



## STAFF REPORT

### City Council

Meeting Date: 1/15/2019  
Staff Report Number: 19-007-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 (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 multimodal transportation. The TMP will build from the policy context of the circulation element to identify infrastructure projects and strategic programs, then prioritize them for implementation. The TIF Program will assess the responsibility of new development to help fund the infrastructure projects identified in TMP, and allow the City to update the fee program, which was last updated in 2009.

### TMP initiation and current status

The TMP process kicked off in June 2017 and started with outreach events during the summer and fall of 2017 to collect community feedback on transportation issues within the City. City Council also appointed the 11-member Oversight and Outreach Committee (Committee) in August 2017 to:

- 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

The original scope of work anticipated four Committee meetings, but as the project progressed, the Committee requested additional meetings to allow more time to review the draft strategies and recommendations.

May 22, 2018, the City Council authorized a scope amendment and appropriation request to add four additional Committee meetings, two Complete Street Commission meetings, and one community meeting

as contingency.

Staff conducted the four additional Committee meetings May 30, August 30, September 5 and September 25, 2018, and the two Complete Streets Commission meetings May 9 and September 12, 2018.

Staff and the consultant team released the draft strategies and recommendations working paper August 23, 2018. This working paper included 173 draft recommendations, which were reviewed by the Committee over their three meetings in August and September focusing on three geographical areas of the City (north, central and south.) The Committee conducted deliberate and extensive discussions providing feedback and suggestions on additional recommendations and expressed a desire to have one additional meeting to review responses to their feedback before the next round of community engagement which was held December 6, 2018 to review the updated recommendations (Attachment A) before conducting the next round of community engagement.

On December 18, 2018, the City Council appointed two new City Councilmembers, Ray Mueller and Betsy Nash, to be representatives on the Committee.

### **Analysis**

At their December 6, 2018 meeting, staff had planned to present the updated recommendations and the prioritization process to the Committee that would move forward to the next round of community engagement. However, the Committee conducted a lengthy discussion on the presentation of the recommendations and how they would be better understood and easier to prioritize if they were grouped by corridor and mode type. The Committee also expressed the desire to not delay the TIF update and recommended conducting a parallel process that would allow the TIF to get started while the Committee and community are providing their feedback on the recommendations and prioritization. The Committee also requested additional meetings to allow for more time to review the grouping of projects and prioritization process. The Committee also heard from a number of residents during the meeting opposing one of the proposed projects #48, a reversible bus lane on Willow Road between Middlefield Road and Durham Street, which in their opinion would drastically change the Willow Road character. The Committee voted to eliminate this project from the list of recommendations and directed staff to not include this project with the projects recommended to move forward to the next round of community engagement. The Committee also requested that staff address Committee member Barnes' request for additional traffic data regarding traffic flows and origin/destination information. Staff is currently working to compile the available City data and to determine what other resources are required to address the data request.

Staff has confirmed that the TIF update could be completed without the TMP being finalized. The consultant team can use the current draft list of recommendations to include in the TIF update since the inclusion of a project in the TIF does not mean the project must be completed. If during the TMP approval process, the list of projects change significantly, the TIF can be updated at a later date although under a separate scope and budget.

Staff is currently working with the consultant team on developing a scope of work amendment and revised schedule to address the Committee's concerns. Staff has determined that at least one additional Committee meeting will be needed, and the project schedule will be adjusted to move the TIF update earlier in the process so that the TIF will be completed before TMP is finalized. As a result, the community workshop that was tentatively planned for winter 2019 will be moved to late spring 2019. Staff plans to return to City Council at a future meeting with a recommended contract amendment, budget appropriations request and updated schedule.

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

## **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. Hyperlink: [menlopark.org/DocumentCenter/View/19083/SR-D2---OOC-Feedback-on-Updated-MP-recommendations](https://menlopark.org/DocumentCenter/View/19083/SR-D2---OOC-Feedback-on-Updated-MP-recommendations)
- B. Hyperlink: City project website – [menlopark.org/tmp](https://menlopark.org/tmp)

Report prepared by:  
Kristiann Choy, Senior Transportation Engineer

Report reviewed by:  
Justin Murphy, Public Works Director