



STAFF REPORT

Complete Streets Commission

Meeting Date: 5/9/2018
Staff Report Number: 18-004-CSC

Regular Business: Receive an update and discuss the Transportation Master Plan and Transportation Impact Fee Program Update

Recommendation

Staff requests the Complete Streets Commission receive an update on the Transportation Master Plan and Transportation Impact Fee Program and provide feedback on the Commission's role in reviewing the proposed recommendations.

Policy Issues

The development of a Transportation Master Plan is included as one of the top six priority projects in the City Council's adopted 2018 workplan and is also one of the highest priority implementation programs in the 2016 General Plan Circulation Element (Attachment A).

Background

The Transportation Master Plan (TMP) and Transportation Impact Fee (TIF) Program is the highest priority program following the adoption of the ConnectMenlo General Plan Land Use and Circulation Elements in November 2016. The Circulation Element was last updated in 1994, although several modal- or area-specific plans (e.g., Comprehensive Bicycle Development Plan; Sidewalk Master Plan; El Camino Real/Downtown Specific Plan) have been created since then. The Circulation Element has seven goals and 86 policies and programs that establish the framework for the City's priorities related to multi-modal transportation. The Transportation Master Plan will build from the policy context of the Circulation Element to identify infrastructure projects and strategic programs, then prioritize them for implementation. The Transportation Impact Fee Program will assess the responsibility of new development to help fund the infrastructure projects identified in the Transportation Master Plan, and allow the City to update the Fee Program, which was last updated in 2009.

Transportation Master Plan Initiation and Current Status

The following table summarizes the Plan initiation and work completed to-date for the Master Plan. Materials, including staff reports, presentations, and outreach materials from each of the tasks and/or meetings are available at the City's project website: www.menlopark.org/TMP.

Task Completed	Schedule
Consultant selection	January – May 2017
Award consultant contract to team led by W-Trans, including Alta Planning & Design; Dyett & Bhatia; Enviroissues; BKF Engineers; Iteris	May 23, 2017
Project initiation	June 2017
Council appoints 11-member Outreach & Oversight Committee to:	August 29, 2017

<ul style="list-style-type: none"> • 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 • Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities 	
<p>Community Engagement on the Plan vision and key areas of concern:</p> <ul style="list-style-type: none"> • Downtown Block Party, Summer Concert series, 3 walkshops, online open house; totaling approx. 1000 participants. • Top priorities: <ul style="list-style-type: none"> • Safer bike and pedestrian crossings • Reducing delays and travel time • Safe and convenient bicycle connectivity • Minimizing cut-through traffic on residential streets 	August – October 2017
<p>Outreach & Oversight Committee Meeting #1: Review performance measures and prioritization criteria</p>	October 30, 2017
<p>Staff and consultants:</p> <ul style="list-style-type: none"> • Refine and finalize performance measures and prioritization criteria • Review existing traffic data, collision history • Review community-identified concerns from fall 2017 engagement <p>Analysis shows 4 key corridors as areas of focus: Bayfront Expressway, Willow Road, El Camino Real, and Sand Hill Road</p>	November 2017 – February 2018
City Council informational status update	March 14, 2018
<p>Outreach & Oversight Committee Meeting #2: Review recommendations for Bayfront Expressway and Willow Road</p>	March 20, 2018
City Council informational update, requested staff return with regular business item to review policy direction and scope of work	March 27, 2018
<p>City Council Regular Business item, direction to staff to:</p> <ul style="list-style-type: none"> • Assign Councilmembers Carlton and Keith to serve as co-chairs for the Outreach & Oversight Committee • Modify the scope of work to add four OOC meetings, two Complete Street Commission meetings, and budget for one community workshop at the draft plan development stage (as contingency) • Focus improvement options on Bayfront Expressway 	April 17 & 24, 2018
<p>Staff and consultants:</p> <ul style="list-style-type: none"> • Continue developing Citywide recommendations • Revise scope of work and schedule 	March 2018 – ongoing (anticipated June 2018)

Analysis

Through the feedback received during and following the March 20, 2018 Outreach & Oversight Committee meeting, staff recognized that the overall goals of the Master Plan and Fee Program update were unclear to many of the stakeholders participating in the process. As such, the City Council has expanded the scope of work to add meetings and opportunities to clarify the process. The following section outlines the goals of the Master Plan, the Commission’s anticipated role, and next steps and schedule.

Transportation Master Plan Goals

The key goals of the Master Plan, which are focused around safety, sustainability, and mobility choice and also were identified previously through ConnectMenlo and the Climate Action Plan, are listed below:

1. *Safety*: Vision Zero – Eliminate traffic fatalities and reduce the number of non-fatal collisions by 50% by 2040.
2. *Sustainability*: Enable the City to meet the goals of the Climate Action Plan, including a 27 percent greenhouse gas emission reduction from 2005 levels by 2020.
3. *Mobility Choice*: Design transportation projects to accommodate all modes and people of all abilities. Encourage the use of lower emission modes such as walking, biking and transit.

The proposed recommendations and strategies in the Master Plan will be prioritized using criteria that was developed based on the community engagement and feedback from the Committee at their October 30, 2017 meeting. The finalized list of prioritization criteria include the following:

- Safety
- Congestion Relief
- Ease of Implementation
- Transportation Sustainability
- Location of Schools
- Sensitive Populations (daycares, senior centers, communities of concern)
- Greenhouse Gas Reduction/Person Throughput
- Opportunities for Green Stormwater Infrastructure
- Cost

Although the criteria has been finalized, a scoring system for these criteria is still being developed. The scoring system is expected to be reviewed during the community workshop and online open house being scheduled for fall 2018.

Complete Streets Commission Role

As described above, the City Council authorized staff to directly engage the Complete Streets Commission, in addition to the role of the Outreach & Oversight Committee liaison. As a result staff is returning to the Complete Streets Commission to ensure the scope of work, Master Plan purpose and goals are clear and to verify the anticipated role of the Commission. This is the purpose of the May 9, 2018 agenda item.

Staff will return to the Commission at a future meeting for the Commission's review and input on the citywide recommendations for infrastructure and programs. Based on the feedback received during the April 2018 Commission meeting, the Commission's role is anticipated to focus on bicycle and pedestrian networks to be developed in the Master Plan. Staff is requesting the Commission provide feedback on any other items for which the Commission would like to focus, so that these requests can be factored into the scope of work and schedule accordingly.

As a general reminder, Commissioners are welcome to participate individually during the future Outreach & Oversight Committee meetings, through the Commission's Transportation Master Plan Subcommittee (for which there is one more seat available), and through the upcoming community workshop and online open house anticipated for fall 2018. Questions or suggestions can also be provided to staff throughout the process.

Next Steps and Schedule

Staff had received feedback from the Outreach & Oversight Committee to have more meetings that would allow them to review the proposed improvements at a more granular level. In addition, the Complete Street Commission requested a more active role in the Master Plan process. Staff also heard a lot of confusion regarding the goals of the Master Plan and how it relates to ConnectMenlo. As a result of this feedback, the scope of work for the Master Plan is being expanded to add four more Oversight & Outreach Committee

meetings and two Complete Street Commission meetings. The next Committee meeting, expected to occur in May, and the May 9, 2018 Commission meeting will be used to clarify the Master Plan’s goals and purpose. The following three Committee meetings are expected to focus on the recommendations proposed within three specific areas of the city, starting with the south area, then the central area, and finally, the north area. Staff is in the process of polling Committee members for their availability, but the meetings are expected to occur during the summer months. These meetings are open to the public, and Commissioners are welcome and encouraged to attend.

At least one week prior to the first summer Committee meeting, the proposed citywide recommendations are expected to be posted to the project webpage and emailed to Committee members, Commissioners, and those who signed up to be notified regarding Master Plan updates. As mentioned previously, a future Commission meeting is expected to focus on the citywide bicycle and pedestrian network recommendations and not on individual spot locations. This meeting focus could also change depending on the feedback provided by the Commission at the May 9 meeting.

After receiving feedback from the Committee and Commission, staff and the project team will refine the draft recommendations and strategies along with a scoring system to prioritize the projects. The refined recommendations and scoring system will be presented in a community workshop scheduled for the fall along with an online open house for additional feedback and input.

Below is a revised project schedule:

Task	Schedule
Complete Streets Commission #1: Review City Council-adopted scope, goals, prioritization criteria	May 9, 2018
City Council review of revised scope of work	May 22, 2018
OOO #3: Review City Council-adopted scope, goals, prioritization criteria and role of OOC	Mid-to-late May 2018
Release Citywide improvement recommendations	Tentatively mid-to-late June ¹
OOO #4, 5, 6: Review recommendations for north, central and south areas of City	June–August 2018
Complete Streets Commission #2: Review bicycle and pedestrian network recommendations	July or August 2018
Community workshop and online open house	Fall 2018
Release draft Master Plan	Early 2019
OOO #7: Review draft Master Plan	Spring 2019
Complete Streets Commission review and recommendation to the City Council on the draft Master Plan	Spring 2019
City Council review and adoption of Master Plan	Spring 2019
Develop Fee Program update (including OOC #8)	Summer/Fall 2019
¹ At least one week prior to the scheduled OOC #4	

Impact on City Resources

Per prior City Council direction, staff is tentatively scheduled to return to the Council with a request for additional resources needed for the scope of work changes at the Council’s May 22, 2018 meeting.

Environmental Review

The Commission’s feedback is not a project under the California Environmental Quality Act (CEQA)

Guidelines. Future project actions will comply with environmental review requirements under CEQA.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. 2016 General Plan Circulation Element - Hyperlink:
https://www.menlopark.org/DocumentCenter/View/15015/Circulation-Element_adopted-112916_final_figures

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