



STAFF REPORT - AMENDED

City Council

Meeting Date: 6/19/2018

Staff Report Number: 18-132-CC

Informational Item: Update on the Transportation Master Plan status

Recommendation

This is an informational item and does not require City Council action.

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 work plan and is also one of the highest priority implementation programs in the 2016 general plan circulation element.

Background

The Transportation Master Plan and Transportation Impact Fee Program is the highest priority program following the adoption of the ConnectMenlo general plan land use and circulation elements in November 2016.

A summary of the project history is provided in Attachment A. On March 27, 2018, staff provided an informational update on the status of the plan after which the City Council asked that staff bring the item back as a regular business item. On April 24, 2018, staff presented an update on the master plan, and the City Council provided direction to modify the scope of work and to refine the potential scope of improvements for Bayfront Expressway.

On May 22, 2018, the City Council authorized a scope amendment and appropriations request to add four additional Outreach and Oversight Committee meetings, two Complete Street Commission meetings, and one community meeting as contingency.

Staff conducted the first of the additional four Outreach and Oversight Committee meetings May 30, 2018, and the first Complete Streets Commission meeting May 9, 2018.

Analysis

Staff is providing the informational report June 19, 2018, to inform the City Council of the next steps in the development of the Transportation Master Plan. Staff has confirmed the next series of three meeting dates after polling the Outreach and Oversight Committee members for their availability between June and August. A project schedule is provided below.

The purpose of the next three meetings will be to review the draft recommendations by geographic area. The Committee members will be asked to provide feedback on the draft recommendations, with an emphasis on the following questions:

- Are there projects that were omitted and should be included?
- Are there issues that are not being fully addressed by the recommendations?
- Are the recommendations meeting the goals of the Transportation Master Plan, as determined from the first round of community engagement in summer and fall 2017?

Table 1: Project Schedule	
Project schedule	Schedule
Release citywide improvement recommendations	Monday, July 16, 2018
Outreach and Oversight Committee #4: Review recommendations for south area of city	Monday, July 23, 2018 6:30-9 p.m.
Outreach and Oversight Committee #5: Review recommendations for central area of city	Tuesday, July 24, 2018 6:30-9 p.m.
Outreach and Oversight Committee #6: Review recommendations for north area of city	Thursday, August 30, 2018 6:30-9 p.m.
Complete Streets Commission #2: Review bicycle and pedestrian network recommendations	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	Summer 2019
Develop Fee Program update (including OOC #8)	Summer/Fall 2019

The Complete Streets Commission meeting, currently targeted for August 2018, will focus on the citywide bicycle and pedestrian network recommendations and not on individual spot locations. This focus is based on the Commission feedback gathered at the May 9, 2018, Complete Streets Commission meeting.

Major project milestone progress and deliverables will continue to be posted on the city project website (Attachment B).

Impact on City Resources

On May 22, 2018, the City Council authorized an amendment the consultant contract for this project and appropriated additional funds. No additional staff or financial resources are requested at this time to complete the approved scope of work.

Environmental Review

The City Council’s authorization to amend the agreement for the Transportation Master Plan and Transportation Impact Fee Program is not a project under the California Environmental Quality Act (CEQA) Guidelines. Future project actions will comply with environmental review requirements under the 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. Project history
- B. City project website <https://www.menlopark.org/TMP>

Report prepared by:
Nicole H. Nagaya, Assistant Public Works Director

THIS PAGE INTENTIONALLY LEFT BLANK

Project History Summary	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
<p>Council appoints 11-member Outreach & Oversight Committee to:</p> <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 	August 29, 2017
<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)
Complete Streets Commission #1: Review City Council-adopted scope, goals, prioritization criteria	May 9, 2018
City Council approval of revised scope of work	May 22, 2018
<p>Outreach and Oversight Committee #3: Review City Council-adopted scope, goals, prioritization criteria and role of OOC</p>	May 30, 2018

THIS PAGE INTENTIONALLY LEFT BLANK