

# TRANSPORTATION MASTER PLAN OVERSIGHT AND OUTREACH COMMITTEE APPLICATION

City Clerk's Office  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620



## COMMITTEE MEMBERSHIP

The City is embarking on the development of a transportation master plan. The plan received one of the highest priority rankings for implementation programs in the 2016 General Plan Circulation Element and received the highest priority ranking in the 2017 City Council Work Plan.

Transportation challenges, including multi-modal safety, traffic congestion, neighborhood quality of life and regional coordination are significant concerns to the City of Menlo Park. Broadly, the plan will provide the ability to identify appropriate projects to enhance the transportation network, conduct community engagement to ensure such projects meet the communities' goals and values and prioritize projects based on need for implementation. When completed, the plan will provide a detailed vision, set goals and performance metrics for network performance and outline an implementation strategy for improvements to be implemented locally as well as for local involvement towards regional improvements.

The importance of a well-developed plan, coupled with an accelerated project schedule, necessitates the need to create an oversight and outreach committee to help guide and advise the project team to a successful project completion.

The composition of the committee will be two at-large members, two members of the City Council, three members from local organizations, and one member from each of the following city commissions:

- Complete Streets Commission
- Environmental Quality Commission
- Parks and Recreation Commission
- Planning Commission

Each commission and local organization will nominate one member for appointment to serve on the committee, subject to City Council confirmation. If more commissioners are interested in serving, then he or she could apply for an at-large appointment. Community members who have multiple interests (i.e., business owner, active transportation user, neighborhood group leader, etc.) are encouraged to apply for the at-large positions.

## COMMITTEE CHARGES

The committee would be a Brown Act body (all meetings of the committee would be open to the public and noticed at least 24 hours before the meeting) with a core mission as follows:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft master plan materials and submittals
- Guide and keep the project process on track to meet the key milestones; and
- Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities.

## COMMITTEE TERM OF SERVICE AND COMMITMENTS

The term for this appointment will correspond with the project schedule, which is targeted for approximately one year starting from July 2017. Although **tentative**, all committee members are expected to attend four community meetings as summarized below:

1. Meeting #1 - September 2017, evening
  - Review existing transportation conditions
  - Review study performance metrics and prioritization criteria
2. Meeting #2 - January 2018, evening
  - Review transportation strategies and recommendations
  - Review draft transportation master plan

3. Meeting #3 - March/April 2018, evening
  - Review final transportation master plan
4. Meeting #4 - July/August 2018, evening
  - Review transportation impact fee program

The committee meetings will typically be held at the Arrillaga Family Recreation Center or Menlo Park Senior Center in the early evening on a day that avoids conflicts with other City meetings whenever possible, likely on Thursdays.

In addition, committee members are strongly encouraged to attend project workshops and other public events. Although **tentative**, the events are listed below:

1. Downtown Block Party – Wednesday, Aug. 16, 2017, 5:30-8 p.m.
  - Downtown Menlo Park – Santa Cruz Avenue between University Drive and El Camino Real
2. Kelly Park Concert Series – Tuesday, Aug. 22, 2017, 6-8 p.m.
  - Kelly Park – 100 Terminal Ave.
3. Neighborhood Walk-shop #1 – TBD\*
  - Location TBD
4. Neighborhood Walk-shop #2 – TBD
  - Location TBD
5. Neighborhood Walk-shop #3 – TBD
  - Location TBD

\*TBD = to be determined

The “neighborhood walk-shops” are walking tours of neighborhood streets, with a focus on observing and identifying local transportation issues and opportunities. They are designed for the general public to interact with City staff, officials and committee members in person. More detailed information about these walk-shops will be publicized in the near future.

In addition to attending public events, interested individuals can follow the latest project progress through the project website ([menlopark.org/TMP](http://menlopark.org/TMP)) and will have opportunities to provide input on ideas, priorities and the vision for the plan through the website.

#### COMMITTEE APPOINTMENT PROCESS

The application deadline is Wednesday, Aug. 23, 2017 at 5 p.m. Please return your application, along with any attachments, to the City Clerk, at the listed address before the deadline. The City Council will review all applications and may contact you individually. All appointments will be made by nomination and vote of the City Council at its meeting, tentatively scheduled for Aug. 29, 2017. Questions about the application process should be directed to Jelena Harada, Deputy City Clerk, at 650-330-6620 or by email at [jvharada@menlopark.org](mailto:jvharada@menlopark.org).

#### SPECIAL INFORMATION

Committee members are expected to attend all committee meetings and are strongly encouraged to attend all public outreach project events and meetings. Failure to attend meetings may result in removal by the City Council. Committee members are not paid for their volunteer service. More specific information about the transportation master plan may be obtained by viewing the City’s website at [menlopark.org/TMP](http://menlopark.org/TMP) and by contacting Kevin Chen at [kchen@menlopark.org](mailto:kchen@menlopark.org) or 650-330-6770.

# COMMISSION AND COMMITTEE APPLICATION

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Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date:

Commission or committee of interest:

Name:

Education:

Civic affiliations and community activities, including service on other commissions or committees:

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OFFICE USE ONLY:

Application received: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

If appointed, term ends: \_\_\_\_\_

Address verified within city limits:  By: \_\_\_\_\_ (Initials)

Appointed:  Yes  No

Appointed:  Yes  No

Appointed:  Yes  No

Personal information:			
Name:	Number of years as a Menlo Park resident:		
Resident address:	City:	State:	Zip:
Mailing address (if different):	City:	State:	Zip:
Phone:	Email:		
Business address:	City:	State:	Zip:
Business phone:			
Registered voter: <input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about this opportunity:			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor.com <input type="checkbox"/> Patch.com <input type="checkbox"/> Other			
If I am appointed, I authorize the posting of the following information on the city website:	Cell phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input type="checkbox"/> Yes	<input type="checkbox"/> No