.

Benefits:

- Provide clear path of travel for bicyclists riding in the bike lanes on Laurel Street all day
- Potential to increase bicycle ridership with elimination of the conflicts
- Maintains on-street parking (approximately 2-3 spaces)

Impacts:

- Displaces approximately 2-3 on-street parking spaces (due to required curb returns on each end of the new parking area and maintaining existing utility poles)

- Requires removal of one heritage tree
- Introduces car door opening directly onto the sidewalk conflicting with pedestrians that does not exist with the landscape buffer
- Cost

Cost:

- Approximately \$131,000

Since this alternative would require removal of a heritage tree, staff does not recommend this alternative as a feasible option.

### **Alternative 3c: Combination of Alternatives 3a and 3b**

This alternative represents a combination of Alternatives 3a and 3b, parking pull-outs on Laurel Street along Nativity School's frontage. It is similar to Alternative 2c, except without relocation of the utility poles.

Benefits:

- Provide clear path of travel for bicyclists riding in the bike lanes on Laurel Street all day
- Potential to increase bicycle ridership with elimination of the conflicts
- Maintains on-street parking (approximately 7-9 spaces)

Impacts:

- Displaces approximately 5-8 on-street parking spaces (due to required curb returns on each end of the new parking area and maintaining existing utility poles)
- Requires removal of 13 non-heritage trees and one heritage tree
- Requires relocation of up to four utility poles
- Introduces car door opening directly onto the sidewalk conflicting with pedestrians that does not exist with the landscape buffer
- High Cost

Cost:

- Approximately \$333,000

Since this alternative would require removal of a heritage tree, staff does not recommend this alternative as a feasible option.

### **Alternative 4: Shared-use path along eastern side of Laurel Street, adjacent to Nativity School at 1250 Laurel Street**

Alternative 4 includes development of a shared-use (bicycle and pedestrian) path along the eastern side of Laurel Street adjacent to Nativity School. It would require widening the existing sidewalk to meet shared-use pathway standards for a Class I bicycle facility according to Caltrans' *Highway Design Manual* (HDM, 2012): a minimum 10-foot path for bicyclists and pedestrians, plus width for shoulders (2 feet), and a minimum 5-foot landscape buffer between the roadway and path OR a physical vertical barrier if a 5-foot buffer cannot be accommodated. Based on preliminary conceptual designs prepared, the 5-foot buffer cannot be accommodated without additional right-of-way. Therefore, a vertical barrier would be required based on Caltrans' standards; this barrier would prohibit access to the pathway from the adjacent on-street parking which would not serve the on-street parking areas for loading and unloading.

The purpose of a shared-use path would be to shift northbound bicycle traffic from the existing on-street bicycle lane to the path. While on-street parking would remain, the path would introduce bicycle traffic to the path, mixing with pedestrians on the sidewalk, including loading and unloading of Nativity School students.

Additionally, bicyclists would experience conflicts with crossing driveways and transitions to and from the on-street bicycle lane, which introduces safety concerns with provision of a pathway. The HDM and other best practice bicycle facility design guidance cautions against provision of a shared-use path immediately adjacent to roadways, since bicyclists expect to be "protected" when riding on a path, but in actuality, experience increased collision risk due to driveway and intersection crossings where drivers do not expect bicyclists to be traveling. The on-street parking will also limit visibility between drivers on Laurel Street and bicyclists on the proposed pathway. In these cases, bicycle traffic is typically best served by on-street bike lanes.

#### Benefits:

- Separates bicycle traffic and on-street parking conflicts
- Maintains on-street parking area

#### Impacts:

- Requires removal of one heritage tree and 13 non-heritage trees
- Requires removal, possible replacement, of existing landscape buffer (depending on available street width)
- Requires relocation of up to four utility poles
- Introduces significant safety concerns with pathway conflicts at driveways and transitions to and from on-street bike lanes
- Increases impermeable surface area due to widening pathway, which may increase stormwater runoff
- Prohibits passengers from parked vehicles from entering the sidewalk, except at the driveway or corner of Oak Grove and Laurel
- Cost

Cost:

- Approximately \$129,000

Given the safety concerns of a shared-use pathway in this location plus the necessary removal of the heritage tree, staff does not recommend a shared-use pathway for this location.

## **Other Considerations**

### ***Pedestrian Crossing Improvements at Oak Grove Avenue and Laurel Street***

Based on feedback from the October 3 meeting and staff observations of traffic and behavior at Oak Grove Avenue and Laurel Street intersection, staff included an evaluation of pedestrian safety enhancements at the intersection, including installation of a leading pedestrian interval (LPI). A LPI provides a 3- to 10-second advance, dedicated pedestrian crossing signal that gives pedestrians a “head start” crossing the street, before motorists get a green signal. At intersections with high volume of turning traffic, where drivers may not be aware of crossing pedestrians, LPIs have been shown to reduce the frequency of vehicle-pedestrian conflicts.<sup>1</sup> In suburban locations, installation of an LPI should be complemented by a right-turn on red prohibition.

Based on preliminary analysis of the operations of the Laurel Street and Oak Grove Avenue intersection, installation of a 5-second LPI and accompanying right-turn on red prohibition when children are present would have minimal effects on the traffic operations at the intersection. During morning, afternoon, and evening peak periods, the increase in delay to motorists, on average, is less than 5 seconds. The intersection is projected to continue to operate at level of service (LOS) B or better during each peak hour. A 10-second LPI would have minor impacts to traffic operations; the intersection would operate at LOS C during the morning peak hour; LOS B or better during the mid-day and evening peak hours.

A pedestrian-only scramble phase, where pedestrians can cross any direction during an all-red vehicle phase, was also evaluated at the intersection. The operations analysis shows that the intersection would operate at LOS D during the morning peak hour; LOS C or better during the mid-day and evening peak hours. Since the morning peak hour degrades to LOS D, considered unacceptable conditions based on the City’s level of service standards for this intersection, additional traffic analysis and environmental review would need to be conducted for a pedestrian scramble phase before such an improvement could be further considered.

### ***Nativity School On-Site Parking Modifications***

Staff has worked with the school to investigate possible provision of on-site parking in two different areas. The first would shift some staff parking from the lot along Laurel

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<sup>1</sup> Van Houten, R., Retting, R.A., Farmer, C.M., Van Houten, J., Malenfant, J.E.L. Field evaluation of a leading pedestrian interval signal phase at three urban Intersections. Transportation Research Record. No 1734, 2000, p. 86-91.

Street to behind the Sobrato Pavilion, freeing the existing staff lot to provide parking for visitors and parents during drop-off and pick-up. Nativity School's preliminary investigations show that potentially eleven (11) additional spaces may be provided along this area. This area is designated for emergency vehicle access (EVA), so a minimum aisle width of 20 feet is needed to meet the Menlo Park Fire Protection District's (MPFPD) requirements, based on preliminary input from MPFPD.

Secondly, Nativity School has identified possible provision of additional spaces at the northern edge of the site, near the property line and Town of Atherton boundary. This parking would also be limited to use by staff, to free capacity in the existing staff lot for visitors and parents during drop-off and pick-up. The number of spaces that can be provided in this area is limited to three (3) by an existing heritage oak tree, removal of which is not feasible at this time.

The School may pursue such on-site parking modifications, if needed or desired, through their current Use Permit application.

## **Conclusions**

Based on the evaluation of the alternatives described above, staff recommends the Transportation Commission recommend the following combination of alternatives to the City Council, which provides compromise to serve bicyclists and the Nativity School community, and address pedestrian safety concerns crossing the Oak Grove Avenue and Laurel Street intersection:

- Alternative 1: No Stopping restriction on eastern side of Laurel Street between Oak Grove Avenue and Glenwood Avenue
- Pedestrian crossing improvements at Laurel Street and Oak Grove Avenue intersection

## **IMPACT ON CITY RESOURCES**

Alternative 1: To restrict parking in the bicycle lane, signs indicating "No Parking" must be placed along northbound Laurel Street. Signs that limit parking between 7:00 – 9:00 am are already posted, thus, only the sign plaques must be replaced. The cost of replacing these four signs would be \$700.

Alternative 5: The costs to install a leading pedestrian interval and accompanying right-turn on red restrictions would be approximately \$2,000 to modify the signal controller for right-turn on red restriction signs.

## **POLICY ISSUES**

The recommendation does not represent a change to existing City policy.

## **ENVIRONMENTAL REVIEW**

Alternative 1 the pedestrian crossing improvements at the Oak Grove Avenue and Laurel Street intersection are Categorically Exempt as existing facilities under the California Environmental Quality Act (CEQA), Section 15301(e).

## **PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

## **ATTACHMENTS**

- A. [October 10, 2012 Transportation Commission Staff Report and Minutes](#)
- B. [September 11, 2006 Planning Commission Minutes](#)
- C. [December 4, 2008 Staff Report and Excerpted Pages from Encinal Safe Routes to School Plan](#)
- D. [Excerpt of Pages from Valparaiso Corridor Safe Routes to School Plan](#)
- E. [October 3, 2013 Neighborhood Outreach Meeting at Nativity School](#)
- F. [Written Comments Submitted Regarding Potential Parking Restrictions on Laurel Street between Oak Grove Avenue and Laurel Street](#)
- G. [Comprehensive Bicycle Development Plan and El Camino Real/Downtown Specific Plan, Existing and Proposed Bicycle Facility Maps](#)
- H. [Maps of Existing Parking Conditions on Laurel Street between Ravenswood Avenue and Glenwood Avenue](#)
- I. [Graphical Depiction of Alternatives and Tabular Summary of Alternatives, Costs, Potential Impacts and Benefits](#)

Report prepared by:  
Nicole H. Nagaya, P.E.  
Senior Transportation Engineer

Jesse T. Quirion  
Transportation Manager

**ENGINEERING DIVISION**

701 Laurel Street / Menlo Park, CA 94025-3483  
 (650) 330-6770 / Fax (650) 327-5497

**MEMORANDUM**

**DATE:** October 4, 2012

**TO:** Transportation Commission, Meeting of October 10, 2012

**FROM:** Transportation Division

**SUBJECT:** **Consideration of the Recommendation to City Council of the Approval of the No Stopping Restriction During School Drop-off and Pick-up Times on Laurel Street, Adjacent to Nativity School**

**RECOMMENDATION**

Staff recommends that the Transportation Commission recommend to Council the approval of the installation of a No Stopping restriction between 7:00 a.m. and 9:00 a.m. and between 1:15 p.m. and 3:30 p.m., during school days only, on the east side of Laurel Street, along the Nativity School frontage. This will replace the current parking restriction of No Parking between 7:00 a.m. and 9:00 a.m., Sundays and Holidays excepted.

**BACKGROUND**

The City of Menlo Park received an e-mail letter requesting the City to consider extending the No Parking restriction on the east side of Laurel Street adjacent to Nativity School to include the period between 2:00 p.m. and 3:30 p.m., to coincide with the Encinal school pick up times. According to the e-mail, parents who bike to pick up their children cannot ride on the existing bike lane because of parked cars on the bike lane. This, consequently, forces bikers to have to ride in the street along with vehicular traffic.

The Encinal School dismissal times are as follows:

<u>Grades</u>	<u>Days</u>	<u>Times</u>
K-2 <sup>nd</sup>	M, T, W, F	2:30 p.m.
3 <sup>rd</sup> -5 <sup>th</sup>	M, T, W, F	3:00 p.m.
K-2 <sup>nd</sup>	Th	1:40 p.m.
3 <sup>rd</sup> -5 <sup>th</sup>	Th	1:20 p.m.

The Nativity School dismissal times for all grades are as follows:

Monday: Typically, 2:30 p.m., and once a month, 12:30 p.m.  
Tuesday-Friday: 3:00 p.m.

**ANALYSIS:**

Laurel Street is a designated Safe Route to Encinal School and has Class II bike lanes on both sides of the street from Burgess Drive to Encinal Avenue, approximately 1.10 miles in length.

The existing bike lane on the east side of Laurel Street, adjacent to Nativity School, was measured to be approximately 7 feet wide. Consequently, if there is a vehicle parked in the bike lane, a bicyclist has to go around the parked vehicle and into the travel lane. Attachment A illustrates the existing parking restrictions at this location.

The existing bike lane on the east side of Laurel Street between Oak Grove Avenue and Ravenswood Avenue, which is also approximately 7 feet wide, has No Parking restrictions between 7:00 a.m. and 6:00 p.m., Sundays and Holidays excepted.

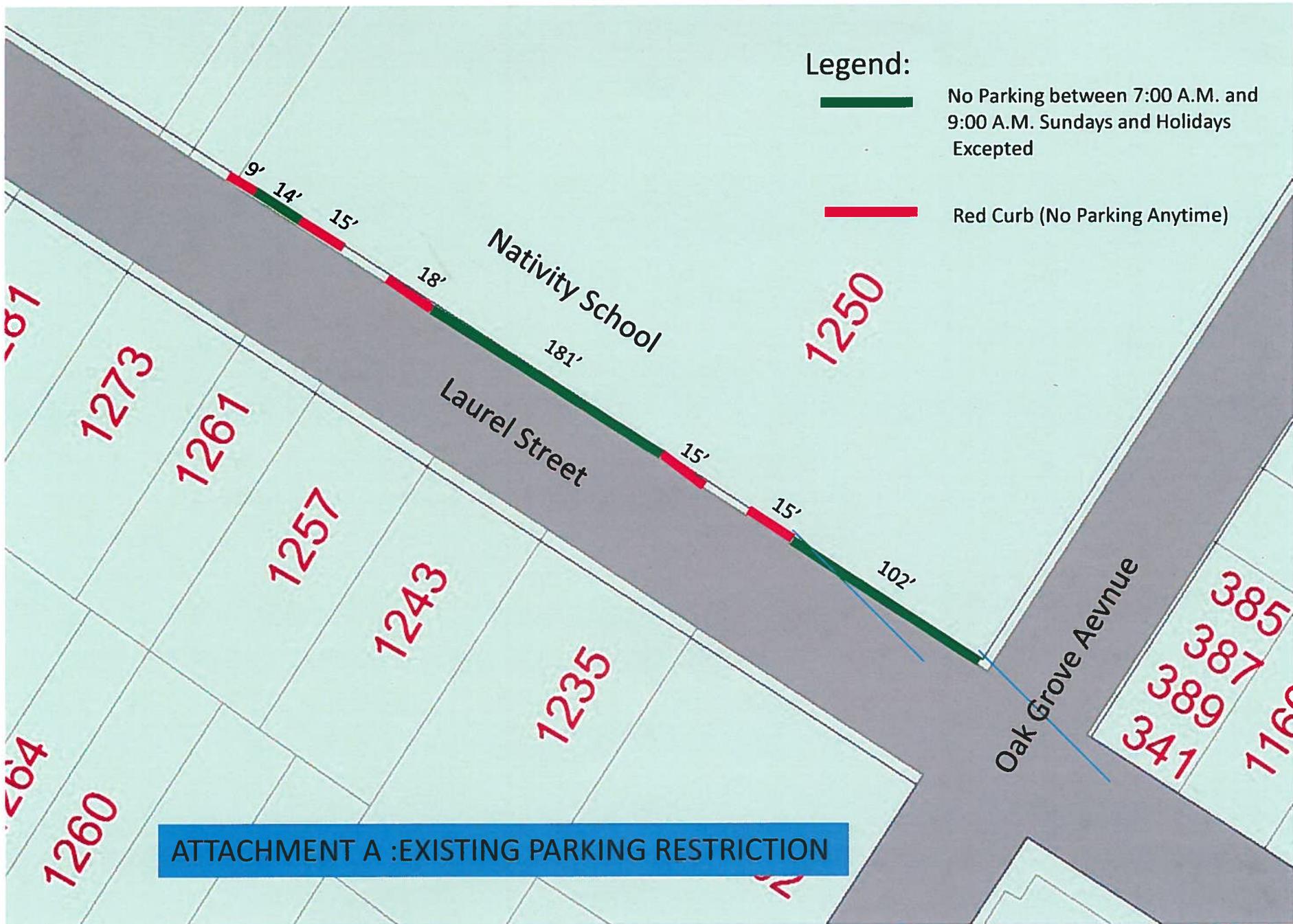
The remainder of the bike lane on the east side of Laurel Street between Burgess Drive and Encinal Avenue has No Parking Anytime restrictions. Consequently, restricting parking on the bike lane on the east side of Laurel Street, adjacent to Nativity School, during the pick-up hours, would clear up the bike lanes on the east side of Laurel Street from Burgess Drive all the way to Encinal Street, during both Encinal School's drop off and pick-up hours. The apparent impact of this will be the displacement of approximately 15 parking spaces that the Nativity School parents use during the Nativity School's pick-up hours. The parents could, however, still park on the west side of Laurel Street or on Oak Grove Avenue, similar to what they do during the school's drop-off hours.

Staff, therefore, recommends the following:

- 1) That the existing no parking restriction on the bike lane on the east side of Laurel Street, adjacent to Nativity School, be changed to a more restrictive No Stopping.
- 2) That the parking restriction currently enforced on the bike lane on the east side of Laurel Street, adjacent to Nativity School, be extended to the period between 1:15 p.m. and 3:30 p.m., based on Encinal School's dismissal times.

Attachment:

- A. Existing Parking Restriction on Laurel Street, Adjacent to Nativity School Frontage



**ATTACHMENT A :EXISTING PARKING RESTRICTION**

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## TRANSPORTATION COMMISSION MINUTES

Regular Meeting  
October 10, 2012  
City Council Chambers  
701 Laurel Street

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R. Mueller called the meeting to order at approximately 7:15 p.m. with Commissioner Huang absent.

Staff Present: R. Baile, A. Patel, F. Bravo

### A. PUBLIC COMMENTS

None

### B. BUSINESS ITEMS

#### **B1. Approve Minutes from the Regular Meeting of June 13, 2012 and Special Meeting of August 15, 2012**

Action: M/S. Strehl/Walser Minutes from the Regular Meeting of June 13, 2012 unanimously passed, 6-0, and the minutes from the Special Meeting of August 15, 2012, passed, 5-0-1, with Commissioner Shiu abstaining.

#### **B2. Consideration of the Recommendation to City Council of the Approval of the No Stopping Restriction During School Drop-off and Pick-up Times on Laurel Street Adjacent to Nativity School**

R. Baile recused himself because he has a daughter that attends Nativity School.

A. Patel provided a brief Power Point presentation about the topic.

The following people from the public spoke regarding the topic:

Erin Glanville, Menlo Park resident  
Kathy Shrenk, Atherton resident  
Jose Fesas, Menlo Park resident

Action: Commissioner Shiu made a motion to continue this item in the November meeting, with staff to do an outreach with the Nativity School's administrators and work out a compromise and provide a report to the commission in ten days. Commissioner Mueller made a friendly amendment, that was accepted by Commissioner Shiu, to bring this item back either in December or January, with the understanding that the report will be provided at the agenda setting day two weeks prior to the meeting. The motion as amended unanimously passed, 6-0.

**B3. Consideration of the Recommendation to Council of the Approval of the Draft Final Report of the Valparaiso Safe Routes to School (SR2S) Plan**

Mike Mowery of Kimley Horn & Associates, City's consultant for this project, provided a Power Point Presentation.

The following people from the public spoke on this topic:

Kathleen Neeblo, Menlo Park resident  
Kathy Neuman, Menlo Park resident  
Rich Wipfler, Menlo Park resident  
Ashok Singhal, Menlo Park resident  
David Kixmiller, Menlo Park resident  
Rumi Zahir, Menlo Park resident  
Paul Goehner, Menlo Park resident  
Mark Van der Pyl, Menlo Park resident  
Eva Hellingsluser, Menlo Park resident  
Kevin Conner, Menlo School  
Andrea Luskin, Menlo Park resident

Action: M/S. Strehl/Walser. Motion to recommend approval of plan for Council consideration with the following inclusion, unanimously passed, 6-0:

- 1) Widen bicycle lane on the north side of Valparaiso Avenue
- 2) Delete the proposed no parking on the south side of Glenwood Avenue between Laurel Street and railroad tracks
- 3) That the plan not include Phase II improvements
- 4) Delete the proposed no parking on the east side of Laurel Street, next to Nativity School (Friendly amendment by Commissioner Shiu and accepted by Commissioner Strehl)
- 5) Bring back the 35% conceptual plan to the Commission for review (Friendly amendment by Commissioner Shiu and accepted by Commissioner Strehl)

Commissioner Mueller made a friendly amendment of lowering the speed limit to 25 mph on Santa Cruz Avenue and Valparaiso Avenue, that was accepted by Commissioner Strehl. Commissioner Mueller later withdrew this friendly amendment.

**C. REPORTS AND ANNOUNCEMENTS**

**C1. Update from the Downtown Businesses, Menlo Park Signage, and Branding Project Subcommittee (Mueller/Strehl)**

There was no report provided.

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

There was no report provided.

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

There was no report provided.

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

There was no report provided.

**D. INFORMATION ITEMS**

**D1. Update of the Complete Streets City Council Resolution**

A. Patel briefly discussed about the Complete Streets update. He indicated that the Complete Streets City Council Resolution needs to be approved prior to January 31, 2012 so that Menlo Park will be eligible for the first funding cycle of the One Bay Area Grant.

**D2. Transportation Project Update**

R. Baile provided updates on the current Transportations Projects such as the traffic signal installation on Santa Cruz Avenue at Elder Avenue, Hillview Safe Routes to School Project, and Linfield Middlefield Lighted Crosswalk Project.

**D3. Update of the City's Neighborhood Traffic Management Program**

There was no report provided.

**E. ADJOURNMENT – 10:20 p.m.**

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

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## MENLO PARK PLANNING COMMISSION MINUTES

Regular Meeting  
September 11, 2006  
7:00 p.m.  
City Council Chambers  
701 Laurel Street, Menlo Park, CA 94025

**CALL TO ORDER** – 7:00 p.m.

**ROLL CALL** – Bims (Chair), Deziel, Keith (Vice-chair), O'Malley, Pagee, Riggs, Sinnott

**INTRODUCTION OF STAFF** – Deanna Chow, Senior Planner, Justin Murphy, Development Services Manager, Thomas Rogers, Assistant Planner

### **A. PUBLIC COMMENTS**

There were none.

### **B. CONSENT**

There were no items on the consent calendar.

### **C. REGULAR BUSINESS #1**

1. **Conditional Development Permit Revision/Elizabeth Cullinan/1330 University Drive:**  
Request for a conditional development permit revision to reduce the off-street parking requirement from 122 spaces to 94 spaces, in order to allow for the removal of 33 parking lifts, in an existing 60-unit multi-family residential building in the R-3-X (Apartment - Conditional Development) zoning district.

Commissioner Sinnott recused herself due to a potential conflict of interest as she owns property within 500-feet of the subject property.

Staff Comment: Planner Rogers said staff had no information to add to the written report.

Questions of Commission: Commissioner Keith said she understood that it was not possible to park an SUV on the upper part of the parking lift but wondered if a larger vehicle could be parked on the bottom of the lift and a smaller size vehicle on the top of the lift. Planner Rogers said with the lift up that a larger size vehicle would neither fit in the upper or lower space. He said the lift could be lowered and not be used as a lift and while some larger vehicles could be parked into that space the lift sides created a space smaller than the edges of the parking space and according to the applicants and other residents this was not functional for certain individuals and vehicles.

Chair Bims said the staff report indicated that no additional parking spaces could be provided without architectural control review, but a letter included in the report had noted previous

discussion about possible alternatives including the use of some landscaped area as reserve parking. He asked about the process of architectural control review to mitigate parking. Planner Rogers said that an arrangement to provide additional parking at the surface level would require architectural control review. He said the applicants in their discussion of ways to address the issue had considered architectural control review as one option but ultimately decided that would not address the core issues and cause negative aesthetic impacts.

Public Comment: Ms. Elizabeth Cullinan, Neal Martin and Associates, said they previously came before the Commission on August 14, 2006 to request an amendment to the existing Conditional Development Permit (CDP) to reduce the number of parking spaces at the site from 122 to 94 parking spaces. She said since the continuance that they had consulted with the City Attorney regarding options that would not require an amendment to the existing CDP or architectural review and there were no other options that would allow the reduction of parking spaces legally. She said they obtained a quote of \$4,000 for an engineering study that would potentially not have conclusive findings and would still need to be approved by emergency services companies such as the Fire District. She said they had obtained an opinion from a professional engineering firm that indicated the rear yard area could be used for regular vehicle parking, but not emergency service vehicles. She said the original permit plans for the project seemed to show that the rear yard area had been constructed similarly to the surface parking area which indicated that parking could be supported in this area to the rear. She said the constraints to completing a full engineering study were the residents' opposition to using the rear yard area as a parking area and that the neighbors might be opposed to that as well because of noise impacts after hours. She said a study conducted now could become outdated as to structural and neighborhood parking needs in 10 to 15 years. She said there were future options that might be preferable and more aesthetically pleasing to the City such as a shared parking arrangement between neighboring property owners, contribution to a shuttle and those types of things rather than the elimination of landscaping. She said the video, photographs and complaint log they had provided demonstrated the difficulty and the danger of operating the parking lifts. She said that retrofitting was difficult and this was needed because of market forces (i.e. larger vehicles) and not because of lack of maintenance. She said that there were assurances stated by staff as conditions of approval that should there be future neighborhood parking problems there were alternatives that could be addressed. She requested that the Commission make a recommendation of approval to the Council.

Commissioner O'Malley asked how the parking issues would be brought to the attention of future homebuyers at the site. Ms. Cullinan said they were proposing a "Market Parking Policy," which was a condition of approval that would require full disclosure of future buyers of these condominium units.

Commissioner Riggs said that the action of the Homeowners Association (HOA) Board seemed to imply that the responsibility for maintenance and repair for the parking lifts for property owners who wanted them would fall to those property owners. He asked whether those responsibilities were currently listed in the CC&Rs as belonging to the Homeowners Association. Ms. Cullinan said that was correct.

Mr. Cassius Kirk said he was a property owner at the subject property and was against the proposed amendment. He noted that he had previously sent written comments and would not repeat those comments. He said he thought that Menlo Towers Association had the burden of establishing that it would be in the long-range best interests for Menlo Towers and the City of Menlo Park to lose 33 secure, underground off-street parking spaces, but he did not think that they had done that. He said if the parking lifts were removed, Menlo Towers would be in

noncompliance not only with the original CDP but also with the existing Zoning Ordinance for Menlo Park. He said if the parking lifts were removed there would be no feasible way of providing alternative off-street parking. He said he did not know if it was logistically possible to construct a second underground parking structure under the existing level but if it were it would cost a couple of million dollars and would not be done. He said another alternative would be to convert the terrace on the east side into an aboveground parking lot. He said the units on the east side of the building look out over a terrace, which is the roof of the underground garage. He said he did not think the owners on the east side would allow the terrace to be converted to a parking lot and even if they were in agreement the cost would be very substantial and in the hundreds of thousands of dollars, so that would not be done. He said the parking in the area had become congested because of the amount of in-fill construction that had occurred in the vicinity of the subject property. He said that single-family residences have become three-, four-, and five-unit townhouses. He said Menlo School was also across the street and there was considerable overflow parking from that during the school season. He requested that the Commission recommend denial of the application to the City Council.

Commissioner Deziel asked if Mr. Kirk was interested in keeping the lifts or the parking spaces if there was another alternative. Mr. Kirk said he liked the lifts and having a backup parking space; he said without the lifts there was only one parking space per unit. He said the smallest unit was over 1,500 square feet and the penthouses were over 4,000 square feet. He said the subject property was the only high-rise building in Menlo Park and it seemed anomalous for Menlo Towers to ask to be exempted from the Zoning Ordinance that applied to all comparably-sized condominiums.

Mr. Gregory Rubens, Aaronson, Dickerson, Cohn and Lanzone, said he was the attorney representing Menlo Towers Homeowners Association. He said Commissioner Riggs had asked about responsibility for the lifts and referred to the "Parking Space Market Policy." He said indemnity would be a condition for a lease if a homeowner were to enter into a sublease for parking as part of the policy to maximize the parking in the project. He said neither this policy nor the Commission's action to recommend approval would change the CC&Rs for the project and the responsibilities stated there. He said with a sublease there would be an indemnity provision to protect the Board from liability related to the sublease.

Commissioner Riggs asked if the staff report was in error in its conclusion that property owners would accept a transfer of responsibility for the maintenance of the lifts. Mr. Rubens said that had to be drawn from the "Parking Space Market Policy" as that was the only part of their application that spoke about "indemnity." He said the staff report was correct for a sublease situation, but when it was a general situation of the governance of the project that was not changed by the Commission's action to recommend approval. Commissioner Riggs said the staff report stated that "The Homeowners Association proposes to allow individual residents to retain their lifts in exchange for the assumption of maintenance and liability obligations." He asked whether or not that was a correct statement by staff. Mr. Rubens said it was not completely correct as the application would not change the internal responsibilities. He said the action requested would only relieve the applicant of the lift requirement. He said as part of the conditions of approval that the applicant agreed to develop a "Market Policy" that would help alleviate some of the problems that might come up and to maximize the parking as well as disclose parking issues. Commissioner Riggs said his question related to financial responsibility and liability and asked if it was correct to say that the phrase he read from the staff report did not apply except in a sublet situation. Mr. Rubens said that was correct.

Commissioner Keith said that the staff report noted a desire that the survey be extended to all of the residents and asked whether that had happened. Mr. Rubens said that the Board President was indicating the survey had been already extended to all of the residents. Commissioner Keith asked about the response. Ms. Kathleen Mehigan, current HOA Board President, said that 22 residents who have lifts want them removed and five or six residents who have lifts do not want them removed. She said that they did not hear from a couple of homeowners and many of those who do not have lifts felt like the lifts should be removed because they are dangerous. Commissioner Keith said she would like to know the total of respondents.

Commissioner Deziel asked about the pool of parking spaces available for lease, if there were only 66 parking stalls underground and the lifts were removed. Mr. Rubens said the survey indicated that there were only 59 vehicles currently in the whole project and there were surplus spaces that could be made available. He said they were also trying in the policy to address a future, general shortfall. He said there were restrictions in the policy as it was not desired to have surface spaces used as a substitute parking space by residents. Commissioner Deziel asked if the applicants were allowed the reduction in the parking number whether the HOA would be able to force the removal of lifts against the will of property owners. Mr. Rubens said that the only reason the Board would want to remove the lift would be if the lift had failed, and that was stated in the disclosure policy. He said lifts had been removed in the past at the request of a property owner because of safety concerns, but at this point because of the existing CDP lifts would have to be replaced. He said the current Board had no plans to remove the lifts and the only statement in the "Market Policy" about the removal of lifts was in the situation that the lift failed.

Commissioner Keith said currently if the lifts were to fail it would be the HOA's responsibility to repair or replace those to which Mr. Rubens agreed. Commissioner Keith said Mr. Rubens' understanding was that the current Board had no intent to remove all of the lifts, but it would be within a future Board's purview to do so. Mr. Rubens said he had written a letter that gave his opinion that the governing documents of the HOA give the authority to govern the lifts and the use of the spaces to the Board of Directors. He said that was the mechanism under which the Board could possibly remove all of the lifts, but there were no plans by this Board to do so. Commissioner Keith asked about the term of a Board member. Ms. Mehigan said the term was a minimum of three years and usually there was a turnover of two members annually. She said that they had extended the survey to all of the homeowners; six respondents indicated that they wanted very much to keep their lifts; 29 said that they had no lift or had the lift removed; 22 said that they had lifts but wanted them removed; and three did not respond. Commissioner Keith asked if the survey had asked those who did not have lifts if they wanted the lifts kept. Ms. Mehigan said it had not.

Chair Bims said there had been discussions regarding the use of parking areas other than the lifts such as the terrace. Ms. Mehigan said that she thought the homeowners would not like that at all mainly because of the noise and the loss of an aesthetically pleasing area.

Ms. Jane Zuker, Menlo Park, said the use of the patio for parking would probably not be desirable as there was currently a large room available for recreation and parties that opened onto the terrace. She said that Mr. Kirk and his attorney, Mr. Knapp, had told her that the HOA had had a fund for the lifts and from 1973 to about 1983 the lifts were maintained by them, but that had since ceased. She said she understood that in another six years the fund would have enough money in it to pay for the repair or replacement of all of the remaining lifts. She said that the lifts were supposed to have been kept up over the years but they had not been, but in six years there would be money to do the maintenance on the lifts. She said that the survey

was given to the homeowners about a week before the first Commission meeting and it only asked whether or not the homeowner had a lift and if they did whether they wanted it. She said that she did not feel the homeowners had been represented by Ms. Cullinan.

Chair Bims closed the public hearing.

Commission Comment: Commissioner Keith questioned the finding of staff for approval as that was based on current demographics and parking needs and those could change. Planner Rogers said that changes in demographics had entered into staff discussion and the mechanism that they added, which was not part of the applicant's original application, was the condition "7.d" that gave the City the right to issue a new CDP revision to address any future parking problem. He said the parking space disclosure statement would provide full knowledge of the parking situation at the site to future buyers of the units. He said that staff's position was driven by the unique conditions present on the subject property and as stated in the staff report. Commissioner Keith asked if those unique conditions were the demographics and number of vehicles owned. Planner Rogers said that was correct but included also the equipment as parking spaces are provided on a mechanical device that did not meet current vehicle dimensions. Commissioner Keith said regarding "7.d" that if staff found there was a lack of parking in the future whether that would require Menlo Towers to reinstall lifts that had been removed. Planner Rogers said that was definitely one of the possibilities and staff had informed the applicants of this possibility.

Commissioner Pagee said it was the height of the cars and not the wheel dimension that was the issue and asked if staff had looked at slab to slab heights, available open space and heights of cars to reach their conclusion. Planner Rogers said that staff had relied on the Hexagon Transportation Study regarding the size of vehicles and the slab-to-slab distance.

Commissioner Riggs said he was trying to keep the proposal in perspective with other denser housing projects the Commission had considered in the last year. He noted the developers of the Linfield Project had asserted that they would be selling to people with fewer cars and fewer residents than would be normally expected in the size residence that they were proposing, yet the developer was held to the parking count by the City. He said in the case of the Derry project and the El Camino project that those developers received a small reduction in parking as those projects have the benefit of being close to the train station. He said he had a problem establishing parking ratio for the subject property based on current usage. He asked if staff had considered those other projects. Development Services Manager Murphy said that the consideration for this project was based on the unique conditions of the site as outlined by Planner Rogers. He said that there were not any projects that could be exactly equated to this proposal but those other projects mentioned by Commissioner Riggs had been considered within the recommendation. Commissioner Riggs asked if the issues for this variance were deferred maintenance and vehicle dimensions. Development Services Manager Murphy clarified that it was not a variance request but an application for a CDP Revision that required a recommendation from the Planning Commission and approval by the City Council. He said regarding deferred maintenance that it was hard to revisit that issue; he said there were other lifts that could potentially replace lifts in the same exact spaces but that was not what the applicant was requesting. He said the Board of the HOA had gone through a certain process to make this request and staff was recommending approval of the request. Commissioner Riggs said that the key issues appeared to be deferred maintenance and vehicle size. Development Services Manager Murphy said those were the key issues.

Commissioner Deziel thanked the applicant for obtaining the scoping for an engineering study. He said that the property had a unique situation, but if the parking number was simply reduced that would stand in the future and would allow a project to have just a little over 1.5 parking spaces with no extra guest parking per unit. He said this unique circumstance merited a unique response. He said possibly if all the units could be deed restricted to senior housing due to the finding that there was less vehicle ownership among seniors, but he did not think that was viable. He said he would like something stronger than what was proposed to bring in extra parking.

Commissioner Keith said she had similar concerns and was concerned with setting a precedent by reducing the parking to almost 1.5 spaces per condo unit.

Chair Bims moved to allow the applicants to have the removal of the lifts on the condition that they come back under architectural control review with landscape reserve for uncovered parking spaces in the rear. Commissioner Keith said that did not sound like a viable solution for many of the homeowners on the east side. Commissioner Deziel said that there would be an impact on the units on the first floor but there was plenty of room to have a landscaping buffer between parking and the recreation room; the structure under the terrace was the same as that under the current deck parking; there were no plantings on the terrace, planters had been capped off and plants were on the balconies of the units; and there was also a yard and a pool beyond that terrace area. He asked if landscape reserve would mean removing the planters and installing a wall now or if that would happen later. Chair Bims said he did not want to design the layout specifically just that removal of the lifts would require the parking to be somewhere else. He said if those spaces were designated through architectural control review as landscape reserve that identified a solution to a parking problem in the event the demographics changed. Commissioner Deziel asked whether parking in landscape reserve could be tapped for parking on demand by staff. Chair Bims asked staff to respond. Planner Rogers said that could vary dependent upon conditions and the Commission could indicate how that would be implemented. Commissioner Deziel said that perhaps there could be a requirement for a public hearing and Commission approval or for staff review. Planner Rogers said there were options.

Commissioner Riggs said he felt the City should have more flexibility than it does to address different parking situations but the Commission had to reflect the Zoning Ordinance in its decisions. He seconded Chair Bims' motion noting that architectural control review was an ample way to allow the applicant to work through staff to identify where parking would be on the terrace. He said he thought condition "7.d" was potentially arguable in the future if the applicant were to indicate that there were no feasible solutions.

Commissioner Pagee said she had a problem with a HOA that could by a majority vote decide to not maintain lifts currently there. She said she was not sure if the City could require that same amount of maintenance money in the same proportion for lifts go into a fund to be used in the future to put in parking spaces. She said she wanted something that would require the HOA to maintain and/or replace those lifts for those property owners who found it necessary or convenient to have the lifts. Commissioner Riggs suggested adding a requirement with the architectural control review or with the recommendation for the revision that the applicant demonstrate that the parking interest of all the owners is not prejudiced by this action. He said this was to put the burden on the applicant so that Mr. Kirk among others would not lose current parking options. Chair Bims asked if Commissioner Riggs was suggesting a one-to-one replacement so that if a lift was removed that would be replaced with a parking space in the landscape reserve. Commissioner Riggs said he would leave that up to the applicant to come back and demonstrate to the City that Mr. Kirk and others' parking interests were not harmed.

Chair Bims said Commissioner Riggs was saying that homeowners who wanted to keep their lifts were not responsible for the maintenance of the lifts rather that those should be maintained by the HOA. Commissioner Riggs said also that the lifts could not be removed without the homeowners' acquiescence. Commissioner Keith asked whether it could be stated more specifically that homeowners who wanted to keep their lifts would have those maintained and repaired by the HOA. Planner Rogers said it depended upon where Commission was heading with the motion as to whether the CDP amendments could be structured in such a way that they were recommending to the City Council to approve the CDP Revision with these extra things, or if, as he thought he was beginning to hear, the idea of reducing the required number of off-street parking spaces if parking spaces were provided in landscape reserve. He said the idea of reducing the number of off-street parking spaces in the CDP, if going down the architectural control review path, might be better served by recommending a denial to the City Council based upon those factors and suggesting that the applicant take a different path. He said that architectural control review was a different application and could not necessarily be shoehorned into a CDP condition. Chair Bims asked if Planner Rogers was saying that the Commission could not recommend approval with a condition for architectural control review because that was a separate process altogether. Development Services Manager Murphy said the Commission could recommend a revision to the CDP with some architectural control revision for landscape parking if the parking requirement was reduced to a number lower than what was outlined in the current CDP. He said that if the parking was to be replaced one-to-one there would be another application process. He said that if the Commission did not want to reduce the parking requirement to a number lower than what was outlined in the current CDP he would recommend that they recommend denial and list the reasons why.

Commissioner Deziel said they had discussed preserving equity for the property owners who had lifts and wanted to keep them. He said however for a new comprehensive plan that was currently being called landscape reserve that if it had hypothetically 20-some potential spaces then he did not think the one-to-one protection was needed for the people who wanted the lifts. He said Mr. Kirk made an excellent point that the parking number could not just be reduced and that 33 parking spaces could not just be eliminated as that would harm property values for those in the building. He said if 20 parking stalls were added hypothetically to the terrace area and those went into some assignable/unassigned program based on the leasing that was an excellent substitute for 33 stalls. He said that would equate to 111 spaces total with 66 underground, the deck with 25 spaces, and 20 rather than 22 spaces on the terrace area to allow comfortable pedestrian circulation to the pool and yard area. He said he could see recommending a CDP Revision with a condition that prior to removal of the lifts, the applicant would have to get an architectural control review plan that showed the 20 spaces in landscape reserve with an engineering study. Chair Bims said he did not think engineering study would be needed to put the spaces in landscape reserve. Commissioner Deziel asked if the applicant came forward with an architectural control review if there was an expiration date for when they had to apply for a building permit. Planner Rogers said there was no expiration date for architectural control review approvals. Commissioner Deziel said that 20 unassigned stalls were far more valuable than 33 assigned stalls in particular on lifts as those were provided in tandem. He said he could see allowing the applicant to remove all of the lifts and use the maintenance funds to develop 20 new parking spaces in the landscape reserve. Commissioner Riggs asked if there were units that had two deeded spaces. Commissioner Deziel said there were six such units and that those that had lifts were deeded only one space. Commissioner Riggs said in the future logically vehicles would be smaller, but if the majority of the property owners did not want to deal with the lifts then they should have the option to have them removed as long as someone whose dedicated space was a lift and who wanted the lift

received maintenance and repair of the lift by the HOA. He said he wanted the burden to be on the applicant that the minority of owners who wanted to keep the lifts were allowed to do so.

Commissioner Keith said she agreed the property owners should be allowed to keep the lifts and that the lifts would be maintained and repaired by the HOA. She said that everyone seemed to have the same intent to protect people's rights to have the lifts. Commissioner Deziel said that he disagreed as he thought a comprehensive parking plan and the need for parking overshadowed any of the estimated five or six people with residual attachment to the parking lifts. He said the lifts impacted neighboring spaces and were most unattractive. He said that anyone who wanted a second parking stall could get it out of a lease program if there were some 20 parking stalls. He said the maintenance fund for the lifts would probably pay for the construction of the parking stalls.

Chair Bims said that 22 people who responded to the survey indicated they wanted the lifts removed and the homeowners did not want to see uncovered parking in the rear provided as a replacement for the lifts to be removed. He said thus there were 22 people who were willing to see a reduction in their parking. Commissioner Deziel said that there was nothing on the survey regarding parking. Chair Bims said the general feeling they had heard was that the HOA and residents did not want the parking in the terrace thus at some point there was a rationalization by these individuals that they were willing to give up a lift space without the possibility for a replacement elsewhere. He said the landscape reserve spaces would not need then to equal the lift spaces.

Commissioner Pagee called for the vote. Commissioner Keith said she could support the reduction to 111 spaces with 20 spaces in landscape reserve on the eastern terrace if it included some provision to preserve the right for any property owner who did not want the lift removed to keep it with the repair and replacement of those lifts being the responsibility of the HOA. Chair Bims suggested an amendment to the motion for 20 parking spaces in landscape reserve in the eastern terrace area as part of an architectural control review process with the additional requirement that the residents who do not want to have their lifts removed would have the lifts maintained and repaired by the HOA. Commissioner Riggs as the maker of the second accepted the amendment. Commissioner Deziel said that meant the applicant could not remove any of the lifts until they had obtained architectural control review approval. Chair Bims said that was correct. Commissioner Deziel asked about the trigger to remove a parking space from reserve. Chair Bims said the Community Development Director would have to determine that the parking was insufficient as stated in condition "7.d." He said that if staff, the Director, determined that additional parking spaces were required that the landscape reserve plan could be accessed as a mechanism for adding those additional spaces. Commissioner Riggs said that condition "7.d" could be amended to remove the wording about feasibility and location of parking to read the required landscape reserve plan.

Commission Action: M/S Bims/Riggs to recommend to City Council revision of the Conditional Development Permit so that the parking requirement is reduced to 111 parking spaces with the addition of 20 spaces in landscape reserve that would need to be presented under architectural control review before the removal of any lifts which would reduce the number of parking spaces, and that property owners who want to retain the lifts are allowed to do so and that the Menlo Towers HOA is charged with the requirement to maintain and repair those lifts.

Motion carried 6-0-0-1 with Commissioner Sinnott recused and not in attendance.

## D. PUBLIC HEARING

1. **Use Permit/Grace S. Chizar/1201 University Drive:** Request for a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot in regard to lot size and width in the R-1-U (Single-Family Urban) zoning district.

This item was continued to the meeting of September 18, 2006 prior to the meeting of September 11, 2006.

2. **VariANCES/Paul and Marcia Bever/699 Central Avenue:** Request for variances to encroach 7 feet 3 inches into the required front yard and to encroach 1 foot 9 inches into the required corner side yard for an addition to a single-story, single-family residence in the R-1-U (Single-Family Urban) zoning district.

Development Services Manager Murphy said that he had a potential conflict of interest as he owns property within 500 feet of the subject property and left the Council Chambers.

Staff Comment: Planner Rogers said the Commission had commented on another agenda item a few weeks prior involving a recommendation for denial of a project for which approval options were not provided within the packet that in response for this item that staff was ready to suggest approval options if a majority of the Commission directed approval of the requested variances.

Commissioner Deziel thanked staff for attending to that detail.

Commissioner Sinnott suggested moving the item regarding Nativity School prior to 699 Central Avenue.

Ms. Marcia Bever, the applicant for 699 Central Avenue, requested that the item remain on the agenda as it was because she needed to get her young children to bed and a number of neighbors were present who wanted to voice support.

Commissioner Riggs suggested moving the Nativity School item to immediately after 699 Central Avenue for which there was agreement.

Questions of Staff: Commissioner Keith said the staff report on page four indicated that the encroachment could negatively impact the visibility at the corner and asked for more detail. Planner Rogers said there was a specific regulation regarding visibility on a corner property by which a triangle was drawn and any fences within that triangle were required to be three feet in height. He said there were no similar restrictions for structures but the same reasoning applied. He said the corner of the house would encroach approximately 12 feet into the sight triangle. He said the Transportation Manager had indicated that it would not be his preference to allow structures to encroach into the sight triangle. He said with the current curb lines any impact was lessened, but the City could conduct right-of-way improvements in the future bringing that street intersection closer to the structure. In response to Commissioner Keith, Planner Rogers said that there have been instances recently wherein the City has widened a road in which property owners have occupied stretches of public right-of-way with fences or other improvements that created difficulties to the City in pursuing long-term objectives to reclaim that public right-of-way. He said that this occurred with the improvements along Hamilton Avenue.

Public Comment: Ms. Bever, the applicant, noted that some of her neighbors had left but had written comments. Chair Bims suggested those be given to staff. Ms. Bever said they were seeking an additional seven feet of building space. She said their home was a two-bedroom, one bath, 1200 square foot residence and their hope was to add 400 square foot of living space. She said the plans provided were the best option to provide an additional bedroom and bathroom. She said the defined best as ease of construction and a probable timeline; preserving the overall look and character of the home and the neighborhood; a common sense approach; dealing with a combination of restraints including large heritage oak on the property with an overhang over 60 percent of their roof, located in the flood plane and the current home's placement on the lot and the existing floor plan. She said staff had offered several building options, but she and her husband and 31 of their neighbors found staff's options to be objectionable and lacking in practical application. She said a partial second story over the garage which would require jacking the entire house up six inches and either replacing or reinforcing the foundation would also place the bedroom and bathroom the farthest distance away from the existing bedrooms would look unnatural and awkward in relation to her home and the neighbors' homes. She said the neighbors had responded to this particular option with a resounding "no." She said completely changing out the floor plan, converting the living room to the bedroom, the garage into a living room, and then constructing an entirely new garage seemed a huge project for lack of accommodation of seven feet, plus the option would reduce all of the sunlight into the yard and kitchen. She said the Building Department had told her a year prior that just finishing out their garage was not something that could easily, if ever be done because of issues related to walls and foundation. She said that she was told that a building permit could not be issued for the garage. She said the issue of corner visibility was inconsequential and their small addition would not interfere with current sight lines. She said that currently there was an existing four-foot fence and a large eight foot pittosporum tree on the corner property, and that cars come into view as they pass through their property line and past the eight foot pittosporum tree at which point their addition if built would not be in the way. She said the construction would mean the corner would be safer as they would remove and/or relocate the pittosporum tree. She said since 1993 there had only been one fender bender at the relevant intersection. She said that she had provided letters of support from 31 neighbors and there were other neighbors who were in attendance to voice their support. She asked that the Commission approve the request for variance.

Commissioner Sinnott said that the applicant wanted to preserve the yard certainly but there was a possibility to add a master bedroom to the other side of the kitchen. Ms. Bever said that they had asked the architect to look at that and several Commissioners had done a site visit. She said that would make the access to the backyard through the master bedroom.

Mr. Ken Bayne, Menlo Park, said his property that he had owned for 16 years was one door away from the applicants. He said he was interested in preserving the quality and character of the neighborhood as well as property rights. He said he fully supported building restrictions and limitations to maintain the quality and character of a neighborhood but that those rules should not be applied rigidly to every situation. He indicated that sometimes the better option required the issuance of a variance. He said the applicants' option would far better preserve the quality and character of the neighborhood than options recommended by staff. He said he was not concerned about safety on O'Keefe and he doubted that the street would ever be widened. He urged the Commission to approve the variance request.

Ms. Leslie Fine, Menlo Park, said she agreed with the Mr. Bayne's comments. She said other construction in the neighborhood recently had included several second-story additions as well

as homes being demolished and two-story homes built that did not preserve the character of the Willows. She said the applicants were proposing an incremental change that preserved the backyard and it was the most sensible option.

Chair Bims called Margaret Keller. Ms. Bever, the applicant, said that Ms. Keller, Menlo Park, was not in attendance, but Ms. Keller had wanted to add to the letter she had written previously that she rides her bike to work at USGS and walks her dog frequently and that the visibility at the applicants' corner was not a problem at all. Ms. Bever noted that on one side of O'Keefe the residents were bordered by a high-density neighborhood and her neighborhood was low density. She said that her neighborhood got a lot of pass-through traffic from the high-density neighborhood. She said the chances that her neighbors would ever let the street be widened so that high-density traffic could travel even faster down O'Keefe was minimal.

Ms. Sarah Miller, Menlo Park, said the proposal was a very practical and an elegant solution. She said she was a little puzzled with some of staff's recommendations and wondered when they proposed moving the living room to the garage if they had considered the fireplace.

Mr. Eric Sabelman, Menlo Park, said he has lived in the neighborhood since 1979 and had previously written a letter of support. He said his letter had not addressed the sight line at the corner. He said he thought it was a stretch to state that the addition to the house would cause an impediment to visibility at the intersection.

Chair Bims closed the public hearing.

Commission Comment: Commissioner Sinnott said she had to make the findings for a variance before she could approve it. She said looking at the plot map that the subject lot matched all of the others surrounding it. She said for the Commission to approve the variance just because it had neighbor support contained a lack of fairness as there were a number of people who had not chosen to go outside the rules. She said that in the law there had to be a hardship to grant a variance. She moved to deny the project. Commissioner Deziel seconded the motion. He said that staff notified the applicant they needed to make four separate findings in order for the variance to be granted. He said the applicant wrote a letter of their thoughts for the verification of the findings. After noting a large number who spoke in support of the project, he said granting a variance was not a popularity contest. He said the fact that there was no hardship came from the fact that a 400 square foot addition could be made at the single-story without discretionary review by simply placing the addition within the setbacks. He said that an architect could rework the space. He said the hardship cited by the applicants was that it would be expensive to try another approach because the lot was in the flood zone. He said in Section 16.82.340 (b) (1) of the zoning ordinance that the hardship finding could not be based on financial difficulties. He said he could not make the finding for the hardship. He said the second standard for a variance was such if there was a hardship that the relief desired to be granted was necessary so that the property owners could use their property as other conforming properties were allowed to use their property. He said if the applicants' lot was clipped at the corner and that created an adversity in the way the setback worked and required a 35-foot setback rather than a 20-foot setback then there was a hardship and a finding could be made for both of the first two standards for a variance. He said that there was not such a hardship with this property.

Commissioner O'Malley said if he supported the applicants' explanation of how their variance request met the four findings that he could vote to support the project. Commissioner Deziel said the standards were specified in the zoning ordinance. Commissioner O'Malley said he

visited the site and ignoring the four findings he found that the plan proposed by the applicants was far superior to anything staff was recommending as an option. He said the contention that the addition would impact visibility was substance-less. Commissioner Deziel said that if the corner house was allowed to extend forward seven feet that it would shadow the next two to three properties. Commissioner O'Malley said he would disagree.

Commissioner Riggs said as Commissioners Deziel and Sinnott pointed out that the Commission was required to make four findings for variance as established by law. He said while this project proposal made the most economic sense, most sense of continuous use of the house and the backyard, and construction simplicity that the Commission was not allowed to consider simplicity or logic of architectural design. He said if an applicant had to work within the lot without variances in a space that they did not really want to use that it could cost double or triple but that was the law. He said it was uncomfortable for him to say but he had to support the motion. He said that it was possible to revise a garage to living space and it was just a matter of revising the footing.

Commission Action: M/S Sinnott/Deziel to deny the request for variance.

Motion carried 5-2 with Commissioners O'Malley and Keith opposed.

Items D.3 and D.4 were heard after item D.5.

- 3. Use Permit/David Hettig/514 Pope Street:** Request for a use permit to demolish an existing single-story, single-family residence and detached accessory building, and construct a new two-story, single-family residence on a substandard lot with regard to lot width and lot area in the R-1-U (Single-Family Urban) zoning district.

Staff Comment: Planner Rogers said that he had no additional comments.

Questions of Staff: Commissioner Pagee asked about proposed tree removal. Planner Rogers said that there was no proposed removal of the heritage trees; there was one proposed removal of a non-heritage tree.

Public Comment: Mr. David Hettig, property owner and the applicant, said he was happy to answer any questions. Commissioner Keith asked about the front door on the side of the residence. Mr. Chris Volkamer, Volkamer Architects, said the layout in the design was based on the idea of keeping and using the large backyard, thus they placed the front door on the side. Commissioner Pagee said that she had some concerns with the location of the entry door including security and safety and possible noise impacts to the neighboring residence from people entering and leaving the subject property. Mr. Hettig said they planned to have good lighting and a well-defined path in the entry area. He said also that there was about a 20-foot between their home and their neighbors in which there would also be fencing and landscaping. Commissioner Pagee said that lighting on the second floor landing might overflow into the neighbors causing impact. She asked how that would be handled. Mr. Hettig said that there was even more setback for the second story and that the oak tree would block much of the light from the stairway tower.

Chair Bims closed the public hearing.

Commission Action: M/S Keith/Pagee to approve as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 3 of the current State CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following *standard* conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Volkamer Architecture, consisting of 18 plan sheets, dated received August 31, 2006, and approved by the Planning Commission on September 11, 2006, except as modified by the conditions contained herein.
  - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
  - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
  - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
  - e. Prior to building permit issuance, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. These revised plans shall be submitted for the review and approval of the Engineering Division.
  - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to issuance of a grading or building permit.
  - g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. Prior to the building permit issuance, the applicant shall implement the tree protection plan and technique recommendations in the Arborist Report for all applicable heritage trees.

Motion carried 7-0.

4. **Use Permit/Gary Ahern/1056 Cascade Court:** Request for a use permit to construct a lower story addition to an existing single-story, single-family nonconforming residence that would exceed 50 percent of the replacement value of the existing structure in a 12-month period in the R-1-S (Single Family Suburban) zoning district.

Staff Comment: Planner Rogers said he had no additional comments.

Questions of Staff: Commissioner Pagee said she was concerned with how soil and debris would be removed from the lot because of the tree protection needs. Planner Rogers said that the arborist recommendations would be enforced.

Commission Comment: Mr. William Beasley, property owner, said they were seeking more space for their family. He said because of the slope to the backyard they thought their architect's design was a good solution that accomplished that with minimal disruption. In response to Commissioner Pagee, Mr. Beasley said that they would not do anything to destabilize the hill or harm the trees. He said the architect could provide a more informative response. Mr. Gary Ahern, Focal Point Designs, said that tree protection fencing would be put in place and inspected by the City inspectors prior to the actual issuance of the building permit. He said tree protection fencing remained part of the ongoing inspection and if the fencing appeared to be damaged or pushed around the inspectors would question and possibly stop work on the project. Commissioner Pagee asked how the dirt would be hauled out from under the canopy of the trees. Mr. Ahern said they would have to lift the house some anyway and dig underneath so perhaps it would be as simple as hauling the dirt out to the front of the house.

Chair Bims closed the public hearing.

Commission Action: M/S Keith/Pagee to approve as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 1 of the current State CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following *standard* conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Focal Point Design, consisting of seven plan sheets, dated received September 5, 2006, and approved by the Planning Commission on September 11, 2006, except as modified by the conditions contained herein.
  - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
  - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
  - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

Motion carried 7-0.

5. **Use Permit and Architectural Control/Roman Catholic Archbishop of San Francisco/1250 Laurel Street:** Request for a use permit and architectural control to demolish the existing multi-use building and kindergarten and construct a new multi-use building of approximately 14,016 square feet and a new kindergarten of approximately 1,321 square feet at Nativity School. The project also involves modifications to the playgrounds, outdoor dining patio, on-site parking and circulation, the removal of ten heritage trees, and a revision to the use permit for the annual carnival to reflect the modified site plan.

Staff Comment: Planner Chow noted that the project consisted of an expansion of an existing school facility with the intent to make improvements to accommodate current programs and needs of the students and school. She said that the existing kindergarten and gymnasium would be rebuilt and enlarged for a net new square footage of 9, 821 square feet. She added that the proposed project would include reconfiguration of the parking lots with 19 new parking spaces, the removal of nine heritage trees, new landscaping and play area, and a revision to the existing use permit for the annual carnival to reflect changes to the site plan. She said that the applicant did not intend to change the scope or operations of the event.

Planner Chow said that staff wanted to make a few corrections and clarifications. She said that the existing square footage was 33,718 square feet and not 18,135 as was mistakenly listed on the data sheet in the staff report. She said also for purposes of this report that Laurel Street runs in the north and south direction, which was different than the true north shown on the plans.

Planner Chow said staff had distributed revised draft conditions of approval for the Commission's reference. She said that condition 4.k had been modified to allow the applicant up to 30 days to demolish the existing multi-purpose room once the occupancy permit was issued as the applicant wanted to maintain the hot lunch program at the school with disruptions. She said condition 4.l was added as the applicant would like to install a fence to provide an enclosed space for the students. She said the new fencing would be in lieu of closing the gates to the parking lot along Oak Grove Avenue during school hours. She said the location and design of the fence would be subject to review by the Planning Division.

Commissioner Deziel asked about the fencing design. Referred by staff, Chair Bims recognized Mr. Bill Gutsell, project architect. Mr. Gutsell said the fence could be extended behind the trash enclosure and to the building inside the drop off area. He said when the children are dropped off they were within the fence and in a secure area away from traffic. Commissioner Deziel asked if this was a request for change made by the City or proposed by the applicant. Planner Chow said that there was discussion in the staff report that there needed to be a gate open during school hours. The applicant was concerned with keeping the gate open and derived an alternative plan that would meet the City's and the applicant's needs. Commissioner Deziel said that drive-by traffic would then be closer to the children. Planner Chow said that the applicant could address their intent and there was a revised condition to look at the site plan.

Planner Chow said the next item with a change was condition 5.b in which staff attempted to identify the different types of activities that would occur onsite to help address concerns raised by neighbors regarding the expansion and allowing various uses. She said there were certain identified uses provided by the applicant and a re-occurring event, the annual Christmas tree sales. She said that the applicant had also indicated there might be one-time special events each year such as this year's Nativity's 50<sup>th</sup> anniversary event. She said there was an

allowance for five special events other than reoccurring events per year. She said that if there were other events that would re-occur then the applicant would need to request a revision to the use permit for those to be identified.

Commissioner Riggs asked whether the five events were meant to include the back-to-school dinner/night or was it additional. Planner Chow said the five events would be additional to those listed in the conditions of approval.

Planner Chow said condition 6.f contained a typographical error and should indicate 5 to 11 p.m. and not to 10 p.m. She said condition 6.k was added specifically to clarify that the noise ordinance exception was specifically for the carnival and no other special event.

Chair Bims asked about condition 6.d and what would trigger the need for the applicant to return to the Planning Commission for revisions to the permit. Planner Chow said she thought it would be complaint driven and the Community Development Director would determine whether the use permit should return to the Commission for revision.

Public Comment: Monsignor Steven Otellini said he was the Pastor of Nativity Church and in that capacity representing the Roman Catholic Archbishop of San Francisco, who owns Nativity School. He thanked the Commissioners for visiting the site. He said they were asking for the replacement of a multi-purpose building on their campus, a kindergarten classroom and various site improvements. He said Nativity School has been in existence since 1956 and was originally intended for grades 1 through 8. He said in 1960 the Father Ford Hall was purchased from Dibble Army Hospital and moved to the site. He said it was purchased for \$1.00 and had not appreciated in value. He said in 1972 a modular classroom was constructed for the kindergarten, which extended the educational institution to K, rather than 1, through 8. He said in 1975, a Library Science and Reading modular buildings were constructed and in 1991, a modular Computer Lab and Extended Care building were constructed. He said the current enrollment was 290 students. He said the absolute capacity would be 315 students and could not be exceeded given the Archdiocese's standards for the number of students in each classroom. He said the Father Ford Hall was used as their multi-purpose building, but it was too small to hold the entire student body for an assembly nor could it be used for indoor volleyball and basketball practices. He said currently the school spends \$18,000 annually to rent court facilities for their home games. He said the Hall also contains a kitchen that provides the hot lunch program for the school. He said the kindergarten classroom did not meet State requirements for the size of a kindergarten classroom. He said in 2003 he was appointed as the Pastor of Nativity Church and at that time requested a general needs assessment of all of the structures on the property. He said the School developed a "Wish List" that was shared with parents and multiple constituencies as well as with the only contiguous neighbor whose property is in Atherton. He said that the loop road from Oak Grove to Laurel was not something that neighbor supported. He said moving the student drop off on Oak Grove Avenue to Laurel Street was also opposed by neighbors. He said they then revised the plans without a loop road and the drop off from Oak Grove Avenue. He said in 2005 they prioritized all of the school's needs and identified what they could do financially. He said the estimated cost for the project is \$7,000,000.

Commissioner Pagee asked about the hours for athletic practice. Mr. Russ Castle, Athletics Director, indicated practices would conclude by 9 p.m. seven days a week.

Commissioner Deziel addressed condition 5.a regarding the limit for 315 students and asked whether it should be identified as enrolled students. Planner Chow and Monsignor Otellini said that was accurate.

Commissioner Keith asked about the five additional special events. Monsignor Otellini said the events would be non-repeating such as the 50<sup>th</sup> anniversary in October, teacher retirements, and special anniversaries. Commissioner Keith asked about timeframe maximums for such events. Monsignor Otellini said he thought most events would not continue past 10 p.m. Commissioner Keith confirmed with him that a condition regarding that would be acceptable.

Commissioner Riggs noted traffic issues related to other schools in the area and asked about the visitor population for games. Monsignor Otellini noted that games would be on the weekend. Mr. Russ Castle, Athletics Director, said that there would be one game played at a time with two teams, seven or eight children and their parents. He said potentially there would be a 15 to 20 minutes overlap between games and potentially could have 20 to 40 vehicles during that overlap.

Mr. Bill Gutsell, Keller and Daseking Architects, Menlo Park, said his firm had well-founded experience with architectural design for public and private schools. He said the proposed plan would serve the students and community as well as greatly enhance the appearance of the site. He said there a considerable number of right-of-way improvements to the benefit of the community including a sidewalk down Oak Grove Avenue, curb and gutter improvements, and the addition of a right-turn lane only into the site as suggested by the Transportation Division. He said that they were seeking the Commission's unanimous approval of the project. He said that Nativity has been a good neighbor and had solicited opinions of their neighbors during the project development and tried to address those concerns. He said the staff report contained his response to concerns; he noted that if there were additional concerns raised this evening, he would like to respond to those as well. He said regarding the plan development process that there had been a very preliminary plan of a gymnasium presented with the needs assessment study. He said his firm picked up from where the needs assessment left off and they looked at about 16 schemes. He said the gymnasium originally was sited to the center of the property but that had not taken into consideration parking or tree removal. He said the current proposal would require the removal of much fewer trees. He said all of the 16 schemes had been presented to staff for their review. He said design features they needed to look at included security, adequate turf areas, adequate staff and parent parking, the drop off loop, and minimal tree removal. He said they met with the neighbors on December 15, 2005 and those neighbors were not supportive of the drop off from Laurel Street. He said there were concerns regarding the play structure and that much of that sound was made by the equipment and those features had been replaced. He said the 12 trees to be removed would be replaced by 44 trees. He said there would be street trees on both Laurel Street and Oak Grove Avenue. He said they would replace fire hydrants as well.

Mr. Roger Wick, Menlo Park, said there was a State requirement of less than 10,000 of net increase of square footage for a project that could occur without environmental review. He said in this instance that the net increase was 10,525 square feet. He said the floor area for the hall was 3,649 square feet and the 4,391 square feet counted was the gross outside dimension. He said the proposed gym was stated in square footage of the floor area only. He said there were modular storage units in the setbacks that were being counted as square footage. He said he thought that the square footage should be measured in the floor area only. He noted that on page B.22 there were nine, 36-inch box trees designated, but the conditions indicated all should be 24-inch boxes. He requested that air conditioners be used during games in the gym and the

windows not be opened to mitigate noise impact. He requested that the air conditioners be the low-noise models. He said part of the use permit and the noise exception was for the school to do as much noise abatement as possible for the carnival such as putting the music inside. He suggested upgrading the transformer to supply power for the carnival to eliminate the need for generators. He said there was a note to cleanup during the carnivals and he would like another note to leave the area as clean as it was found. He said enforcement of the cleanup was an issue.

Commissioner Riggs suggested a time limit on comments. Chair Bims asked speakers to limit their comments to three minutes.

Mr. Kevin Gaffey, Menlo Park, Chaplain at Vallambrosa Center, 250 Oak Grove Avenue, said the Center was the nearest neighbor to the site improvements. He said they were in favor of the plan and that the improvements would greatly enhance the site and add benefit to the community.

Mr. Steve Castillo, Menlo Park, said his concern was with the traffic engendered by the additional events. He said that there would be considerably more traffic and he was concerned that parking was only being increased from 29 to 48 spaces. He said the applicant intended to remove 12 heritage oak trees which he felt conflicted with the City's branding as "Tree City USA."

Mr. John Conway, Menlo Park, said the project was imperative for the future of Nativity School as currently it was not competitive with other schools in the area. He said regarding Mr. Wick's concerns regarding the generator that the noise limits on the generator used were set by the State of California and OSHA. He said regarding cleanup and trash that the Carnival Committee hires Vietnam Vets, who do an excellent job keeping the school grounds and carnival area clean. He said they report Monday morning and cleanup the remaining trash in a half day. He urged the Commission to approve the project.

Mr. Brian Hamilton said he and his wife Kathleen live in Atherton and adjacent to Nativity. He said they wanted to go on record that they supported the project. He said however they felt strongly that the entrance and exit should remain on Oak Grove Avenue. He said the entrance currently has an area where cars pull over for the drop. He said that putting in a sidewalk and right-turn lane was great but the right-turn lane should be as long as possible to keep cars off of Oak Grove Avenue. He said he would like that the replacement trees be heritage trees. He said there would be new lighting for the gymnasium which could be intrusive to all neighboring buildings. He said the limit of 10 p.m. for all events was acceptable. He said he disagreed with the architect about the play structure as it was the children and not the equipment that caused the intense noise. He said their request would be for the play area to be moved away from the adjacent homes that are very close to the site. He said currently the Convent provided a noise buffer. He noted that there had not been any discussion about what would be done to abate noise and visual impacts when the Convent was torn down and the portables were removed. He said he and other neighbors would like to see this addressed.

Ms. Mary Pat Kelly, Menlo Park, said she was concerned with the traffic on Oak Grove Avenue. She said she thought if the traffic came into the site from Oak Grove Avenue that the exiting traffic should come out on Laurel Street. She said that there also needed to be a right-turn only out of the site. She asked the architect to describe the ingress/egress to the property.

Mr. Gutgsell said that the right-turn lane was about 175-feet in length and showed there were three stacking lanes for drop off of children. He said the drop off takes about 10 to 15 minutes in the morning. He said that additional lanes and parking were to improve the queuing of cars.

Commissioner Keith said neighbors had concerns with impacts to parking on Oak Grove Avenue because of activities in the gym, and asked Mr. Gutgsell if he wanted to address parking behind the gymnasium. Mr. Gutgsell said there were 46 spaces behind the gymnasium and there were a total of 86 stalls on the site. Commissioner Keith asked if cars leaving the site could go right or left. Mr. Gutgsell said that was the current situation, which they would like to maintain.

Commissioner Riggs asked about the parking lot lighting. Mr. Gutgsell said that they had not looked at the specific lighting they would use at the site, but they would keep lighting levels down and respect neighbors. He said that most schools do not light their properties at night. Commissioner Riggs asked whether natural ventilation would be used in the gym. Mr. Gutgsell said that one of the speakers had requested that the windows be kept shut during games, but they wanted to have the capacity for natural ventilation in the gym.

Commissioner Riggs addressed Planner Chow regarding the length of the right-turn lane and the possibility of left-turn traffic and asked whether Transportation Division had looked at these two issues. Planner Chow said the Transportation Division had reviewed the proposed project, the site circulation, and accessibility. She said the Division had directed the applicant to add a right-turn lane which was recommended at 175-feet in length.

Mr. Tom Naylor, Menlo Park, said that he was a graduate of Nativity School; his children had attended Nativity School, and he currently provides part-time maintenance and painting at the school. He said that Nativity was one of the first schools to install fire sprinklers. He said drop offs occurred in about 20 minutes and usually involved about 120 cars. He said that there were one-third less trees on campus now than in the past because trees have fallen over the years. He asked the Commission to approve the project.

Ms. Shirley Conley, Menlo Park, said while a right turn lane would improve traffic for someone making a right from Pine Street in the morning that at the same time there were about 30 vehicles coming from El Camino trying to make a left into the site. She said she really wanted the project to succeed and asked that the applicants remember that there are residences across the street that might be impacted visually when buildings are constructed.

Mr. Tom Hamilton, Menlo Park, said that they had supported several additions to public schools over the recent years. He said he trusted that the City would support the Nativity School's improvement.

A retired postman said he had driven a delivery truck in the area for many years and that there was enough room on the roads for all of the different uses.

Commission Action: M/S Deziel/Riggs to continue the meeting until midnight.

Motion carried 6-1 with Commissioner Sinnott opposed.

Mr. Daryl Hoffman, Menlo Park, said he strongly believed the project should move forward and that Nativity had been a good neighbor. He said that they appreciated Nativity's efforts to adjust

the traffic circulation to mitigate traffic on Oak Grove Avenue. He asked that the Commission look at screening for sound and lights.

Ms. Marie Moran, Menlo Park, said currently her view from her residence was of trees at Nativity School. She said that in rainy weather the children had to remain in their classrooms and that the teachers and the children needed space indoors during inclement weather. She said she and her homeowners' association hoped the parking situation and the access from the parking areas onto Oak Grove Avenue could be addressed so that it would not pose the problem it currently does.

Ms. Kathleen Hamilton, Atherton, said the proposal was a great project. She said her problem was the audible sound from the play structure. She asked that it be moved as the sound would intensify from siblings using the play structure when sports games and other events were occurring.

Ms. Fran Dehn, Chamber of Commerce, said that Menlo Park residents support education. She said that this project was very similar to what was being supported by the endorsement of Measure U and asked the Commission to approve it.

Chair Bims closed the public hearing.

Commission Comment: Commissioner Sinnott said she would move to approve as recommended by staff. She said she liked the improvement in the fencing and the landscaping; there was a valid need for the gymnasium; the parking would be increased and the circulation would be improved; and there was sensitivity to sound and lighting concerns. She said some of the issues raised would not be aggravated by the project. She encouraged residents to go to the Transportation Division regarding their traffic concerns. Commissioner Deziel seconded the motion.

Commissioner Keith asked that under condition 5.b a requirement be added for all events to end by 10 p.m. Commissioner Deziel said that he did not want that added as private schools were important to Menlo Park and they were always in fundraising mode. He said the school needed flexibility in the use of the interior of the building. Commissioner Keith said Monsignor Otellini had indicated the time was acceptable.

Commission Action: M/S Keith/Pagee to amend the motion to modify condition 5.b to include a requirement that all special events end by 10 p.m.

Commissioner Riggs said he would like to clarify that the new facility would not be used for third party events (rental) and the outdoor lighting would need to be reviewed and approved by staff. Commissioner Keith said that she would not support the restriction on rental.

Monsignor Otellini said that the liability was such that the facilities could not be rented to outside agencies.

Commissioner Riggs asked that the outdoor lighting be added as a condition for review and approval. There was consensus that the lighting review and language to 6.d to indicate the Community Development Director would be informed of problems related to the site's use was acceptable by all to be added to the original motion without a motion to amend.

Motion on the motion to amend to limit all events to 10 p.m. under condition 5.b carried 5-2 with Commissioners Deziel and O'Malley opposed.

Chair Bims restated that the motion was to approve as recommended by staff with the modifications that outdoor lighting would be reviewed and approved by staff, clarification to language in 6.d, addition of 10 p.m. limit under condition 5.b., and clarification in text of enrolled 315 students.

Commission Action: M/S Sinnott/Deziel to recommend with the following modifications.

1. Adopt a finding that the project is categorically exempt under Class 1 of the current State CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
  - a. The general appearance of the structure is in keeping with the character of the neighborhood.
  - b. The development will not be detrimental to the harmonious and orderly growth of the City.
  - c. The development will not impair the desirability of investment or occupation in the neighborhood.
  - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
4. Approve the architectural control and use permit revision subject to the following *construction-related* conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Keller and Daseking Architects, consisting of 22 plan sheets, dated received September 6, 2006, and approved by the Planning Commission on September 11, 2006, except as modified by the conditions contained herein.
  - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
  - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.

- d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
  - e. Prior to building permit issuance, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. These revised plans shall be submitted for the review and approval of the Engineering Division.
  - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to issuance of a grading or building permit.
  - g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. Prior to the building permit issuance, the applicant shall implement the tree protection plan and technique recommendations in the Arborist Report for all applicable heritage trees.
  - h. Prior to building permit issuance, the applicant shall submit plans showing proper signage and striping for one-way circulation in both parking lots.
  - i. Prior to building permit issuance, the applicant shall work with Planning staff and the City Arborist to determine the appropriate street trees along Laurel Street and Oak Grove Avenue in front of the subject site. A revised comprehensive landscape plan shall be submitted to the Planning Division for review and approval.
  - j. Prior to building permit issuance, the landscaping plan shall comply with the Water Efficient Landscape Ordinance (Chapter 12.44) subject to the review and approval of the Planning Division. The applicant shall install and maintain landscaping in the parkstrip and within the campus per the approved plans.
  - k. ~~Prior to occupancy of the gymnasium building~~ **Within 30 days of issuance of the occupancy permit or the gymnasium building**, the applicant shall remove the existing Father Ford Hall.
  - l. Prior to building permit issuance, the applicant shall submit revised plans showing the location of the wrought iron fence, consistent with the new perimeter fencing, to be installed from the fencing along Oak Grove Avenue, around the trash enclosure towards the front entry area near the gym, in an effort to provide a secured area for the students. The parking lot along Oak Grove shall not restrict access, parking or circulation during school hours.**
  - m. Prior to building permit issuance, the applicant shall submit a lighting plan and photometric study, of existing and proposed lighting. The plan shall include the location and the proposed type of lighting fixtures. The plans are subject to review and approval of the Planning Division.**
5. Approve the use permit revision subject to the following *ongoing, project-specific* conditions:

- a. The maximum allowable **enrolled** student population on site shall be 315 students.
  - b. All student instruction and regular school activities shall continue to be limited to the hours between 7:45 a.m. and 3:15 p.m. on Mondays through Fridays. The following school activities are allowed to occur outside of these hours and days:
    - Before and after school extended care (7:00 a.m. drop-off; 5:45 p.m. pick-up)
    - Volleyball practice (September – November)
    - Basketball practice (December – February)
    - Volleyball games (four Saturdays **and/or Sundays** during September through November)
    - Basketball games (four Saturdays **and/or Sundays** during January through February)
    - Summer Camp (June through August, typically an average of 80 children/day from 7:00 a.m. to 5:00 p.m.)
    - Back to School Dinner (once per year)
    - Back to School Night (once per year)
    - Italian Catholic Federation dinners (four to six per year)
    - **Annual Christmas tree lot**
    - **Up to five additional one-time special time events each year, which shall end by 10:00 p.m.**
  - c. The applicant shall continue to communicate in writing the circulation plan for pick-up and drop-off to parents. The applicant shall require that drop-off and pick-up of passengers occur only in the designated loading and unloading zones, as specified on the plans dated received September 6, 2006. Compliance with this item shall be to the satisfaction of the Transportation Division.
  - d. The applicant shall modify or remove the ~~two~~ gates at the driveway entrances and exits to the site if the Transportation Division determines that the operation and/or location of the gates affects the traffic operation of ~~either Oak Grove Avenue or Laurel Street~~. The modification or removal of the gates is subject to review and approval by the Planning Division and the Transportation Division.
6. Approve the use permit revision subject to the following *project-specific* conditions related to the annual Carnival:
- a. Development of the Spring Carnival shall be substantially in conformance with the site plan prepared by Keller and Daseking Architects, consisting of 1 sheet (DD-2.4), dated received September 6, 2006, and approved by the Planning Commission on September 11, 2006, except as modified by the conditions contained herein.
  - b. All applicable City Codes, Building Division, Fire District, and Police Department requirements shall be complied with.
  - c. Cleanup will be the responsibility of the applicant.
  - d. If any problems arise in the future, **they will be brought to the attention of the Community Development Director.** † The Planning Commission may attach conditions to the Use Permit at a later date, and the Use Permit is subject to revocation if there is a failure to adhere to **the** conditions.

- e. The applicant shall notify the Community Development Department and Police Department of specific dates each year, at least a month prior to holding the event.
- f. The Spring Carnival occurs annually during the last weekend of school typically in June. The hours of operation for the annual Carnival shall be limited to the following hours:
  - Friday, 5:00 p.m. to 10:00 p.m.
  - Saturday, noon to 11:00 p.m.
  - Sunday, noon to 7:00 p.m.
- g. Vendors and equipment may arrive as early as Monday before the Friday start date of the Carnival.
- h. The ride vendors will cease patron activities at 7:00 p.m., and breakdown operations must cease at, or before, 10:00 p.m. the Sunday night of the carnival. Remaining breakdown shall be allowed to continue on Monday beginning at 8:00 a.m.
- i. The public address system shall not be directed towards the adjacent residences for sound transmittal. Announcements using the public address system shall cease at, or before, 10:00 p.m. on Friday and Saturday nights of the annual Carnival, but activities can occur until 11:00 p.m. In an emergency situation or if requested by the Menlo Park Police Department, the public address system may be used on a case-by-case basis.
- j. The applicant shall provide trash patrol at least once each day during the Carnival. The clean-up effort shall occur around the perimeter of the site and should extend down Pine Street to Ravenswood Avenue and along Laurel Street to Ravenswood Avenue.
- k. Per Planning Commission approval on April 4, 2000, the annual Carnival is allowed to exceed the Noise Ordinance limits. ***Unless otherwise permitted, the Annual Carnival is the only event that is allowed to exceed the Noise Ordinance limits.***

Motion carried 7-0.

6. **Use Permit and Architectural Control/R. Rapp & Company/64 Willow Road:** Request for a use permit and architectural control to alter and expand an existing two story office building from 26,190 square feet to 32,247 square feet and to make associated exterior modifications to the building, landscaping, and parking lot. The proposed project also requests a parking reduction from 5 spaces per 1,000 square feet to 3.3 spaces per 1,000 square feet for the proposed general office use.

Staff Comment: Planner Chow said staff had no additional comments.

Questions of Staff: Commissioner Deziel said he was concerned about the proposed fencing along Willow Road and that it might provide hiding places in the evening for individuals who might cause crime to pedestrians in the area or other criminal acts. .

Public Comment: Mr. Ken Hayes, Hayes Group Architects, said the existing site is at the corner of Willow Road and Willow Place. He said they were working with staff and Public Works on

creative ways to mitigate storm water runoff from the property. He said the owner wanted to renovate the building, increase the floor area by adding to the existing footprint, reconfigure the parking to create new landscaping and building opportunities, incorporate sustainable quality lasting materials and systems, use architecture that fit within the surrounding area, and attract a new, high-quality, low-impact, long-lease office tenant. He said they were looking primarily at venture capital firms. He said the architectural goals were to create a sense of place and arrival, respond to the site and the environmental forces, promote interaction between the building's interior and the landscaping, promote sustainable quality lasting materials and reference contemporary architectural vocabularies. He described and showed visual images of the proposed architectural details.

Commissioner Deziel expressed concern that the gate and fencing might be breached at night. Mr. R. Rapp, property owner, said he owned a similar project at 70 Willow Road and that security had not been needed. He said however if security issues arose with the subject project that he would provide security.

Chair Bims closed the public hearing.

Commission Action: M/S Keith/Pagee to approve as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 3 of the current State CEQA Guidelines.
2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
  - a. The general appearance of the structure is in keeping with the character of the neighborhood.
  - b. The development will not be detrimental to the harmonious and orderly growth of the City.
  - c. The development will not impair the desirability of investment or occupation in the neighborhood.
  - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
3. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort, and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
4. Approve the use permit request subject to the following conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Hayes Group Architects, dated received September 7, 2006, consisting of 19 plan sheets and approved by the Planning Commission on September 11, 2006 except as modified by the conditions contained herein.

- b. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility company's regulations that are directly applicable to the project.
  - c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
  - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
  - e. Prior to building permit issuance, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. These revised plans shall be submitted for the review and approval of the Engineering Division.
  - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan, including an up-to-date hydrology report, for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to issuance of a grading or building permit.
5. Approve the use permit subject to the following *project specific* conditions:
- a. Administrative and Professional Office uses (except medical office) are the only permitted uses within the building. All other uses would require a revision to the Use Permit for the parking reduction.
  - b. Prior to building permit issuance, the applicant shall submit a revised arborist report identifying a tree protection plan and identify if any of the trees subject to pruning would require removal of more than 25% of the tree's canopy. A separate Heritage Tree permit is required for such pruning. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. The applicant shall implement the tree protection plan and technique recommendations in the Arborist Report for all applicable heritage trees for review and approval by the Planning and Building Divisions.
  - c. Prior to building permit issuance, the applicant shall work with the City Arborist to determine the appropriate species and size for any proposed street replacements along Willow Road. The determination shall be incorporated into the project landscape plan.

- d. Prior to building permit issuance, the applicant shall submit a detailed landscape and irrigation plan prepared by a licensed landscape architect subject to review and approval of the City Arborist and the Planning Division. The landscaping plan shall comply with the Water Efficient Landscape Ordinance (Chapter 12.44) and shall provide details of the proposed sculptures and water features. The landscaping shall be installed prior to final building inspection.
- e. Prior to building permit issuance, the applicant shall pay the Middlefield Traffic Impact Fee of \$483.93 per average daily trip of the net increase in gross floor area. At 6,057 square feet, the fee would be \$32,423.31.

Motion carried 7-0.

7. **Zoning Ordinance Amendment Review/City of Menlo Park**: One-year review of Zoning Ordinance Amendments Relative to Single-Family Residential Developments.

Item was continued to the meeting of September 18, 2006 prior to tonight's meeting.

## **E. REGULAR BUSINESS #2**

1. **Consideration of minutes from the July 31, 2006, Planning Commission meeting.**

Commission Action: Consensus was to approve as submitted, with Commissioner Deziel abstaining.

## **F. COMMISSION BUSINESS, REPORTS, AND ANNOUNCEMENTS**

- **Review of upcoming planning items on the City Council agenda.**

Chair Bims noted that there was an appeal of 1981 Menalto Avenue to the City Council. He said that there seemed to be some confusion about the Commission's findings for the item and he suggested agendizing whether to make a Commission report to the City Council regarding the item. Commissioner Deziel said that the action minutes did not reflect the Commission's action accurately. He requested a transcript of the item for the next meeting. Planner Chow indicated that excerpt minutes would be made available at the next meeting.

Commission Action: M/S Deziel/Riggs to agendize an item to discuss whether to prepare a Commission report for the City Council's hearing of an appeal for 1981 Menalto Avenue and for a transcript of the item to be provided.

Motion carried 7-0.

## **ADJOURNMENT**

The meeting adjourned at 11:50 p.m.

Staff Liaison: Justin Murphy, Development Services Manager

Prepared by: Brenda Bennett, Recording Secretary

Approved by Planning Commission on 12/11/06.

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## TRANSPORTATION DIVISION

701 Laurel Street / Menlo Park, CA 94025-3483 / (650) 330-6770 / Fax (650) 327-5497

### MEMORANDUM

DATE: December 4, 2008  
 TO: Transportation Commission, Meeting of December 8, 2008  
 FROM: Transportation Division

**SUBJECT: Consideration and Recommendation to City Council of the Approval of the Draft Safe Routes to School Plan for Encinal Elementary School**

#### RECOMMENDATION

Staff recommends that the Transportation Commission recommend to the City Council the approval of the draft Safe Routes to School Plan for Encinal Elementary School (Encinal School) per Attachment A.

#### BACKGROUND

During the Fiscal Year 2007-08 project priority-setting process, the City Council approved a project to develop a Safe Routes to School plan for Encinal School.

Encinal School currently is a Grades K, 3–5 elementary school located in the Town of Atherton, near the intersection of Middlefield Road and Encinal Avenue. Encinal School is part of the Menlo Park City School District and serves students from Atherton, San Mateo County, and Menlo Park. Encinal School is planning to reconfigure the campus from K, 3-5 to a K-5 grade school and increase enrollment capacity to approximately 700 students by 2010.

The Encinal School area has been identified as a location needing improvements to facilitate safe pedestrian and bicycle movements. At the City's Joint Transportation and Bicycle Commission meeting on November 16, 2005, the City received specific concerns from parents of students enrolled at Encinal School about the lack of safe routes to Encinal School, particularly on parts of Laurel Street and Middlefield Road. The City also received specific complaints that bicycle lanes were being blocked by parked cars on Laurel Street and that drivers were speeding on Encinal Avenue. Currently, a majority of the crosswalks of the streets surrounding the school are not easily accessible for pedestrians and not very apparent to drivers. Some sections of these streets have no or limited sidewalks and bikeways.

#### Public Outreach

On January 15, 2008, the City of Menlo Park entered into an agreement with DKS Associates to assist staff in developing a Safe Routes to School plan for Encinal School. A steering committee was formed to provide guidance to the consultant and ensure that the project goals and objectives

were being met during the process of developing a plan. The steering committee was comprised of the following members:

Ahmad Sheikholeslami (Menlo Park City School District)  
Alison Liner (Encinal School)  
Duncan Jones (Town of Atherton)  
Diana Shu (San Mateo County)  
Laure Laprais (Bicycle Commission)  
Marcy Abramowitz (Felton Gables Neighborhood)  
Ron Prickett (Menlo Park Police Department)  
Robert Cronin (Transportation Commission)  
Harold Schapelhouman (Menlo Park Fire Protection District)  
Chip Taylor (City of Menlo Park)  
Rene Baile (City of Menlo Park)

In line with the California and Federal Safe Routes to School Programs, the goals and objectives for the Safe Routes to Encinal School project are: 1) to identify safe routes to Encinal School for both bicyclists and pedestrians and the improvements that would facilitate safe pedestrian and bicycle movements, and 2) to encourage increased walking and bicycling among the Encinal School students.

The following neighborhood meetings were held for this project. There were morning and afternoon sessions for each neighborhood meeting to capture the parents of the Encinal School children as well as residents of the surrounding neighborhoods who might not have children that attend Encinal school and could only attend night meetings.

- April 10, 2008 (9:00 a.m. – 10:30 a.m.; 7:00 p.m. – 8:30 p.m.)
- June 11, 2008 (10:00 a.m. – 11:00 a.m.); June 12, 2008 (7:00 p.m. – 8:30 p.m.)
- November 19, 2008 (8:30 a.m. – 10:00 a.m.; 7:00 a.m. – 8:30 a.m.)

The surrounding neighborhoods were notified by mail of the first meetings and were also requested to e-mail the City if they wanted to be notified of the subsequent neighborhood meetings. At these neighborhood meetings, the neighborhoods were provided the opportunity to learn about the project and its goals and objectives, provide their comments, issues, concerns, and suggestions, evaluate the potential improvement alternatives, and ultimately review the draft Safe Routes to School plan for Encinal School.

A parent survey about the “Travel Characteristics for Encinal School” was also made available on hard copy and electronic format via Survey Monkey to parents of the Encinal School students. There were 80 surveys received between April and June 30, 2008. The questions asked in the survey and results of the survey are shown on Attachment A.

In addition to the above, the public outreach process included three steering committee meetings and an on-campus tour at Encinal School held during the early stages of the project.

#### Draft Safe Routes to Encinal School Plan

While considering the comments, issues, concerns, and suggestions received from the steering committee, parents of the Encinal School students, and residents from the surrounding neighborhoods during the public outreach process, the Safe Routes to Encinal School Plan was developed around the five E’s for Safe Routes to School Plans: 1) Evaluation, 2) Education, 3) Encouragement, 4) Engineering, and 5) Enforcement, described as follows:

- Evaluation – Assessing the project needs through public outreach.
- Education – Teaching children and adults about the broad range of transportation choices, instructing them to important lifelong bicycling and walking safety skills, launching driver safety campaigns in the vicinity of the schools, and involving parents in safety programs.
- Encouragement – Using events and activities to promote walking and bicycling.
- Engineering – Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails, and bikeways.
- Enforcement – Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools.

For the engineering recommendations, the plan, in general, comprised of the following types of improvements.

- 1) Intersection improvements – improvements proposed to enhance pedestrian safety and accessibility at intersections such as installation of Portland concrete curbs.
- 2) Bicycle facility improvements – improvements consisting of installing bicycle lane markings and “Sharrow” pavement parking and widening of bicycle lanes.
- 3) Pedestrian facility improvements – improvements proposed to improve pedestrian safety and emphasize the recommended path for crossings at intersections such as the installation of high visibility crosswalks.
- 4) Roadway facility improvements – improvements consisting of landscaping abatement, speed tables, school zone signage and curb inlet modifications.

For the purpose of future grant applications, the plan included conceptual scenarios for the locations defined by the area bounded by Middlefield Road to the east, Laurel Street to the west, Linden Avenue to the south and Watkins Avenue to the north. The plan made engineering recommendations to create safe routes to school for the surrounding neighborhoods in the school attendance area (Felton Gables, Lindenwood, Lorelei Manor, Suburban, Flood Triangle, Seminary Oaks, Linfield Oaks, and Willows).

The plan is also designed to complement other planned transportation improvements at Encinal School, in the City of Menlo Park, at Menlo-Atherton High School, at the Caltrain railroad crossings, and along El Camino Real.

Attached, therefore, for your consideration and comment is the draft Safe Routes to School Plan for Encinal School per Attachment A.

#### Next Steps

- Approval of Draft Plan by the Atherton City Council – Due to improvements being proposed on roadways in Atherton, the plan needs the approval of the Atherton City Council.
- Approval of Draft Pan by the Menlo Park City Council
- Submission of joint Atherton/Menlo Park Safe Routes to School Grant Application to Caltrans.

Attachments

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FIGURE 1 PROPOSED COMMUTE ROUTES TO ENCINAL SCHOOL



- |                     |                |                                       |                      |
|---------------------|----------------|---------------------------------------|----------------------|
| Existing Facilities |                | Recommended Walk/Bike Route to School |                      |
|                     | Traffic Signal |                                       | Both sides of street |
|                     | Crosswalk      |                                       | One side of street   |
|                     | Bike Facility  |                                       | Alternate Path       |

TABLE 1 SITE AND NEIGHBORHOOD ISSUES AND RECOMMENDATIONS

Key Issues	Recommendations
<ul style="list-style-type: none"> <li>▪ Lack of sidewalks within the immediate neighborhoods</li> <li>▪ Lack of connections to the school from other neighborhoods</li> </ul>	<p>Increase the pedestrian network. This includes facilitating pedestrian connections where none exist. In the Encinal School area, it involves regular maintenance of overgrown landscaping and regular maintenance of roadway shoulders. For example along Encinal Avenue and Laurel Street.</p>
<ul style="list-style-type: none"> <li>▪ Crossing the street at Laurel Avenue/Encinal Street is not safe</li> </ul>	<p>Work with the school district to make sure crossing guards are present during school arrival and dismissal periods.</p>
<ul style="list-style-type: none"> <li>▪ High vehicle speeds on Encinal Avenue</li> <li>▪ Lack of enforcement</li> <li>▪ Vehicles park on bike lane or block pedestrian paths</li> </ul>	<p>Work cooperatively with City of Menlo Park and Town of Atherton Police Department to monitor, enforce and report incidents of speeding, parking violations and other safety concerns within the school zone</p>

In an effort to increase awareness and safety related to biking and walking, the following measures are recommended:

- Classroom Activities
- Bike/Walk to School Day
- Walking School Bus and/or The Walk & Bike Across America Program
- Police Officer School Visit and Police Enforcement
- School Safety Zones
- Maintenance

# Valparaiso

Safe Routes to School Plan

Draft Final SR2S Plan



Prepared for:



September 27, 2012

Prepared by:



Kimley-Horn  
and Associates, Inc.  
**PAGE 63**

# **Valparaiso Safe Routes to School Plan**

## **Draft Final SR2S Plan (Version 4)**

**27 September 2012**

**Prepared for:  
City of Menlo Park, CA**

**Prepared by:  
Kimley-Horn and Associates, Inc.**

project along Santa Cruz Avenue. Ultimately, the result of the Santa Cruz Sidewalk Study will determine the sidewalk repairs and installation along Santa Cruz Avenue but any plan that provides a contiguous walking area will help to promote Safe Routes.

21. **Install “Share the Road” signs:** The “Share the Road” sign is recommended along Santa Cruz Avenue to increase awareness of motorists that Santa Cruz Avenue also carries cycling traffic and that extra caution should be heeded during on-street parking maneuvers and other turning movements onto or exiting Santa Cruz Avenue.

**Laurel Street:**

22. **Install “No Stopping Any Time” signs:** It was observed routinely during field observations as well as through comments by residents that vehicles often park temporarily in the bike lanes on Laurel Street during pick-up and drop-off periods. Although this area is currently signed for No Parking, parents are using the area as an alternate drop-off zone. Vehicles idling in this area results in blocking the bike lane and cyclists having to leave the bike lane and enter the travel lane. These signs will help to reinforce no vehicles should be idling in the bike lane.

A tabular summary of the proposed SR2S elements listed above is included as **Table 5**, including the following details:

- Legal applicability of each element or standard engineering practice
- An illustration of each element
- Approximate dimensions of each element
- Typical purpose
- Typical approximate cost

To best understand the cost feasibility of installing each of the SR2S elements discussed above and to assure a competitive grant submittal for project funding, preliminary cost estimates were developed for the proposed SR2S elements. **Table 6** lists the preliminary cost estimate for the proposed elements. At this time, the potential traffic signal at the intersection of Valparaiso Avenue and Elena Avenue does not meet the requirements for installation and therefore that traffic signal is shown as an optional cost.

Based on the conceptual layout of the improvements included on the **Valparaiso SR2S Map**, 35% conceptual design plans will be created to illustrate each of the physical improvements recommended in the Plan subsequent to Menlo Park City Council Approval of the SR2S Plan.

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Laurel Street Parking Modifications  
 Meeting at Nativity School, Sobrato Building  
 Thursday, October 3, 2013  
 6pm – 8pm

Commissioners and Council Members in Attendance:

- Phil Mazzara, Transportation
- Mike Meyer, Transportation
- Drew Combs, Bicycle
- Adina Levin, Transportation
- Bianca Walser, Transportation
- Kirsten Keith, Council

JQ gave presentation, 6:05 pm – 6:30 pm

Questions:

- Clarify Safe Routes to School purpose and plans that have been done?
- How much staff time has been spent at Nativity in the afternoon?
- Has Fire District been involved?
- Has evaluation of how this will push traffic to other places been done? Ex. Pine Street?
- Has Safe Routes Plan for Nativity been developed?
- Clarify staff recommendation from 2012 vs. now (PM restriction vs. all-day, 24/7 restriction)?
- Confirm no changes southbound on Laurel?
- What safety considerations have been reviewed/evaluated if parking is pushed out farther?
- Studies on/data for amount of parking and number of bicyclists and their characteristics on Laurel (especially in the afternoon)?
- Encinal “Safe Routes” are needed primarily northbound AM and southbound PM. Why considering a northbound restriction in the PM outside of primary Encinal commute routes?
- Was complaint that sparked this in 2012 a resident of Atherton or Menlo Park?
- Valparaiso SR25 – clarify if it included Nativity?
- Clarify staff recommendation?
- Was this triggered by a single resident complaint?
- How to deal with bus traffic/stop if parking is restricted? Still represents a hazard for bicyclists? (noted infrequently, but parking at Nativity may also be considered infrequent)
- Does Safe Routes also consider vehicles and parking?
- Consider implementing restriction on a trial basis?

Erin Glanville – Presentation from Nativity highlighting key issues and concerns

- Proposal represents increased risk to Nativity’s smallest children
- Forcing cars to park on Oak Grove and Pine Street
- Oak Grove is already an issue
- “Proposal benefits few adults at expense of children”
- More circulation impacts to surrounding neighborhoods/streets would occur

Laurel Street Parking Modifications  
Meeting at Nativity School, Sobrato Building  
Thursday, October 3, 2013  
6pm – 8pm

- Potential Alternative Solutions
  - Highlighted example of Jefferson Avenue from RWC
    - 20' spaced sharrows
  - Eye-level signs "CAUTION: Watch for bikes and pedestrians"
  - Build dedicated parking area on Laure – pull curbs in towards Nativity School

Responses:

- Sharrows are a great suggestion, but would require removal of bike lane – resulting impacts to AM use of bike lane for Encinal route
- Signs – ok, can consider

Continuing Questions/Comments:

- Study of cyclists only? Have parking impacts been reviewed/evaluated?
- What about with school expansion planned (pre-K program)?
- How long to submit comments?
- Seems like a ready-aim-shoot proposal.
- Green bike lanes on Alpine are great, very visible. Consider that for Laurel?
- Process... Other options or solutions? Midblock crosswalk? Has decision already been made?
- Community involvement is great at Nativity, one of the highlights of why parent chooses this school. Want to be able to park and escort students on site.
- This proposal, and all recent projects, seem too skewed towards benefiting bicycles at expense of others. (Gave traffic engineering history)
- Will this be agenda-ized at November Transportation Commission? (Yes – an opportunity to comment)
- If 24/7 parking restriction moves forward, can exception be made for special weekend events, etc.?
- Limitations on parking already exist in AM. Encinal PM school dismissal doesn't conflict with Nativity patterns. Why change for a problem that doesn't exist?
- Encinal pick-up 1:50 – 2pm, Nativity dismissal/Kindergarten pick up closer to 3pm. Can restrict parking for Encinal and allow Nativity pick-up.
- Bicyclist: notes rides from Atherton to Palo Alto to escort children to school. Noted need for education, patience. Children had an "incident" with traffic at Nativity, and now is required by parents to walk bike past Nativity School.
- Need to enforce Menlo-Atherton parking situation noted in paper.
- What would traffic impact be if Encinal students were driven instead of bicycling (25% of enrollment bicycles)...
- Inconsistency in the proposal/staff recommendation. Encinal patterns are counter-flow. Look at impacts after pre-K program starts to judge potential impacts.

Laurel Street Parking Modifications  
Meeting at Nativity School, Sobrato Building  
Thursday, October 3, 2013  
6pm – 8pm

- Can it be a class III bike route outside of 7-9 AM, with added signs and markings?
- Juggling kids is difficult, especially crossing the street. Farther need to walk, the more risk for kids, parents, cyclists, everyone.
- One parent of a hearing-impaired child – need to consider those children. Appreciates note about “cost of a life” is what’s important; thinks increased risk to Nativity children needing to cross at Oak Grove/Laurel is of extreme concern.
- Can split difference in street width to allow parking and bike lanes on both sides of street? (i.e., shift lane markings)
- Appreciate the outreach. Encourage to take time, study the issues at hand.
- Bike usage is minimal during PM 20 minute period. 0-2 riders were observed.
- Most important message: co-existence is possible. Education is paramount. (Noted Safe Moves program)
- Appreciate outreach and holding the meeting
- Wants City to conduct access study for Nativity School.
- Need further study before this goes to Commission.
- “Not if an incident occurs, but WHEN”
- Hearing inconsistencies: want suggestions/feedback, but think decision has been made.
- Can parents request/obtain a copy of the recommendation? (Staff report is best vehicle, will be available before the Commissions meet)
- Madeline’s (Nativity student) comments about safety of her baby brother

Meeting end.

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**Nagaya, Nicole H**

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**From:** Brigitte Gemme [REDACTED]  
**Sent:** Monday, September 23, 2013 10:49 PM  
**To:** Quirion, Jesse T  
**Subject:** Potential Laurel Street Parking Modifications

Dear Jesse T. Quirion,

I received today the notice from the City of Menlo Park regarding planned parking modifications on Laurel Street. I reside at 1160 Laurel Street, just South of the intersection of Oak Grove. Unfortunately, as the parent of a young child, I do not have the leisure of attending a 6 pm meeting. I appreciate the opportunity to share comments with you on this matter, and also would like to make a point of saluting Menlo Park's efforts to develop cycling lanes on many of the City's roads.

I am writing in great support of the proposed modifications. In fact, I would like to suggest as well that the parking prohibition be extended South to the intersection of Ravenswood, and North to the intersection of Encinal, on the East side of Laurel street.

Although my husband and I own and use a car on a regular basis to run errands, we recently chose to live in Menlo Park due to the proximity to the Stanford campus where he is employed and to other amenities we appreciate, so that we can generally get around on foot and by bicycle.

Every day, I ride with my daughter to and from her daycare in Palo Alto, using the connector bridge near Alma Street, Ravenswood Avenue, and Laurel Street.

I was shocked to discover that the parking prohibition on Laurel Street near our home is so short by the Nativity School, and, closer to Ravenswood, ends at 4 pm (if I recall correctly) on weekdays, and is not effective on weekends. This situation makes our commute home in the evening significantly more dangerous, as we are forced into the main travel lane. The danger from cars entering the roadway from local driveways is also enhanced by the presence of parked cars. I anticipate the situation to become scarier as Fall progresses and the sun sets increasingly early. While we are equipped with appropriate reflective equipment and lights, you no doubt know that some drivers are distracted or find themselves "looking but not seeing" (selective attention - as in the case of the Unseen Gorilla <http://www.youtube.com/watch?v=vJG698U2Mvo>). Forcing my child and me in the travel lane to accommodate the motorists jeopardizes our safety needlessly.

The improvements near Nativity School will definitely increase our chances of survival on the street, and we support them wholeheartedly. I hope the same mindset can be applied on blocks further South on Laurel Street, and elsewhere in Menlo Park.

Best regards,

Brigitte Gemme  
Menlo Park Resident

I look forward to more improvements

**Nagaya, Nicole H**

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**From:** [REDACTED]  
**Sent:** Tuesday, September 24, 2013 5:49 AM  
**To:** Quirion, Jesse T  
**Subject:** Dedicated bike lane question

@CityofMenloPark Got flyer about dedicated bike lane on Laurel. Can this be considered/extended on Laurel between Oak Grove & Ravenswood?

[http://twitter.com/ken\\_mah/status/382396725949775872](http://twitter.com/ken_mah/status/382396725949775872)

**Nagaya, Nicole H**

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**From:** Simon Karpen [REDACTED]  
**Sent:** Tuesday, September 24, 2013 9:35 AM  
**To:** Quirion, Jesse T  
**Subject:** Re: Proposed Laurel Street parking modifications

Just to add - feedback from my daughter, who bikes to Encinal daily along the Laurel street corridor:

The biggest safety hazard she sees is Nativity school parents skirting the no-parking rules, by parking in the bike lane and leaving one person in the car so it's not technically "parked". Most of these cars spend several minutes parked in the no-parking zone, and also create a significant door-zone hazard.

On Mon, Sep 23, 2013 at 9:11 PM, Simon Karpen [REDACTED] wrote:  
I am completely in favor of extending the no parking restriction on the bike lane to 24/7.

Given the large amount of high school related traffic, plus early/late commuters - is there any chance this can be extended all the way to Ravenswood? The parked cars in the bike lane between Ravenswood and Oak Grove (also Northbound) frequently make things more hazardous than necessary.

(I can't make the meeting because I'm on-call that week)

Thanks,  
--Simon  
(1010 Noel Drive #10, Menlo Park)

--  
--  
Simon Karpen  
[simon@karpens.org](mailto:simon@karpens.org)

<http://www.linkedin.com/in/skarpen>

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--  
Simon Karpen  
[REDACTED]  
<http://www.linkedin.com/in/skarpen>

**Nagaya, Nicole H**

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**From:** Matthew Self [REDACTED] on behalf of Matthew Self  
[REDACTED]  
**Sent:** Tuesday, September 24, 2013 10:36 AM  
**To:** Quirion, Jesse T  
**Subject:** Laurel Street parking

Hi Jesse,

I won't be able to attend the meeting on October 3, but I would like to voice my support for creating a great bike route through Menlo Park on Laurel St. We really need a great route parallel to and fairly close to El Camino and Laurel St. is the best route. I would be in favor of restricting parking if that is what is needed to make an effective bike lane. Thank you,

--Matthew Self

Resident of unincorporated San Mateo County

## Nagaya, Nicole H

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**To:** Brigitte Gemme; Quirion, Jesse T  
**Subject:** RE: Potential Laurel Street Parking Modifications

From: Brigitte Gemme [REDACTED]  
Sent: Wednesday, September 25, 2013 12:11 PM  
To: Quirion, Jesse T  
Subject: Re: Potential Laurel Street Parking Modifications

Hi Jesse,

Thanks for your message. I appreciate that the extended parking prohibition may be getting some attention.

On my commute back from daycare this morning I was thinking about this further. There are two additional points that come to mind:

- Parked cars in what is, at other hours, a bike lane increase the risk that riders will weave between parked cars (see this document for illustration, which is the 4th picture on the page:

<http://www.bikexpert.com/streetsmarts/usa/chapter2a.htm>). My non-scientific observation of this phenomena demonstrates that nearly all cyclists do it, except the most experienced and confident.

Inexperienced, young cyclists, women, and others who feel that they don't belong on the street are even more likely to do it. Sadly, it puts them at great risk not only from hits from behind but also from left- and right-hooks. The fact that there are cars parked in what people

(understandably) think is a bike lane increases the confusion: if there is a bike lane, should I not ride on it instead of the road? Hence they become invisible (or seen-too-late).

- You are probably aware (if only because of the ensuing lawsuit) of the serious accident that nearly cost his life to a young boy (12 yo?) on Park Boulevard in Palo Alto, where construction equipment was blocking the bike lane, forcing the boy into the car travel lane. I ride there every day and I think about the boy and his family often, and what would happen to my daughter if I - or the two of us together - were to suffer the same fate. Laurel Street is certainly less industrial and has less traffic. Maybe the driver was impaired - but it appears unlikely that he would have mowed the boy if he had been on the bike lane/shoulder.

Rear-enders are the rarest type of bike-car accident, but they are awful because the cyclist doesn't stand a chance and can't do much to prevent them.

Thanks for your time. Again, I regret missing the meeting, but I trust that the safety of all road users, and perhaps particularly that of the most vulnerable ones, will be considered at the meeting (over the individual benefits of storing private property on public land, i.e. parking).

Best regards,

Brigitte



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### Oct 3rd Neighborhood Meeting

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**From:** domainremoved <[Erin](#)>

**Date:** Tue, 1 Oct 2013 11:46:14 -0700

City Council Members,

The Nativity community and Laurel Street & Pine Street residents are are looking forward to seeing you on Thursday evening, October 3rd at 6:00pm for this very important neighborhood meeting concerning parking elimination on Laurel Street. This is an issue that is of tremendous concern to our parents and neighbors, and anxiety has only grown since last week's fatality on Middlefield. We feel this severely impacts the safety of our children in getting to school. It will also negatively impact our neighbors.

We have been anticipating this dialogue for over a year and look forward to being able to share our concerns. Thank you in advance for your participation and willingness to hear from us.

OCTOBER 3, 2013 AT 6:00 PM IN THE SOBRATO PAVILION, NATIVITY SCHOOL

Erin Glanville  
Menlo Park

*Received on* Tue Oct 01 2013 - 11:46:17 PDT

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## Nagaya, Nicole H

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**From:** Shannon Sullivan [REDACTED]  
**Sent:** Tuesday, October 01, 2013 6:15 PM  
**To:** \_CCIN  
**Cc:** Quirion, Jesse T; thomas gaffey  
**Subject:** Keep Laurel parking spots in front of Nativity School!

Re: Proposed parking restrictions on Laurel Street

Dear City Council Members and Mr. Quirion,

My family and I have been Menlo Park residents of since 2007. We have three young children, all of whom currently or will soon attend Nativity School at 1250 Laurel Street. As it stands now, one or more of my children will be attending Nativity School continuously from 2011 through 2026 – fifteen years! I am writing to you now because I understand that the City Council is considering a measure to ban me from parking near the school, where I may safely pick up my young children.

This is an outrage. I find it alarming that my City Council is so hyperbolic in its actions to address what are rightful concerns about traffic safety for school children. I do not think this issue has been adequately considered from the perspective of safety of Nativity school children – my children. Concern about school child safety should be paramount for ALL school children, not just those attending public schools such as Encinal. The parking areas around Nativity school are already highly restricted and saturated, and further restriction would increase parking and traffic congestion beyond its present status. In particular I am concerned about even further increases in the number of children needing to cross the street in one or two directions at the intersection of Oak Grove and Laurel, a busy intersection which is home to multiple SamTrans bus route turns and large back-ups of cars impatiently waiting to make turns in all directions.

Eliminating Laurel street parking in the afternoon essentially and effectively blocks parents from being able to park their cars to personally pick up children from Nativity School, which is required for preschoolers and kindergarteners, and frequently needed for first and second graders in particular (my back-of-the-envelope calculation for the number of students in pre-K through 2<sup>nd</sup> grade next year is about 120).

Through a variety of measures, the City has assured that Encinal and other public school parents have means of ingress and egress to and from their schools, including traffic safety patrol personnel, dedicated turn lanes, and the like. As a parent and a taxpayer, I fully support and indeed am helping to pay for these measures. But the City should not block the few available current transportation options available for Nativity school – it effectively discriminates against my right to freely send my children to the school of my choice.

I certainly hope – and I hesitate to even suggest this (although it was certainly the case in the Willows neighborhood “traffic calming” debacle) - that those complaining about parents picking up children at Nativity School assume that Nativity families are from other neighboring cities, and therefore do not deserve the same priority as children at Encinal, who are clearly “Menlo Park residents”. This kind of discrimination would be unconscionable, not to mention inaccurate. Nativity is one of the earliest still-surviving organizations in Menlo Park (the parish was founded within 5 years of Menlo Park’s incorporation as a city). It has served families in this community since its earliest days, and I have nothing but the fullest expectation that you, my City Council members, do not share such discriminatory views. However, even I have to admit that discrimination is insinuated since the “Safe Routes to School Study” neglected to include Nativity school children.

I feel that the proposal to ban me from safely picking up my children at Nativity school jeopardizes my children's safety out of concern for some, at the expense of others. Any "study" that did not include my children's safety in particular is hogwash. My children are Menlo Park residents and they deserve a safe route to school too.

Sincerely,

Shannon S. Sullivan

## Nagaya, Nicole H

---

**From:** Mairtini NiDhomhnaill [REDACTED]  
**Sent:** Wednesday, October 02, 2013 11:44 AM  
**To:** Quirion, Jesse T; \_CCIN  
**Cc:** Almanac News 2  
**Subject:** Menlo Park Resident and Nativity School Parent expressing concern about the plan to restrict our school adjacent parking on Laurel Street

Hello

I am extremely concerned about the apparent lack of regard being paid to the safety of the Nativity school children in the new proposal to restrict parking adjacent to our school in order to facilitate Encinal school which is approximately two miles from Nativity school.

I understand there were some safety studies conducted which did NOT include our school. This seems unconscionable especially if the council now intends to act on those studies which are clearly lacking in important data for the 300+ children who attend Nativity school. Nativity school and church have been a part of the Menlo Park community for many many years and many Menlo Park residents choose to send their children there while still paying property taxes that support the public school children. But frankly where the children come from who attend Nativity school is totally irrelevant to the question of whether the City Council has a duty to protect them as they go to and from school.

Please in future include our school in all safety analysis done on these topics. I oppose the plan as it is currently proposed and anticipate the council will hear our objections and take action accordingly allowing a voice to all those who need a safe route to school regardless of whether that school is a public or private one.

Regards

Mairtini Ni Dhomhnaill  
566 Encina Ave  
Menlo Park



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### Parking on Laurel

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**From:** domainremoved <[Patricia](#)>

**Date:** Wed, 2 Oct 2013 12:42:37 -0700

Dear Menlo Park City Council Members,

As a Menlo Park resident (Sharon Heights), I am very concerned about the proposed parking restriction on North-bound Laurel in the afternoon. My children attend Nativity school and I regularly park there in order to pick up my children. This parking restriction will translate into more street crossing in heavy congestion for me and my children.

Our family chose to send our children to Catholic school based on our faith. This choice to exercise our religious freedom shouldn't make us "second-class citizens" when accessing/using the community services/facilities of our home town, Menlo Park. I believe that my children's safety is important as all children's safety in Menlo Park. I agree with and abide by the morning parking restriction as that clearly impacts local children biking to school. The afternoon restriction's impact on children commuting/biking from local schools is less clear.

Please consider ALL children/families in the city of Menlo Park when voting on this parking restriction.

Thank you,

Patricia Barreto

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**Received on** Wed Oct 02 2013 - 12:42:41 PDT

**This message:** [ [Message body](#) ]

**Next message:** [domainremoved: "Laurel Street Parking"](#)

**Previous message:** [domainremoved: "Amicus Brief Support Request"](#)

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## Nagaya, Nicole H

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**From:** Terri Matsakis [REDACTED]  
**Sent:** Wednesday, October 02, 2013 12:52 PM  
**To:** Quirion, Jesse T  
**Cc:** Cline, Richard A; Mueller, Raymond; Carlton, M.Catherine; kkeithh@menlopark.org  
**Subject:** Laurel street bike lane proposal

Dear Mr. Quirion and Menlo Park City Council,

I want to share my concerns, both as a biker and as a Nativity parent, over the plan to remove the parking spots adjacent Nativity, but more so on biking in general in the Menlo Park.

I know that Nativity parents have said over and over that they need the parking spots next to the school, and I totally agree. As a parent of a child who has nearly been run over because he refuses to listen to me and hold my hand in parking lots and streets, I am aware of how difficult it can be to get one, let alone multiple children, across a street safely during times of heavy traffic. Some of our families have as many as five young children and only two hands! The difference between having to cross a street every day and not at all could be the difference that saves a child's life. Regardless of whether you decide to permanently ban parking on half of Laurel or not, it would definitely help if the lanes on Laurel were reversed--i.e., instead of having a full parking lane and full biking lane on the southbound side, repaint the lines to move those lanes to the northbound side.

That said, the statement that "Laurel Street provides a key north-south bicycle connection and is a designated Safe Route to Encinal School" is both misguided and misleading. First, it's wishful thinking that any area going past a school or business where over a hundred people drive in and out within a period of 20 minutes, could be called "safe". Second, Laurel street is a redundant and secondary route to Encinal school--it's duplicates the bike lanes on Middlefield, and only a small percentage of parents and children use it compared to Middlefield. The only Encinal families who derive any possible benefit from biking past Nativity on Laurel are those living on the single block between Oak Grove and Ravenswood--a very small group of people gaining a very small benefit. Everyone else either doesn't pass Nativity or can use Middlefield to Ravenswood to get home. The only group of people for which Laurel St. is necessary as a safe school bike route are Nativity parents and kids, and we're happy to share. Why? Because anyone who doesn't want to bike past the cars simply walks their bike to the end of the cars--which is exactly what any biker who is uncomfortable with any situation should do--walk their bike on the sidewalk which Nativity does indeed have.

Unlike Laurel St, Middlefield is a major bike thoroughfare from Redwood City down through Palo Alto and a clear choice for bike commuters wanting to avoid the commercial areas on El Camino, and yet nothing is being done to clean up the chaos that reigns in the Middlefield bike lanes. Encinal parents park throughout the day on Middlefield both north and south of Encinal partially obstructing the southbound Middlefield bike lane. And when school gets out it's sheer chaos! Kids bike both directions down both sides of the street, often in parallel, weaving in and out past each other, and yet nobody does anything to enforce the traffic rules, not even the crossing guard.

The proposal to remove Laurel street parking is simply a proposal to move part of the chaos on Middlefield right next to Nativity. Who is going to police it? And if there's an accident will Menlo Park police come out? They didn't last year when two middle school bikers collided with each other on Santa Cruz. One of them couldn't get up, so a St. Raymond's parishioner called the Menlo Park police who were "too busy to come out." Being an Atherton resident, she then called her own police who thankfully weren't quite so busy.

If you really want to help us bikers, enforce the bike traffic rules!

Cars are not a problem for me--cars are generally predictable, and around here, very considerate. I say that with 10 years of experience biking in Boston--I love the drivers here--almost all of them make an effort to give me space when passing, and not one has yelled or honked at me. In fact, I get quite a few compliments and questions regarding my bike. But many bikers here are rude and dangerous. Every time I try to remind a biker that they're going the wrong way down the bike lane, they get angry with me. Most of them cuss at me, but the last person I chided for going the wrong way down Valparaiso said, and this is an exact quote, "Shut the f--k up or I'll shoot you!" This is the attitude of many bikers--that they can do anything they want without consequence, and no one should tell them otherwise. Why doesn't anyone enforce direction rules? And why doesn't anyone enforce stop-sign and red-light rules? I don't mind the occasional slow rolling stop, but the bikers who go through red lights full-speed ahead are a danger to me because I \*do\* stop. I have never been rear-ended by a car while biking, but I \*have\* been rear-ended by another

bike because I stopped for a red light. Not only did he not apologize, he got upset at me as if the accident were my fault, and proceeded to bike past me through the red light!

Sure, biking next to cars has inherent dangers, but the most dangerous situations for me are created by other bikers. Can you imagine what driving would be like if drivers randomly pulled out of the oncoming traffic lanes into yours? I've lost count of the number of times a biker has jumped off a sidewalk into my bike lane coming straight at me, and I had to make a split second decision to move into traffic to avoid them. Sure, biking would be safer if there were never ever cars on the road, but roads are for cars too, and we do have to "share the road." But how do you share the road with irresponsible bikers when there is no accountability or way to report their actions?

Safe biking starts with safe kids, and yet so many of them do the wrong thing biking to and from school. I won't even comment on the misuse of helmets, but how many of them have been taught how to properly ride on the roads? How about enforcing single file, in-the-direction-of-traffic biking on Middlefield, Valparaiso and Santa Cruz? How about putting in more blinking-crosswalks so that kids can cross over when they reach their street and aren't tempted to ride the wrong way to avoid a left turn? How about explaining that they'll simply have to bike all the way to the next crosswalk and double back on themselves if they can't safely make a left turn? How about reminding kids that when they get to a crosswalk, they need to walk their bike \*in\* the crosswalk, and not walk or bike in a haphazard arc across an intersection? How about reminding them that consistency--either bike on the sidewalk or off, but stick with it--is safer because drivers will know where they are? Many of the middle schoolers biking on Santa Cruz in the morning weave on and off the sidewalk. Checking for bikers before opening a car door only works if you can see them, but you can't see a biker that has jumped off the sidewalk right behind your car! How about reminding bikers of all ages that when a situation is beyond their skill, they should simply stop and walk the bike? There's no shame in this--even the most experienced biker has limits. If a parent or child is uncomfortable biking past Nativity, then they should simply walk their bike the 400 ft it takes to get to the other side. It's not that far, and we don't bite!

And if you're serious about making Laurel a no-parking zone all day long, why not do the same on Middlefield where the Encinal parents park their cars blocking Middlefield's bike lanes? If this really is about bike safety, and not just about helping a handful of Encinal parents harrass a small private school, then let's apply the rules uniformly.

We all know that there's a balance between driving and biking, a balance between high usage times and low ones. There's nothing wrong with having a bike lane for use during low traffic times, but consideration still needs to be given for the businesses who need parking during high use times--you've made that balance on El Camino in the mornings and I think it works. There are many workable solutions for people uncomfortable biking northbound on Laurel in the afternoon, as well, solutions which, as a biker, I put into practice myself whenever I'm concerned about safety--choose an alternate route, walk your bike, or ride fully in line with the cars forcing them to drive slowly in a school zone.

Sincerely,  
Terri Matsakis

"Driver" of a Yuba Mundo, a cargo bike that can carry three kids



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### Parking Removal Impact To Property Owners & Tenants

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**From:** domainremoved <>

**Date:** [Wed, 2 Oct 2013 17:10:53 +0000](#)

[Dear City Council Members,](#)

[I own seventeen apartment units on Noel Drive \(just off Laurel Street\) and recently received a notice regarding the October 3rd meeting to discuss elimination of parking on Laurel Street. I cannot attend the October 3rd meeting as I will be out of town. I am writing to state my strong objection to the elimination of parking on Laurel Street because of the profound negative ripple effect it will have on my tenants and their families.](#)

[The streets in this area are narrow, and parking is already very difficult in this high density housing area. Further restrictions make a difficult situation even worse. The current restrictions of no parking in the morning when children are riding to school make sense. Expanding that restriction to "no parking anytime" does not. It hurts tenants and property owners. It will also make traffic in the area even worse.](#)

[Bonnie Neylan](#)

[Menlo Park resident and impacted property owner](#)

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**Received on** Wed Oct 02 2013 - 10:10:56 PDT

- ***This message:*** [ [Message body](#) ]
- ***Next message:*** [domainremoved: "test email"](#)
- ***Previous message:*** [Quirion, Jesse T: "RE: Keep Laurel parking spots in front of Nativity School!"](#)
  
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### Proposed Laurel Street Parking Reduction

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**From:** domainremoved <[Holly](#)>

**Date:** Wed, 2 Oct 2013 19:54:05 -0700

Dear City Council Members, We are unable to attend the community meeting at Nativity School tomorrow night. ♦

♦ We are concerned about the proposed parking reduction on Laurel Street near Nativity School. Our daughter recently started Kindergarten at Nativity School in August. In the last few weeks we have become very familiar with the traffic patterns at the Laurel Street/Oak Grove intersection. This intersection is very busy in the morning and afternoon. If the parking is removed at the frontage of the school more children will be crossing this chaotic intersection and walking further to cars. We would like the City Council ♦ to direct city staff to include Nativity School in the Safe Routes to School Program and to study the parking situation on Laurel Street, Oak Grove Avenue and surrounding neighborhoods including the impact of the proposed parking removal. We also would like the City to review the possibility of installing cross-walks on Oak Grove Avenue near the main drop-off parking lot. We ask that no parking be removed until the studies are complete and an additional meeting is held to go over the findings with Nativity parents and students. We are disappointed with how little input that parents and students of Nativity School have been given in the past regarding this proposed change. Now is the time for the City to include Nativity School in the discussion for positive change for the community. Holly & John Boyd Menlo Park residents and parents

**Received on** Wed Oct 02 2013 - 19:54:09 PDT

*This message:* [ [Message body](#) ]

*Next message:* [domainremoved: "Nativity School City Council Meeting 10/3"](#)

*Previous message:* [domainremoved: "Cash Donation To You & Your Family"](#)

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### Nativity School City Council Meeting 10/3

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**From:** domainremoved <[Anna](#)>

**Date:** Wed, 2 Oct 2013 21:23:10 -0700

Dear City Council Members,

We are unable to attend the community meeting at Nativity School tomorrow evening, but wish to express our deep concern for the proposed parking elimination on Laurel Street. My family has been part of the Menlo Park community for the last 15 years. I was the Vice Principal of Nativity for the last 14 years and currently have two young children who are Nativity students in Grades 3 (age 8) and Kindergarten (age 5). We were married at Nativity, both our children were baptized there and we are registered parishoners. I am presently a department director at Sacred Heart Preparatory and my husband is an engineer at Space Systems Loral in Palo Alto. And while we commute every day from our home in Fremont, our family knows the southern peninsula and the commute and traffic patterns in this area very well. We always leave well before 7:00 and for a 17 mile drive, door to door - there is always a risk of not finding a parking space at school. Kindergarteners are required to be walked into the school building. You can imagine the undue burden such a parking closure would put on all of our Kindergarten families. (There are 30 kindergarteners this year.) Not to mention, once the PreK building is complete, Laurel Street will be the only place parents will be able to park to access the PreK. With an average of 30 children per class in grades K-8 and over 200 families (approximately 85% commuting from outside of Menlo Park) every parking space is precious and necessary to offset the daily drop off and pick up schedules.

The Laurel Street and Oak Grove intersection is extremely busy, with Nativity being centrally located to Encinal School, Laurel School, M-A High, Trinity Lutheran, Menlo School and the Sacred Heart Schools. It is shocking to know that Nativity was not consulted in the "Safe Routes to School Program," yet decisions are being made that will directly impact our students and their families. Last week a pedestrian was struck and killed in a hit and run, mere blocks from Nativity. Years ago when I first began working there, one of the Sisters of the Presentation of the Blessed Virgin Mary was living in residence at the Nativity convent, but retired from teaching due to being hit while crossing in the intersection on Laurel and Oak Grove. That was in 1999 and the amount of traffic congestion, commuters, and cars has more than doubled.

Nativity School and Church are not only landmarks and beautiful, historic places that grace the Menlo community. For many, like my family, Nativity is a second home. Now is the time to include Nativity in this important conversation. It is disappointing to think it would be otherwise. Council members, please consider the negative

impact such changes would impose on our youngest of families and the community at large. Nativity is a gem of a school in a wonderful community. Thank you for your time.

Dr. Anna McDonald, Ed.D  
Associate Director, Center for Student Success  
Sacred Heart Preparatory, Atherton  
(650)454-8325

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**Previous message:** [domainremoved: "Proposed Laurel Street Parking Reduction"](#)

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**Nagaya, Nicole H**

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**From:** ALJO FISCHER [REDACTED]  
**Sent:** Thursday, October 03, 2013 6:17 AM  
**To:** Cline, Richard A; Mueller, Raymond; Carlton, M.Catherine; Keith, Kirsten; Quirion, Jesse  
T  
**Subject:** LAUREL STREET PARKING

Good Morning everyone:

I am sending you this email since I will not be able to attend tonight's meeting at NATIVITY SCHOOL due to my child care not being over until 6:45pm.

Regardless, I felt this was critical enough to send you an email to express my deepest concern at your proposed Laurel Street parking. First and foremost I must state that as a parent I am appalled that NATIVITY SCHOOL was NEVER included in your "Safe Routes to School" analysis when this ill conceived proposal was presented. (Even though our school is within the study area) What a terrible over site.

It is abundantly clear that there has been NO STUDY on your part about the impact of such a proposal given the facts outlined in your undated letter addressed to "OCCUPANT" at 1252 Laurel Street!

If such a DISASTROUS proposal passes, what plans does the City have to provide NATIVITY'S CHILDREN AND THEIR PARENTS SAFE crossing to get to school? Where does the City expect the parents to park their cars when escorting the children to school since there are NO SAFE CROSS WALKS? This proposal of eliminating parking on Laurel Street significantly increases the danger to our children and parents!!

I sincerely hope, that this proposal is properly studied and that the **SAFETY of the children and parents remain paramount in the eyes of the City**. I would also like to request that NATIVITY be INCLUDED in the "Safe Routes to School" and that every conceivable consideration is carefully thought out and given, with SAFETY coming first.

Thank you

J. Fischer



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### meeting tonight Nativity School

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**From:** domainremoved <[Carol](#)>

**Date:** Thu, 3 Oct 2013 08:37:06 -0700

Dear Council Member,

As you know a meeting regarding the parking situation on Laurel will be \_at\_(domainremoved) Nativity School tonight. I appreciate your support and hope to see you there.

Respectfully,

Carol Trelut

Principal

Nativity School

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**Received on** Thu Oct 03 2013 - 08:37:11 PDT

*This message:* [ [Message body](#) ]

*Next message:* [domainremoved: "LEGISLATORS, LEADERS ENDORSE SEQUOIA HEALTHCARE DISTRICT MASTER PLANNING"](#)

*Previous message:* [Quirion, Jesse T: "RE: LAUREL STREET PARKING"](#)

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### Please do not remove parking spots on Laurel!

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**From:** domainremoved <[Amelia](#)>

**Date:** Thu, 3 Oct 2013 13:17:21 -0700

Dear Members of the Menlo Park City Council

I am writing to ask you to reconsider removing the parking spots adjacent to Nativity School on Laurel Street. While I understand this proposal was made in an honest attempt to respond to a citizen's complaint about the safety of bikers on this street, I am afraid that it will only exacerbate an already congested area and decrease the safety of children, whether they are in a car, biking or on foot. Forcing Nativity families, many of whom must drive, to park farther from school or drive around the block again and again looking for parking will not make the area safer for anyone. Furthermore, I am concerned that this hasty and ill considered proposal has unnecessarily increased tensions between local residents, Menlo Park Nativity families, and Nativity families (like ours) that commute. I believe that all of us want the area to be safe for every person, child or adult, who lives, works or goes to school in this neighborhood. Unfortunately, this proposal will not achieve that goal.

Sincerely,  
Amelia Stone  
Nativity Parent  
Palo Alto Resident

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**Received on** Thu Oct 03 2013 - 13:17:27 PDT

*This message:* [ [Message body](#) ]

*Next message:* [domainremoved: "Join Us for Samson Wong's 3rd Annual "Potstickers" Golden Potsticker Eating Contest!"](#)

*Previous message:* [domainremoved: "Re: Dangerous situation - no street lights - Halloween is coming up"](#)

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## Nagaya, Nicole H

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**From:** Adam Kerr [REDACTED]  
**Sent:** Friday, October 04, 2013 1:27 PM  
**To:** ptmazzara@outlook.com; Maurice Shiu; Bianca Walser; Nathan Hodges; Michael Meyer; Adina Levin; Penelope Huang; \_CCIN; Quirion, Jesse T; bill@costellakirsch.com; Maryann Levenson; Gregory Klingsporn; clwelton@comcast.net; Combs.drew@gmail.com; giant.berghout@gmail.com; Angulo, Rich F  
**Subject:** RE: Potential Laurel Street Parking Modifications

Attn: City Council  
Transportation Commission  
Bicycle Commission  
Jesse Quirion

Dear Sir/Madam:

Let me first thank Mr. Quirion for taking the time to meet, inform and listen to community members yesterday evening at the meeting at Nativity School about this issue. I also would like to thank the members of the city council and transportation and bicycle commissions who took time to attend.

I have been a Menlo Park resident since the mid '90s, have two children (Gr. 1 & 3) in Nativity School and enjoy recreational bicycling. I am highly supportive of enhancing bike safety and promoting opportunities for physical exercise in Menlo Park.

That said, I do have concerns about the proposed Laurel Street parking modifications, and they are as follows:

### 1) Micro and Reactive Planning Approach

Mr. Quirion admitted that City Staff's approach to resolving parking restriction issues along planned bike corridors is done on a block-by-block basis. While it certainly makes sense to consider parking restriction approaches based on local road geography and local traffic demand, I don't agree with a micro approach to amending parking restrictions. I strongly believe that all bike corridors, or at least a contiguous length of one bike corridor should be considered in its entirety before making any changes. Amending them on a piece-by-piece basis could easily result in overly aggressive restrictions being made in one block followed by more relaxed restrictions in another block depending on neighborhood response as well as the composition of city council and relevant commissions at the time the decisions are made.

In addition, a micro approach by definition pits the overall community desires against the desires of a small group of local residents for each change under consideration. Is this the way to pursue an overall goal for the city? I believe City Staff and government should be willing and have the leadership to tackle the challenge for making these changes on a much broader scale and not successively against one small segment after the next.

Furthermore, Mr. Quirion also admitted that the current micro investigation was initiated by a resident complaint. If adopting a micro approach to resolving parking restrictions, why use one neighbor's complaint to determine where to focus first? Does City Staff not have a list of which blocks along bike corridors are the least safe for shared bike and automotive use?

In order to increase the impact of the City Staff's effort, I strongly urge they abandon this micro investigation of the parking restrictions in this block, and instead consider parking restrictions more thoughtfully and globally, focusing first on the parking restrictions along the entire bike corridor that is seen as being the most bike unfriendly (which may or may not be Laurel).

### 2) Lack of a Comprehensive Study

Last night, I asked Mr. Quirion whether a trial parking restriction would be put into effect in order to investigate the impact on residents and traffic flow, and to expose any unforeseen effects. While Mr. Quirion agreed this was a good idea, it surprised me that it wasn't already in City Staff's plan in advance of making a final recommendation. It also points out a further problem of resolving



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**From:** Mueller, Raymond <"[Mueller](#)">

**Date:** Fri, 4 Oct 2013 15:30:34 -0700

To the Transportation Commission and Mr. Quirion:

I should note the School's support for an interior bike path to the sidewalk is qualified on the feasibility of the project, and the cost not being prohibitive.

Thus, my request for investigation.

With appreciation,

Ray Mueller

From: Mueller, Raymond

Sent: Friday, October 04, 2013 3:12 PM

To: Michael Meyer; \_CCIN

Cc: ptmazzara\_at\_(domainremoved)

Subject:

To the Transportation Commission and Mr. Quirion:

First, please do not reply all to this email, to avoid a Brown Act Violation.

In speaking with the Principal at Nativity today, she indicated that the school would support widening the sidewalk and putting a bike lane interior to the sidewalk away from parking and traffic. I am interested in this approach, and humbly request that the transportation commission and staff investigate the feasibility of this option with the school.

With appreciation,

Ray Mueller

**Received on** Fri Oct 04 2013 - 15:33:12 PDT

*This message:* [ [Message body](#) ]

*Next message:* [Carson, G Pat: "City Council Weekly Digest"](#)

*Previous message:* [Mueller, Raymond: "\(no subject\)"](#)

*Maybe in reply to:* [Carson, G Pat: "RE:"](#)

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parking restrictions on a micro scale --- by investigating blocks only one at a time, the final impact of corridor-long parking restriction modifications will be underestimated --- as a single block's parking population can easily overflow into neighboring blocks, which is something that might not be possible when the global parking restrictions are put into effect.

Furthermore, neighboring residents on the blocks where the overflow parking will end up will likely be unaware of this possibility until a trial modification is put in place, and hence a trial modification is important for getting these residents' relevant feedback.

I would strongly urge that City Staff not make any final recommendation without implementing a temporary trial modification to the parking restrictions in order to better assess it's effects, and to allow residents to better appreciate the impact of the modification. I also strongly urge that these temporary modifications be trialed on a much larger scale than a single block in order to reasonably assess the impact of the modifications. Finally, there should be adequate time allowed after the trial modifications to allow for resident feedback.

### 3) Excessive Proposed Modifications

The current draft recommendation from City Staff is to modify the parking restrictions to be no parking 24 hrs a day, 7 days a week. This is the most extreme modification that could be made, and doesn't take into consideration the local and important needs of Nativity School.

In particular, for safety concerns, parents must park and pick up KGers in person at the Kindergarten which is immediately adjacent to Laurel St. If a full 24-hr parking restriction is put into effect, then many more KG students will have to cross the busy Laurel and Oak Grove intersection with an attendant increase in risk. By adopting a more relaxed modification of the parking restrictions to continue to allow parking at least during Nativity pickup times, or for short 20-minute parking, a largely parking-free situation on Laurel would occur except for the Nativity pickup period.

It is important to note that at this time of day, school children commuters to Encinal or Valparaiso schools would be returning on the western side of Laurel and so it would largely be adult, more traffic-aware commuters using the eastern side of Laurel.

Another concern is that Nativity school has need for parking for school events during off-peak commute hours, say during the evening or on the weekend. At these times, commute traffic is much lower, and so it is much easier for bikers to share Laurel. As such, it seems unreasonably restrictive to consider a 24-hr 7-day modification when it is not adding to bike safety but just penalizing automotive access during these off-peak commute hours.

I would suggest that City Staff and city government consider an alternative parking restriction -- that is -- [ ON weekdays: no parking before 9am, 20-minute only parking 9am-6pm / ON evenings and weekends: no restrictions ] in order to better meet the needs and safety of everyone concerned.

Sincerely,

Adam Kerr & Kathy Coulbourn  
Residents, Menlo Park

## Nagaya, Nicole H

---

**From:** Kevin T. Ames [REDACTED]  
**Sent:** Friday, October 04, 2013 3:29 PM  
**To:** Quirion, Jesse T  
**Subject:** Nativity School Meeting 10/3/13

Dear Jesse –

I wanted to personally thank you for participating in last evenings meeting. Your openness to hear from our community, especially on “our” territory, was fantastic. Your continued efforts to show your availability to further listen to our concerns was also very appreciated.

The concern of safety for all users of this corridor is truly the priority. Shared use roadways will always be a challenge, as drivers and bicyclists alike must equally take the responsibility for exercising care as we “move” together.

I encourage you and your staff to visit the school during the afternoon student pickup to witness firsthand the need for these parking spaces. In addition, it would be beneficial for you to see the inherent dangers that do exist at the Oak Grove/Laurel Intersection. It is obvious that a public safety problem does exist, for pedestrian, bicyclist and automobile driver. A need to find a solution that works for **all** users of this corridor is recommended, not just one fraction.

The luxury of a 24/7 no parking zone is not practical for the schools purpose, but also in this high density housing neighborhood. You indicated that this is a concern that has been in your department for 8 + years, which you inherited when you joined Menlo Park as Traffic Manager this past May. Sadly, neither of us can be responsible for the “civil” behavior of all motorists, and it is inevitable that those driving cars as well as those riding bikes can each use a refresher course on road safety.

With a continued open dialogue, I believe that the Nativity Community shares the concern of the city of Menlo Park. Nativity School, along with all the Schools in the area, have equal challenges. The morning drop off and afternoon pickup at all schools shares many common traits. Many of these were discussed last evening, and not one community is immune from erratic children running out of control, parents rushing, drivers texting or talking on the phone with a more limited attention to operating their vehicles. These are societal ills, not specific to parents of school age children. The facts remain the same – school age children must remain safe, and ALL motorists must pay attention! Finding a workable solution is paramount to us working together and recognizing that we all must coexist, and learn to be civil in the process.

Again, thank you for taking the time last evening to share the city’s perspective on this problem. Please feel free to contact me if you have questions of me, or if you would like to arrange a time to meet at our school.

*Very kind regards,*



*Kevin T. Ames*

**Kevin T. Ames**

**REALTOR / DRE # 01079494**

*Intero Real Estate Services*

*1250 San Carlos Avenue, Suite 102*

*San Carlos CA 94070*

[www.linkedin.com/in/kevintames](http://www.linkedin.com/in/kevintames)

**Nagaya, Nicole H**

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**From:** Amy [REDACTED]  
**Sent:** Monday, October 07, 2013 12:51 PM  
**To:** \_CCIN; Quirion, Jesse T  
**Cc:** Erin Glanville; Rich' 'Nieva; Carol Trelut  
**Subject:** Nativity School Parking

Dear Mr. Quirion and City Council Members,

My name is Amy Nieva and I have been a resident of Menlo Park since 1974 in the Suburban Park neighborhood. I attended Nativity School as a child and rode my bike to and from school daily. I now have 2 children at Nativity in First and Fourth Grades. We have ridden our bikes to school when given the opportunity. However, I am very concerned and frustrated as to why Nativity is being picked out as an issue when we have much larger issues with Laurel, MA and Encinal. I am attaching a picture of Ringwood from last Friday morning, just after our "Town Hall" meeting. On our route from Suburban Park, we tend to ride through Lindenwood which has no bicycle lanes and is dangerous with cars that may be running late. If I was to take the alternate route and what you would call the "Safe Route" it would be to take Ringwood.... as you can see the Eastbound bike lanes are completely full, and there is no room to go around them. As a matter of fact, there is no sign at all about "no parking". The Westbound lanes have a sign that says "no stopping" during set periods of time, and yet, many cars are stopped and running their kids into school. So I ask you, why are you picking on the 8 spots at Nativity, when you have much larger issues. At lease we adhere to the "No Parking 7-9am" signs.

I would like you to reconsider the option of completely removing the parking on Laurel. We as parents, and parishioners of the community need to be able to park and safely walk our children to school. I understand being given specific times of no parking, but I believe permanently removing the parking is very one sided and not a fair compromise.

Sincerely,  
Amy Nieva  
145 Bay Road  
Menlo Park

[REDACTED]



## Nagaya, Nicole H

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**From:** John Langbein [REDACTED]  
**Sent:** Sunday, October 13, 2013 5:43 PM  
**To:** Quirion, Jesse T  
**Cc:** Adina Levin; steve schmidt  
**Subject:** Bike Lanes on Laurel

Mr Quirion:

Unfortunately, I missed the public meeting in early October that discussed bike lanes and parking on Laurel Street in Menlo Park; I was traveling then.

For the past 30+ years I have been using Laurel Ave as part of my bike commute between USGS and home in Redwood City. I usually ride this section between late afternoon and early evening independent of the time of the year. In general, I find the bike lanes to be of marginal utility because the lanes also provide parking. Mixing parking and bikes is a bad idea. It makes the bike lane useless for bikes.

As I travel from USGS going northbound on Laurel, I pass the area adjacent to Burgess Pool.

There I have to contend with motorists using the bike lane as drop-off and pick-up zone for passengers; I'm forced to take the lane and need to be especially vigilant should one of those motorist suddenly pull out into the traffic lane without looking and yielding right of way.

North of Ravensworth, the bike lane becomes a parking lane after 6PM. Again, I need to take the lane as the bike lane is occupied by a few parked cars. Often, this is a night and I hope that any passing motorist can see my tail lights (plural!). Given that the lane is clearly labeled as a bike lane, I'm sure that the passing motorist believes that I should stay in the bike lane -- and given the small size of signs limiting parking, a motorist can not be expected to read the fine print while traveling at 25 mph.

North of Oak Grove, the same situation applies except in the short zone in front the school where parking is allow for most of the day.

Next, I turn onto Glenwood to cross El Camino. Again, the bike and parking lanes are shared.

Having a shared bike and parking lane makes for an ambiguous situation for both motorists and cyclists. The lane should be designated either a parking strip or a bike lane. They can not be shared.

I urge you to do a complete inventory of shared bike and parking lanes through out Menlo Park (I suspect that there are other examples). If you truly believe that cycling is a viable means of transportation and wish that others switch to cycling rather than relying on their cars, I urge you to remove the parking option on all of these "shared" facilities.

John Langbein  
152 Oakfield Ave  
Redwood City, CA



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### Less Restrictive Alternatives to Accommodate Both Parking and a Dedicated Bike Lane Along Laurel Street and Request for City Guidance on 10/10/12 Transportation Commission Meeting Item Number B2

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**From:** domainremoved <[Carol](#)>

**Date:** Tue, 5 Nov 2013 12:54:03 -0800

Menlo Park Mayor

Menlo Park City Council

Community Development Department

Public Works Department

701 Laurel Street

Menlo Park, CA 94025

\*Re: Less Restrictive Alternatives to Accommodate Both Parking and a Dedicated Bike Lane Along Laurel Street and Request for City Guidance on 10/10/12 Transportation Commission Meeting Item Number B2\*

Dear Mayor, Council Members, Transportation and Bike Commission Members,  
Public Works Director and Transportation Manager,

We are seeking your assistance to help us partner with the City to develop a safer and less restrictive alternative on Laurel Street that accommodates parking and a dedicated bike lane along the easterly portion of Laurel Street in front of Nativity School at Oak Grove.

In October 2012, due to a complaint from one City resident, the Menlo Park Transportation Commission considered the installation of "No Parking" restrictions along the easterly portion of Laurel Street in front of Nativity School (Item B2, 10/1/012 Meeting). Nativity School, along with numerous other community members, expressed tremendous concern about the hazardous pedestrian conditions that this unwarranted proposal would create, and the significantly increased traffic and parking impact it would have on the surrounding residents and streets.

Thankfully, the Transportation Commission did not approve the staff recommendation. Despite the concerns raised about the safety of ALL children and residents, City Staff has indicated that they will be proposing a nearly identical recommendation at the upcoming commission meetings. However, there is a less restrictive and superior alternative for the City to pursue that would provide for limited parking, a dedicated bike lane, and would also protect the children from having to cross a busy thoroughfare when being picked up from school. Not only would this alternative prevent another tragedy from occurring like the recent Middlefield Road incident, it also addresses the safety concerns within our school community and the surrounding neighborhoods as well. We also understand that if the City would pursue this alternative, it could seek grant funding to partially offset the cost, and utilize existing agreements with PG&E for the repositioning of the present utility lines. Please see the attached diagram for a brief description of the less restrictive alternative.

We proposed this less restrictive and safer alternative during our meeting last year with the interim Transportation Manager (Fernando Bravo) and most recently with the new Transportation Manager (Jesse Quirion). Mr. Bravo was receptive to the idea, and we hope Mr. Quirion is as well and that City staff will be willing to work with us to further develop this alternative that will have the safety of \*all\* parties at its core design.

Nativity School has been an active and contributing member of the Menlo Park community since 1956 and continues to provide quality education not only to the residents of Menlo Park, but throughout the greater Bay Area. Although we understand the installation of "No Parking" signs is a simple and easy approach to achieving a dedicated bike lane, we submit that this approach is shortsighted and flawed as it increases the City's liability when it comes to preventing a traffic tragedy especially when a less restrictive alternative and superior design can be implemented which will significantly improve safety for not only bicyclists, but also the student and neighborhood communities. Currently the City of Sebastopol is being sued due to the failure to provide appropriate safety measures which led to a pedestrian being struck by a car while was crossing in a cross-walk.

Safety should be the overall consideration factored into the City's decision, and even though Nativity School did not propose the removal of parking along Laurel Street, we are willing to partner with the City to develop a safer and less restrictive alternative.

Please let us know how we can move this alternative forward through the appropriate channels.

Monsignor Otellini

Nativity Parish & School

Carol Trelut

Principal, Nativity School

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**Received on** Tue Nov 05 2013 - 12:53:16 PST

**This message:** [ [Message body](#) ]

**Next message:** [Taylor, Charles W: "Re: Menlo Park turned down for grade separation funding"](#)

**Previous message:** [domainremoved: "Menlo Park turned down for grade separation funding"](#)

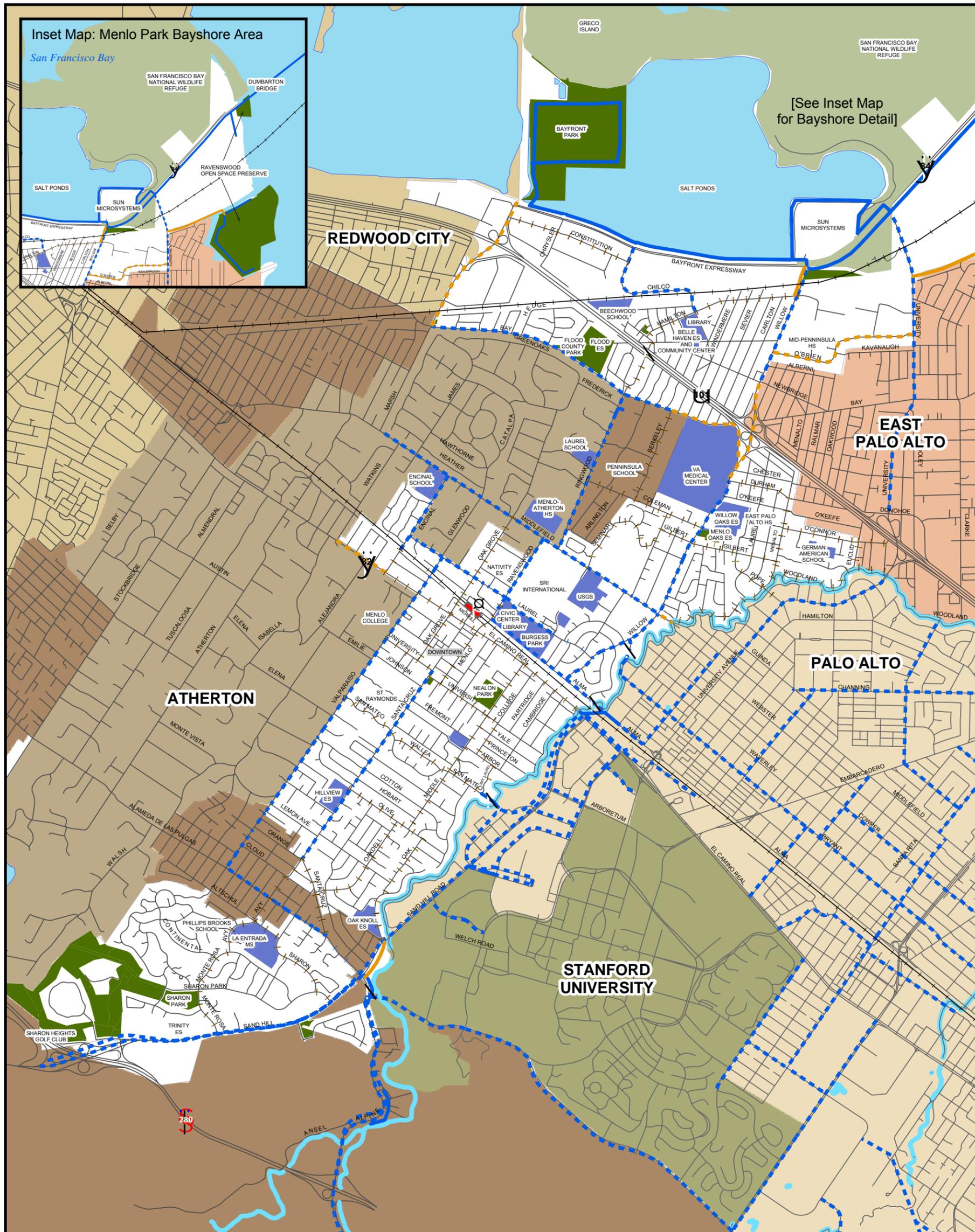
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**EXISTING BIKEWAYS**

- CLASS I BIKE PATH
- - - CLASS II BIKE LANE
- | | CLASS III BIKE ROUTE

**PROPOSED BIKEWAYS**

- CLASS I BIKE PATH
- - - CLASS II BIKE LANE
- | | CLASS III BIKE ROUTE

**LAND USE**

- OPEN SPACE AND PARKS
- SCHOOLS AND PUBLIC FACILITIES

**CITIES**

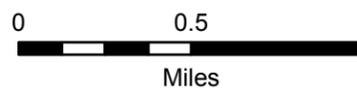
- MENLO PARK
- ATHERTON
- COUNTY
- EAST PALO ALTO
- PALO ALTO
- REDWOOD CITY
- STANFORD

— EXISTING BIKE/PED BRIDGE OR UNDERCROSSING

■ SAN FRANCISCO BAY NATIONAL WILDLIFE REFUGE

■ CALTRAIN STATION

⊗



MAP FOR REFERENCE PURPOSES ONLY.

The information on this map is derived from a variety of reputable digital databases. However, there may be map errors or omissions. Please contact Menlo Park directly to verify map information. Notification of any errors would be appreciated.



**SOURCES**  
City of Menlo Park  
San Mateo County  
U.S. Fish and Wildlife Service

**Figure 5-1**

**Existing and Recommended Bicycle Facilities**

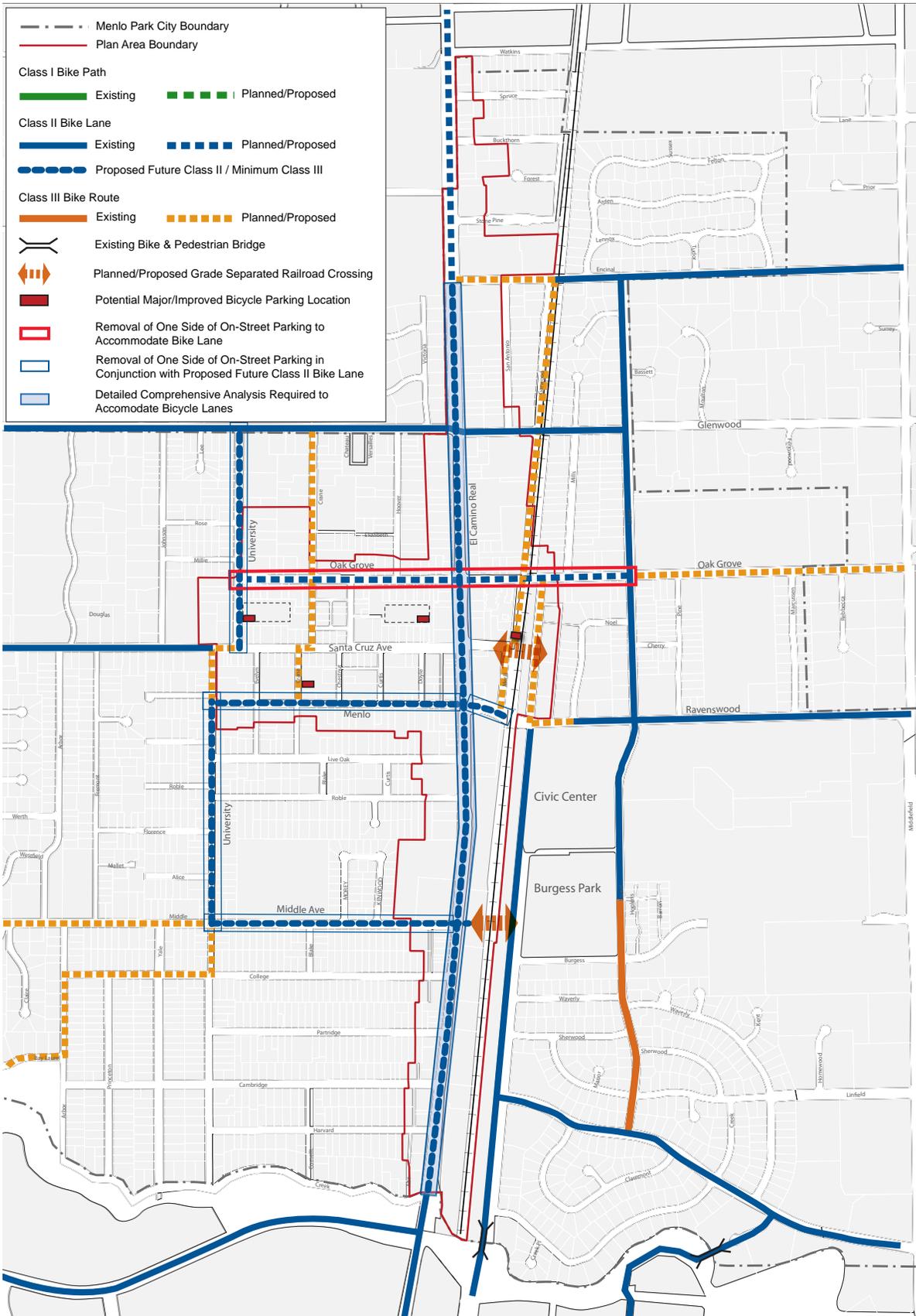
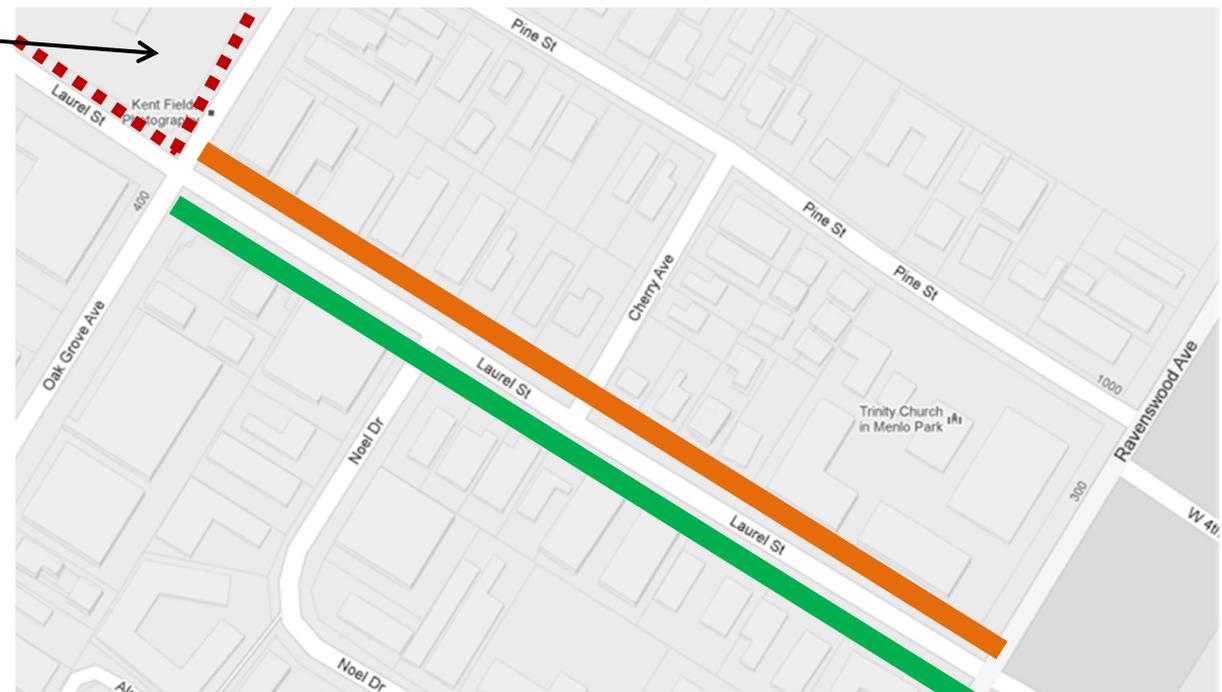


Figure F3. Bicycle Facilities

# Existing Parking Conditions: Ravenswood to Oak Grove

- Shared Bike Lane and Parking Lane
- Northbound: NO PARKING from 7am-6pm, except SUN & holidays
- Southbound: 4HR LIMIT from 7am-6pm, except SUN & holidays

Nativity School



■ = NO PARKING BIKE LANE, 7AM-6PM EXCEPT SUN & HOLIDAYS

■ = 4 HOUR PARKING LIMIT, 7AM-6PM EXCEPT SUN & HOLIDAYS

10/3/2013

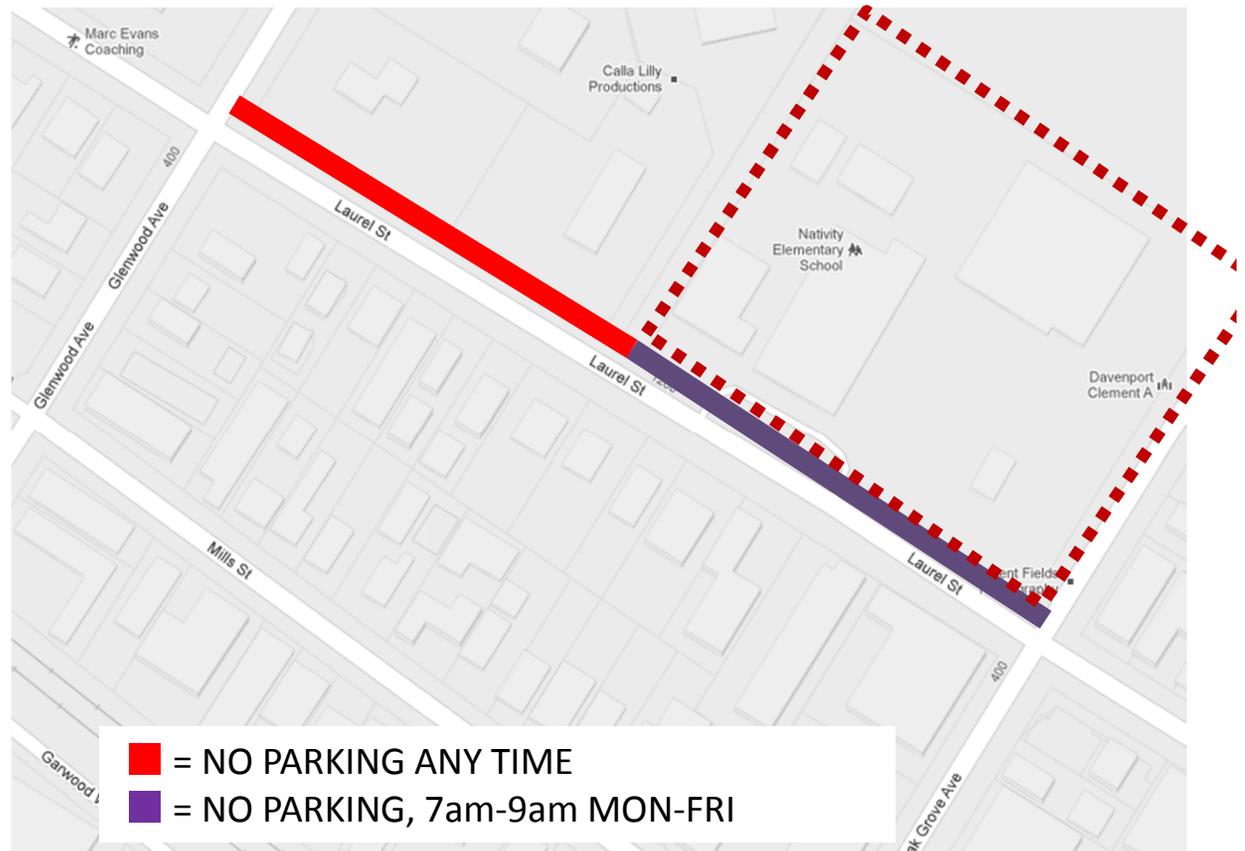
# Existing Parking Conditions: Oak Grove to Glenwood

- Shared Bike Lane and Parking Lane
- Northbound: NO PARKING from 7am-9am, MON-FRI
- Southbound: No Restrictions



10/3/2013

PAGE 110



**Table I-1: Summary of Potential Laurel Street Alternatives,  
Oak Grove Avenue to Town of Atherton Border**

Alternative	Preliminary Cost (2013 US\$)	Potential Impacts	Potential Benefits
<b>1.</b> No Stopping on Eastern Side of Laurel Street	\$700	Removal of approximately 13 on-street parking spaces	Elimination of bicycle-vehicle conflicts when on-street parking is occupied
<b>2a.</b> Parking pull-out along Laurel Street, Nativity School frontage between the staff lot driveways	\$207,000	Removal of 13 non-heritage trees Relocation of four utility poles	Maintain some on-street parking on Laurel Street, while removing bicycle lane conflicts
<b>2b.</b> Parking pull-out along Laurel Street, Nativity School frontage between Oak Grove Avenue and the southern staff lot driveway	\$130,000	Removal of 1 Heritage tree Relocation of one utility pole	Maintain some on-street parking on Laurel Street, while removing bicycle lane conflicts
<b>2c.</b> Combined Alternative 2a and 2b	\$329,000	Removal of 1 Heritage tree & 13 non-heritage trees Relocation of four utility poles	Maintain some on-street parking on Laurel Street, while removing bicycle lane conflicts
<b>3a.</b> Alternative 2a, without relocation of utility poles	\$210,000	Removal of 13 non-heritage trees Relocation of four utility poles	Maintain some on-street parking on Laurel Street, while removing bicycle lane conflicts
<b>3b.</b> Alternative 2b, without relocation of utility poles	\$131,000	Removal of 1 Heritage tree Relocation of one utility pole	Maintain some on-street parking on Laurel Street, while removing bicycle lane conflicts
<b>3c.</b> Combined Alternative 3a and 3b	\$333,000	Removal of 1 Heritage tree & 13 non-heritage trees Relocation of four utility poles	Maintain some on-street parking on Laurel Street, while removing bicycle lane conflicts

**Table I-1: Summary of Potential Laurel Street Alternatives,  
Oak Grove Avenue to Town of Atherton Border**

Alternative	Preliminary Cost (2013 US\$)	Potential Impacts	Potential Benefits
<p><b>4.</b> Replace existing sidewalk with shared-use bicycle and pedestrian path</p>	<p align="center">\$129,000</p>	<p align="center">Removal of 1 Heritage tree &amp; 13 non-heritage trees</p> <p align="center">Relocation of four utility poles</p> <p align="center">Requires bicycles to use off-street path, possible safety concerns with transitions to/from street</p>	<p align="center">Removes bicycle lane conflicts with parking</p>

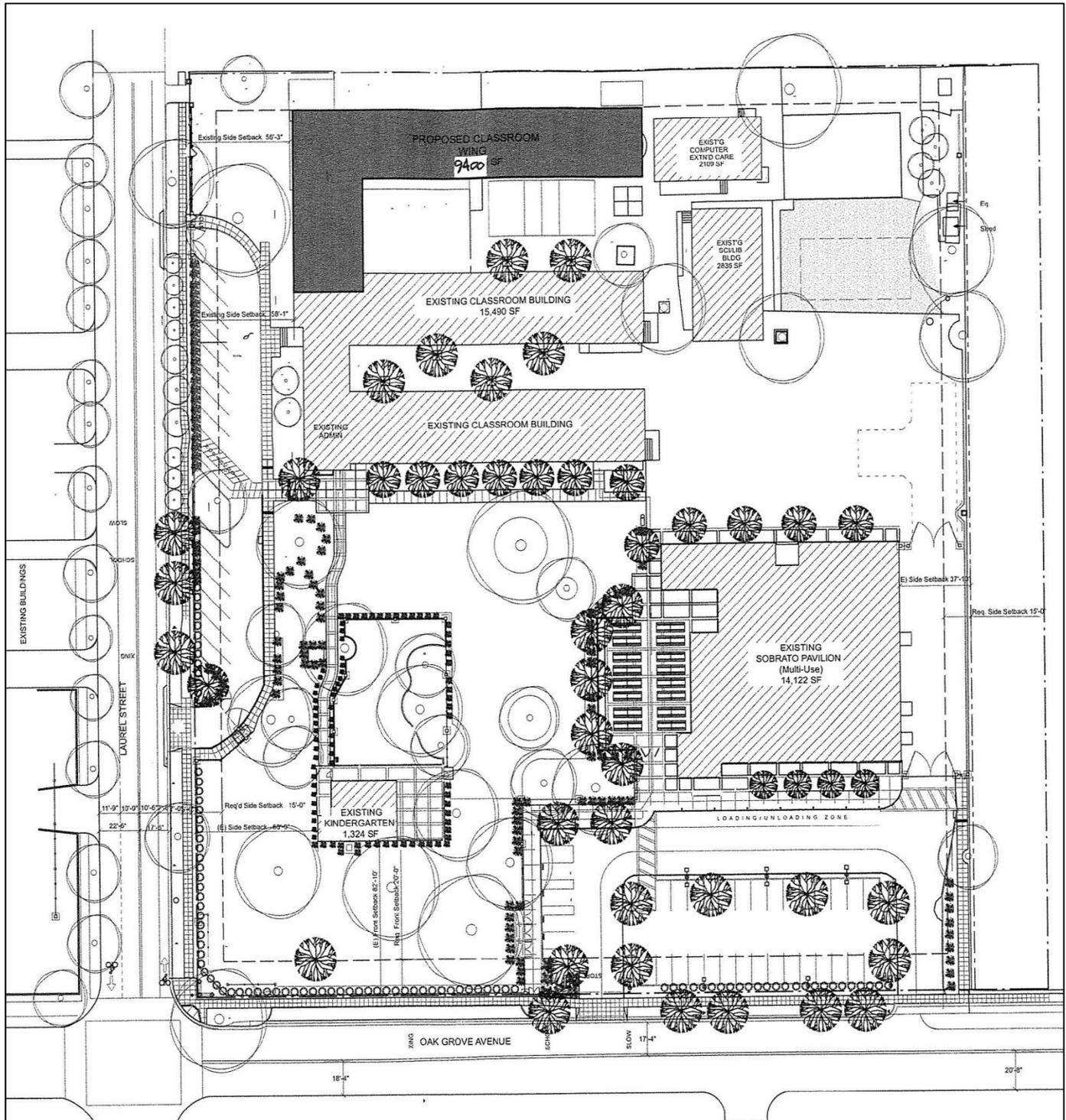
**Notes:**

Alternatives developed based on feedback received during and following the October 3, 2013 neighborhood meeting to review potential Laurel Street parking restrictions between Oak Grove Avenue and Glenwood Avenue. Costs are conceptual-level estimates and potential impacts and benefits are based on the City's preliminary field investigations. Costs include design, permitting, environmental clearance, and 30 percent contingencies.



# LAUREL STREET AT OAK GROVE AVENUE Parking Alternatives

## Existing Condition



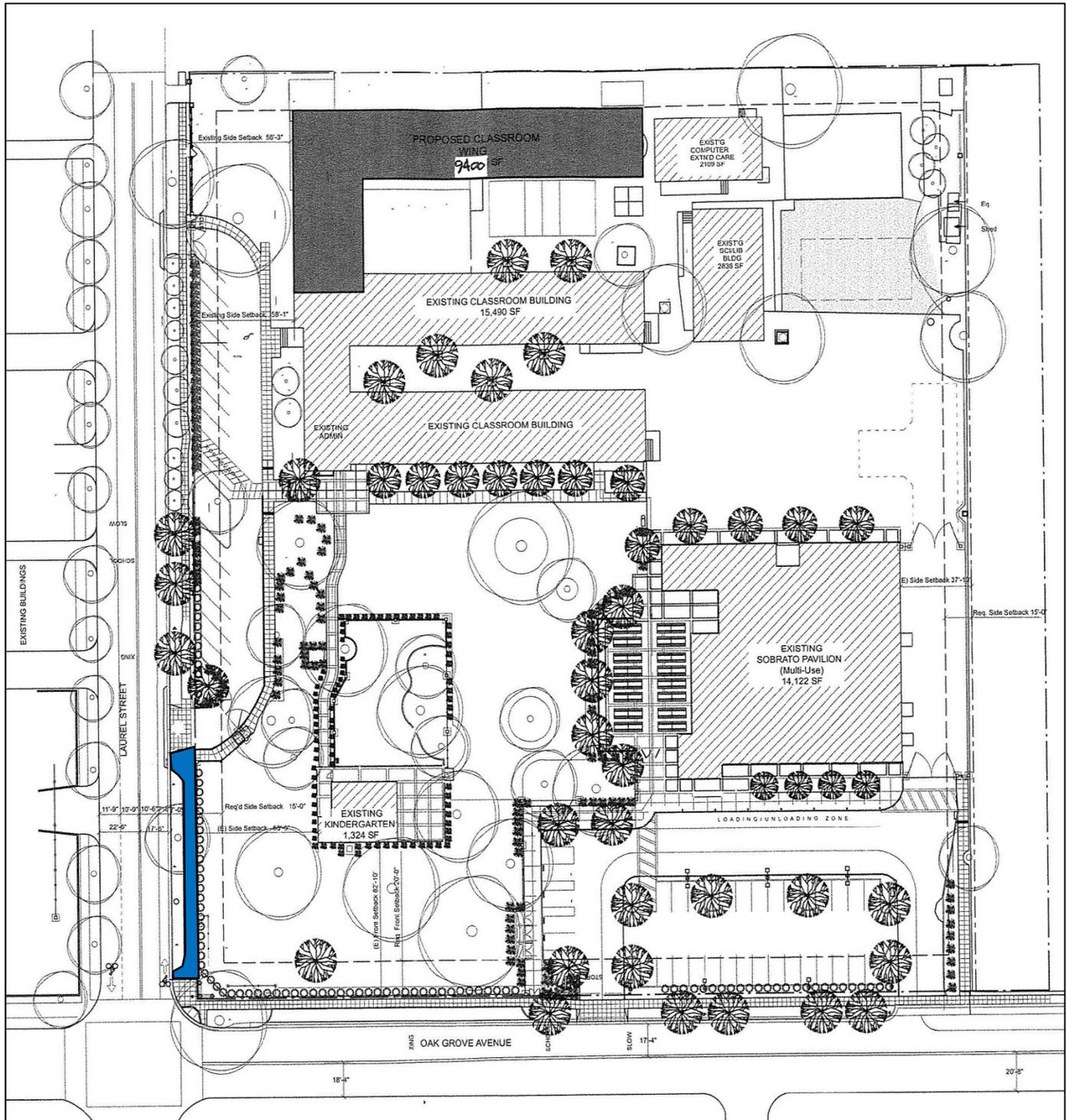






# LAUREL STREET AT OAK GROVE AVENUE Parking Alternatives

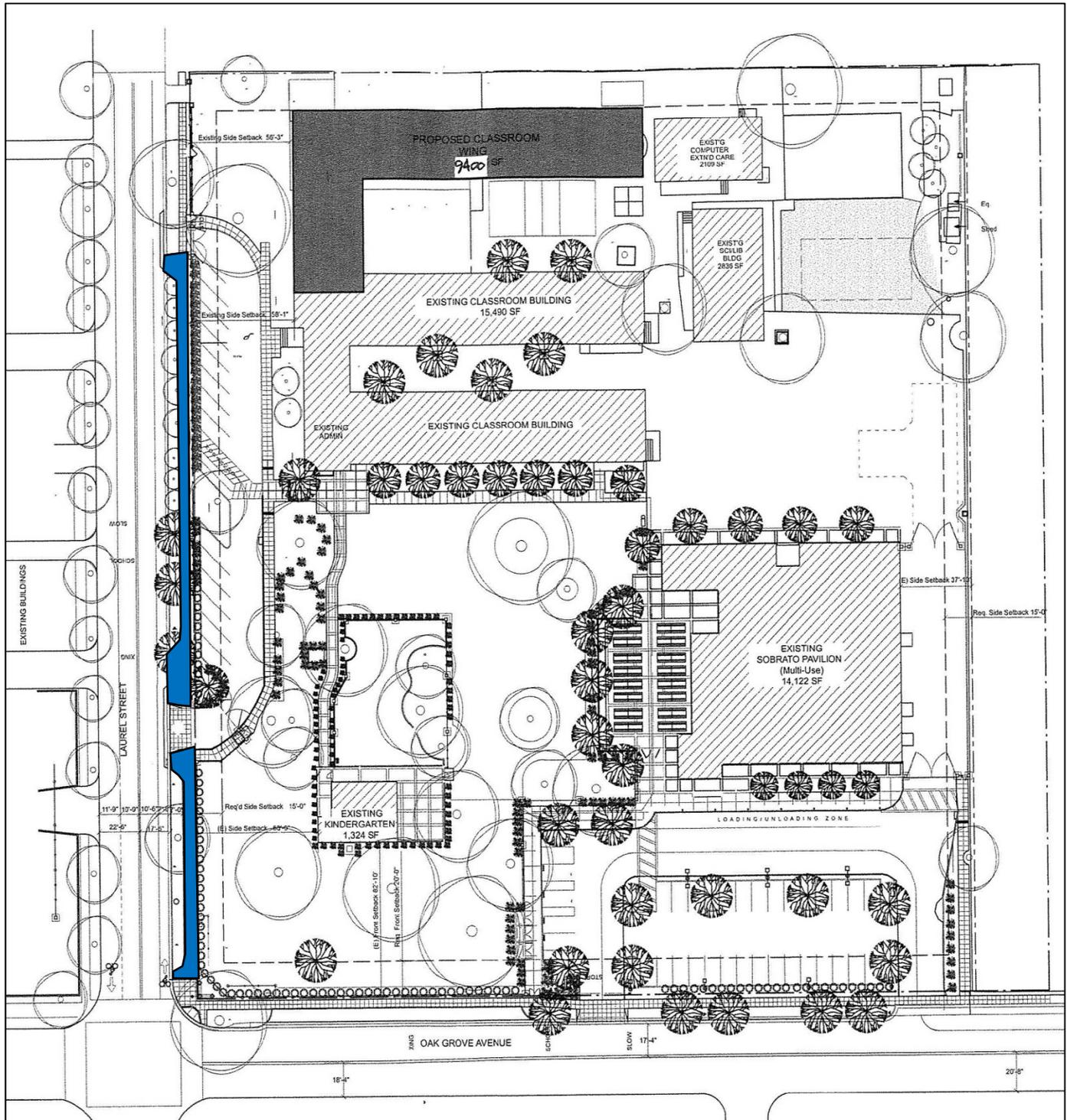
*Alternative 2b:  
Build out Parking Pull out between Oak Grove and  
Southerly Staff Lot Driveway*





# LAUREL STREET AT OAK GROVE AVENUE Parking Alternatives

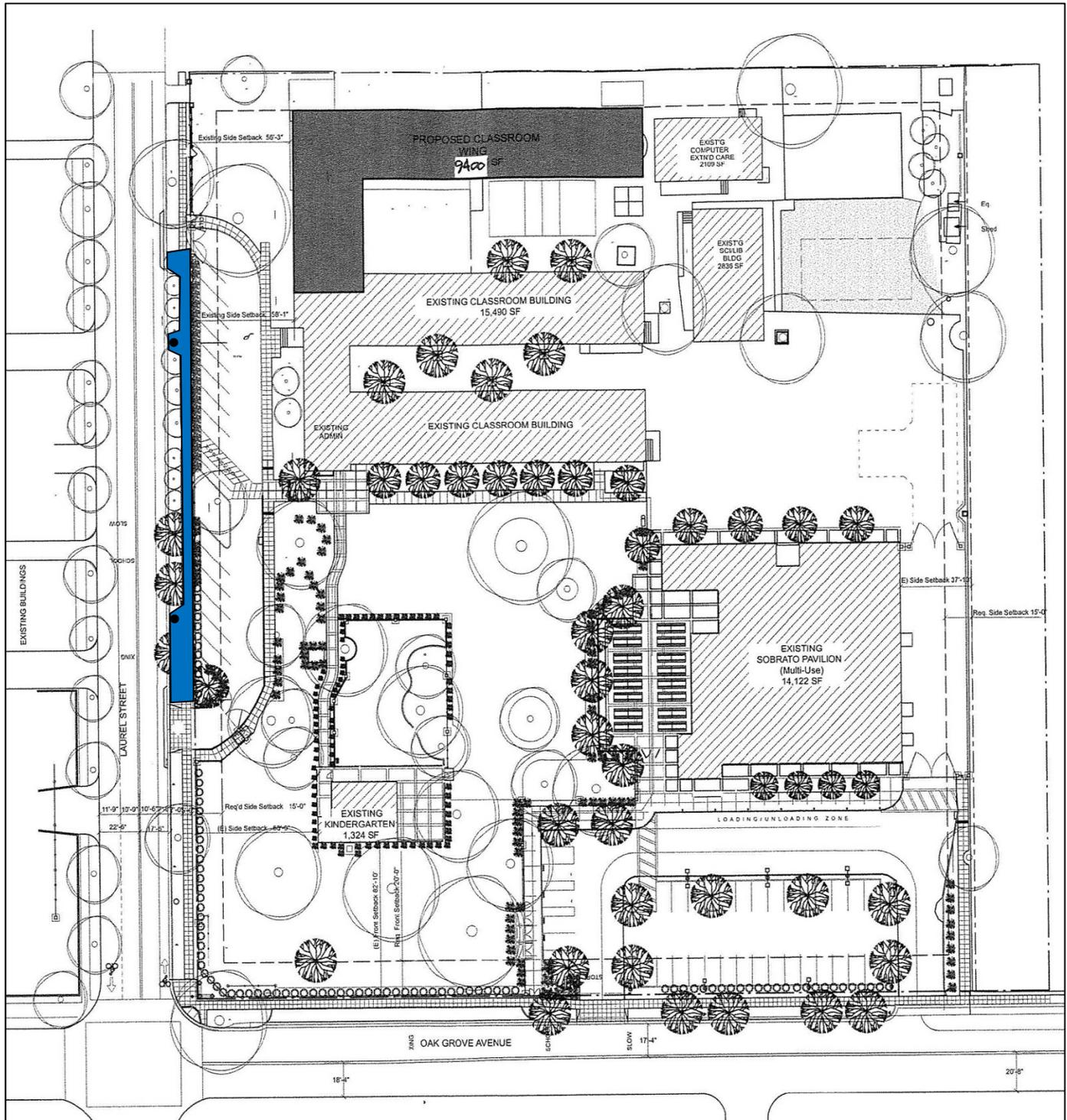
## *Alternative 2c: Build out Parking Pull outs*





# LAUREL STREET AT OAK GROVE AVENUE Parking Alternatives

*Alternative 3a:  
Build out Parking Pull out Between Staff Driveways,  
No Utility Pole Relocation*



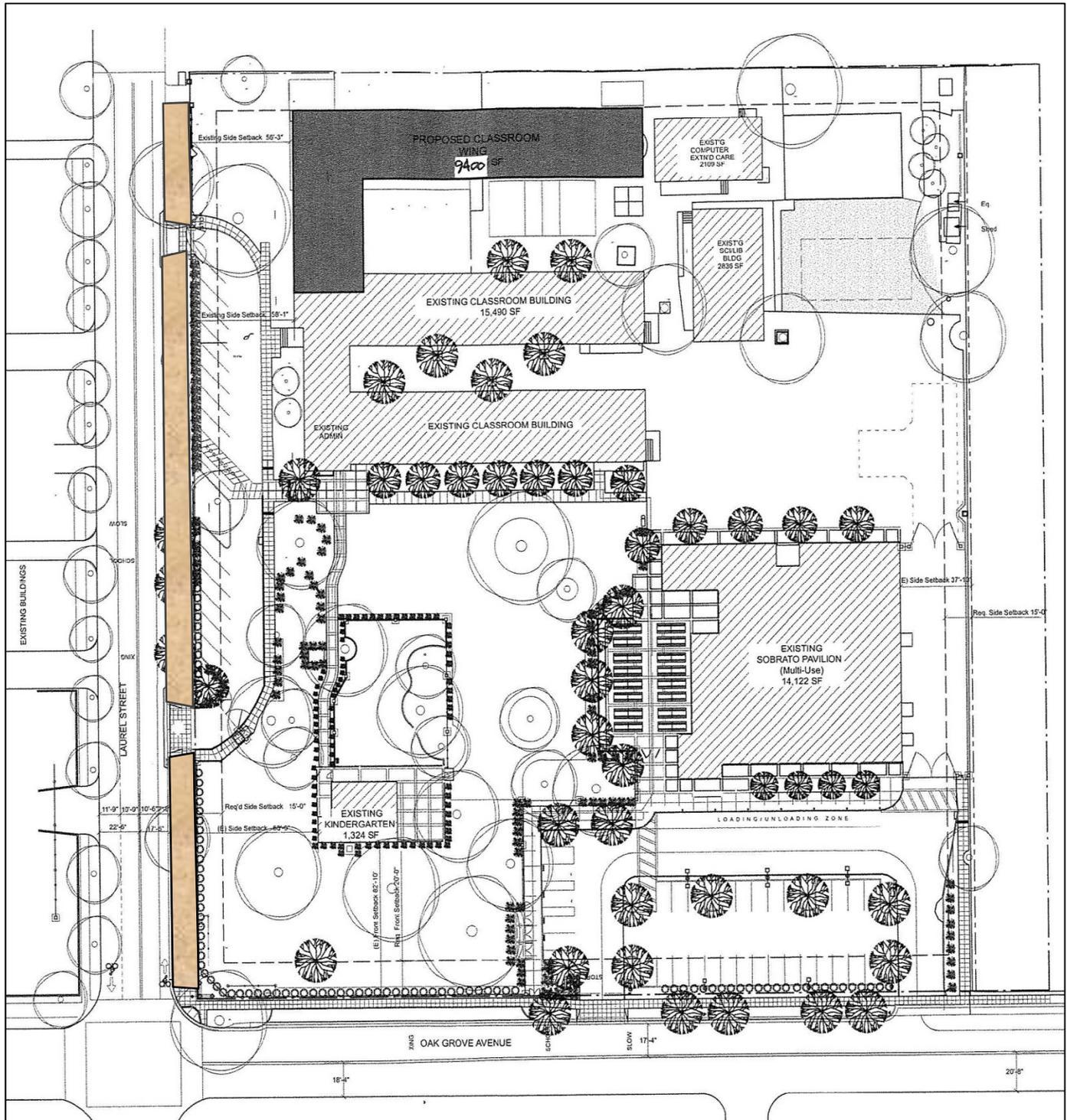






# LAUREL STREET AT OAK GROVE AVENUE Parking Alternatives

## Alternative 4: Shared-Use Pathway



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