NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Complete Streets Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

• How to participate in the meeting
  • Access the special meeting real-time online at:
    Zoom.us/join – Regular Meeting ID# 959 6579 2741

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

Regular Meeting (Zoom.us/join – ID# 959 6579 2741)

A. Call to Order

Chair Levin called the meeting to order at 7:10 p.m.

B. Roll Call

Present: Behroozi, Cebrian, Cromie, Espinosa, Lee, Levin, Meyer, Wyatt
Absent: Kirsch
Staff: Associate Civil Engineer James Esoimeme, Associate Transportation Engineer Rene Baile, Engineering Technician Patrick Palmer, Senior Civil Engineer Michael Fu, Senior Transportation Engineer Kevin Chen
C. Reports and Announcements

Staff Chen reported a summary of City Council actions on transportation related items since the August 12, 2020, Commission meeting.

D. Public Comment

- Jen Wolosin spoke in support of looking at projects that reduce vehicle miles traveled given the looming climate crisis and current poor air quality.

E. Regular Business

E1. Approve the Complete Streets Commission regular meeting minutes of August 12, 2020 (Attachment)

ACTION: Motion and second (Meyer/Cromie) to approve the Complete Streets Commission regular meeting minutes of August 12, 2020, passed (7-1-1, Espinosa abstained, Kirsch absent).

E2. Recommend to City Council to establish a 15 mile per hour speed limit zone along the frontage of La Entrada Middle School and approve an asphalt pathway design and restrictive parking hours for the Sharon Road sidewalk project (Staff Report #20-005-CSC)

Staff Fu and Esoimeme made the presentation (Attachment).

- Neil Barman spoke in support of the concrete sidewalk design as the safer option for children.
- Pamela Davis spoke in support of either design option and the importance of ADA compliance and drainage mitigation.
- Marci Coggins spoke in support of the asphalt pathway design as a suitable compromise for all stakeholders in order to retain on-street parking.
- Linda spoke in support of either design options and inquired about safety and operation.
- Jen Wolosin spoke in support of the safest design option for all stakeholders.
- Randy Avalos spoke in support of reallocating project funding to the underserved part of community.
- Tina Messerlian spoke in support of the concrete sidewalk design as the safer option for children.
- Pat Connolly spoke in support of the asphalt pathway design as it is supported by residents.
- Brigid Roberts spoke in support of the concrete sidewalk design as the safer option for children.
- Dorothy spoke in support of the asphalt sidewalk design as it is supported by residents.
- Annlatta spoke in support of the option that provides safety, resolves drainage concern, and preserves heritage trees.
- Don Zulaica spoke in support of the asphalt pathway design as a suitable compromise for all stakeholders.

ACTION: Motion and second (Meyer/Cromie) to recommend to City Council to approve the concrete sidewalk design, passed (7-1-1, Wyatt abstained, Kirsch absent).

E3. Review and discuss the Complete Streets Commission work plan for 2020-2021 (Staff Report #20-006-CSC)

Staff Chen made the presentation (Attachment).
ACTION: Motion and second (Levin/Meyer) to nominate Commissioners Lee, Levin, and Meyer to work with staff to draft the 2020-2021 work plan and return to the Commission for approval, passed (8-0-1, Kirsch absent).

Motion and second (Levin/Behroozi) to designate Chair Levin to recommend to City Council a desire for design standards for future consideration as a priority project, pass (8-0-1, Kirsch absent).

Motion and second (Meyer/Levin) to designate Chair Levin to recommend to City Council to move City Council priority project #15 Climate Action Plan implementation to the top of the priority, pass (7-1-1, Cromie dissented, Kirsch absent).

E4. Evaluate commission subcommittees (Staff Report #20-006-CSC)

Chair Levin led a discussion.

ACTION: Motion and second (Meyer/Behroozi) to:

- Replace Commissioner Cromie with Commissioner Wyatt on the Climate Action Plan Subcommittee,
- Select Commissioners Espinosa and Wyatt to Downtown Access and Parking Subcommittee, and
- Replace Commissioner Meyer with Commissioner Behroozi on the Safe Routes to School Program Subcommittee, passed (8-0-1, Kirsch absent).

F. Informational Items

F1. Update on major project status

Staff Chen provided updates on the transportation master plan and the transportation management association feasibility study.

G. Committee/Subcommittee Reports

G1. Update from Active Transportation Network Subcommittee

None.

G2. Update from Climate Action Plan Subcommittee

Commissioner Levin reported on the current status of the City’s climate action plan.

G3. Update from Downtown Access and Parking Subcommittee

Commissioner Levin reported on the current status of the downtown Santa Cruz Avenue closure.

G4. Update from Multimodal Subcommittee

Commissioner Levin reported on the current status of the Dumbarton Rail Corridor Project.

G5. Update from Safe Routes to School Program Subcommittee
Commissioner Lee reported on City initiatives taken due to bus service shortage for the upcoming school year.

G6. Update from Transportation Master Plan Subcommittee
None.

G7. Update from Zero Emission Subcommittee
None.

H. Adjournment
Chair Levin adjourned the meeting at 10:18 p.m.

Kevin Chen, Senior Transportation Engineer
SHARON ROAD PROJECT PRESENTATION
Complete Streets Commission – September 9, 2020
AGENDA

- Introduction
- Project Description
- Design Criteria
- Public Outreach
- Conclusion / Action
Staff recommends the following for the Sharon Road Project:
- Approve design recommendation for the Sharon Road Project
- Adopt a resolution to implement a “no stopping” on-street parking zone
- Establish a 15 mph limit at the frontage of La Entrada Middle School during school hours

Project is identified in the CIP and is consistent with Safe Routes to School.

Presentation will provide an update on outreach and design efforts to date.
Goals:
- Build a pedestrian path at Sharon Road from Alameda de las Pulgas to Altschul Ave. for public safety and access to LaEntrada Middle School.
- Provide drainage and transportation improvements based on field research and public input.
Existing Site Conditions:
- Asphalt strips, driveways, and frontages beyond edge of roadway pavement
- Undefined / shared pedestrian walkway with parked vehicles
- Intersections lack certain ADA features (curb ramps, etc.)
- Ponding is reported during rain events due to lowpoints
Key Improvements
- Install pedestrian path from Alameda de las Pulgas to Altschul Ave. at northern Sharon Road
- Install intersection improvements for accessibility to La Entrada Middle School
- Mitigate ponding issues by installing gutters along both sides of Sharon Road
- Install Class III bike route “sharrow” striping

Funding
- Project in the 2019-2020 Capital Improvement Program
- Total $935,000 allocated for the project
Staff assessed two design concepts (AC path and Concrete sidewalk):

<table>
<thead>
<tr>
<th>Design criteria</th>
<th>Option 1: Asphalt pathway*</th>
<th>Option 2: Concrete sidewalk*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walkway width (feet)</td>
<td>Varies by ROW (4' to 8')</td>
<td>Varies by ROW (4' to 5')</td>
</tr>
<tr>
<td>Walkway elevation (inches)</td>
<td>At grade with edge of pavement</td>
<td>Raised six-inch curb</td>
</tr>
<tr>
<td>Intersection improvements</td>
<td>Sidewalk, driveway &amp; curb ramp</td>
<td>Sidewalk, driveway &amp; curb ramp</td>
</tr>
<tr>
<td>Drainage improvements</td>
<td>Install drainage gutter</td>
<td>Install drainage gutter</td>
</tr>
<tr>
<td>Parking retention</td>
<td>Restricted parking per Table 3</td>
<td>Eliminate parking</td>
</tr>
<tr>
<td>Bicycle facilities</td>
<td>Bike route (sharrows)</td>
<td>Bike route (sharrows)</td>
</tr>
<tr>
<td>Preliminary estimate</td>
<td>$500,000</td>
<td>$550,000</td>
</tr>
</tbody>
</table>

*Both pathway options abide by ADA accessibility standards.
DESIGN CRITERIA

Conceptual Site Plan: Concrete Sidewalk

Conceptual Site Plan: Asphalt Pathway
DESIGN CRITERIA

Conceptual Rendering: AC Path

- New Asphalt Midway lol Street Level
- New Concrete Valley Gutters
- Add Bicycle Share Pavement Markings
- Areas Of Known Impacts (Red)
- Midway Continues al Driveways

Conceptual Rendering: Concrete Sidewalk

- New Concrete Sidewalk
- New Raised Concrete Curbs
- Creating Curbless in Landscape (Green) Limits To Be Determined
- Add Bicycle Share Pavement Markings
- New Concrete Driveways
- Sidewalk Behind Trees/Removal (Required For Accessible) Areas Of Known Impacts (Red)
Additional considerations:

- Project proposes a pathway along northern Sharon Road only. Southern Sharon Road includes obstructions such as trees and poles which presents design and construction challenges.

- Improvements will be ADA accessible while minimizing impacts to existing vehicular lanes and property frontages.

- Alameda de las Pulgas is owned by the County and there is an on-going joint effort to collaborate improvements at this intersection. The scope of work may change at this location.
Staff hosted public outreach on January 15, 2020. Attendees include SRTS advocates, parents, and community members.

Staff introduced both design concepts and received input from participants. Of the 19 total comments, the majority supported an asphalt pathway design:

<table>
<thead>
<tr>
<th>Design Option</th>
<th>Public Comment*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphalt Pathway</td>
<td>12 responses</td>
</tr>
<tr>
<td>Concrete Sidewalk</td>
<td>5 responses</td>
</tr>
<tr>
<td>No preference</td>
<td>2 responses</td>
</tr>
</tbody>
</table>

*From meeting responses, comment cards, and online feedback
Other comments include lowering the speed limit and retaining parking. Staff proposes the following design metrics in response:

Reducing speed limit to 15 mph at frontage of La Entrada Middle School

<table>
<thead>
<tr>
<th>Frontage Road</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Road</td>
<td>Altschul Ave</td>
<td>Eastridge Ave</td>
</tr>
<tr>
<td>Altschul Avenue</td>
<td>Avy Ave</td>
<td>Sharon Road</td>
</tr>
</tbody>
</table>

Approve asphalt pathway design with limited parking timeslots (raised sidewalk will eliminate parking)

<table>
<thead>
<tr>
<th></th>
<th>Total Duration</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>30 min</td>
<td>25 min before bell</td>
<td>5 min after bell</td>
</tr>
<tr>
<td>Afternoon</td>
<td>60 min</td>
<td>20 min before first bell</td>
<td>15 min between bells &amp; 25 min after second bell</td>
</tr>
</tbody>
</table>
CONCLUSION / ACTION

- **Staff recommends the asphalt pathway option based on:**
  - Design is reflective of the results from the public outreach
  - Design will also correct existing drainage and accessibility concerns
  - Design will generally have less frontage impacts than the concrete sidewalk
  - Asphalt pathway will allow for restricted parking at select areas while providing an ADA compliant pedestrian pathway for students and the general public

- **CSC Recommendation to the Council:**
  - Approve an asphalt pathway design for the Sharon Road Project
  - Adopt a resolution to implement a “no stopping” on-street parking zone
  - Establish a 15 mph limit at the frontage of La Entrada Middle School during school hours
NEXT STEPS

- Staff will forward CSC’s recommendation to Council
- Pending Council approval Staff will advance design efforts

**Tentative** project milestones:
  - Spring 2021: Advertise project for construction bidding
  - Summer 2021: Finish construction prior to school opening
QUESTIONS?

- We appreciate your consideration and input
THANK YOU
## 2019-2020 Commission work plan

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Goals/priorities</th>
<th>Tasks</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1     | Middle Ave crossing and bike lane projects | • Submit Middle Ave bike lane project on a page to CC¹  
 • Recommend to CC Middle Ave crossing design alternative  
 • Recommend to CC Middle Ave bike lane design alternative from San Mateo Dr to Olive St | Completed |
| 2     | Safe routes to school (SRTS) program | • Provide guidance to SRTS coordinator and advocate institutionalization of role | Participates in SRTS Task Force meetings |
| 3     | Multi-modal and sustainable transportation projects | • Advice CC on Dumbarton Corridor projects and Caltrain modernization | Monitors regional multi-modal projects and reports progress |
| 4     | Active transportation projects | • Advice CC on transportation master plan (TMP) | Participates in TMP OOC meetings |
| 5     | Alternative transportation projects | • Advise CC to develop alternative transportation programs | Monitors neighboring agency progress |
| 6     | Downtown access programs | • Advise CC to develop near-term downtown parking strategies | Monitors downtown related projects |

¹ Completed
## 2020-2021 City Council priorities and work plan

<table>
<thead>
<tr>
<th>Goals/priorities</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1 Transportation master plan</td>
<td>9 Accessory dwelling unit ordinance update</td>
</tr>
<tr>
<td>2 2022 Housing Element, zoning code update and related work</td>
<td>10 ConnectMenlo community amenities list update</td>
</tr>
<tr>
<td>3 Belle Haven community center and library</td>
<td>11 ECR/Downtown Specific Plan area housing development incentives</td>
</tr>
<tr>
<td>4 COVID-19 pandemic local emergency response</td>
<td>12 Development and environmental review process education series</td>
</tr>
<tr>
<td>5 Information Technology Master Plan implementation</td>
<td>13 Santa Cruz Ave closure and economic development initiatives</td>
</tr>
<tr>
<td>6 Transportation management association (TMA) formation</td>
<td>14 Citywide communication program development</td>
</tr>
<tr>
<td>7 Middle Avenue pedestrian &amp; bicycle rail crossing planning</td>
<td>15 Climate Action Plan implementation</td>
</tr>
<tr>
<td>8 Short-term rental ordinance</td>
<td>16 Institutional bias reform</td>
</tr>
</tbody>
</table>