

Meeting #1 Minutes For the Santa Cruz/Alameda de las Pulgas Task Force

Date: October 26, 2017	Time: 10:00 AM To 12:15 PM
Location: 752 Chestnut St, Redwood City Department of Public Works corporation yard	Attendees: See attached sign-in sheet
Purpose of Meeting:	
Introduce members of the task force, roles and responsibilities, organization of meetings, goals for task force.	
Minutes:	
<p>(1) Purpose of the Task Force is to work with the Department of Public Works (DPW) and their technical consultant, Kimley Horn and Associates, (KH) to develop a master plan for the corridor from which various improvements can be reviewed and approved.</p> <p>(2) The master plan will identify short term, medium term, and long term feasible solutions to improve the safety of various users of this corridor.</p> <p>(3) Task Force Members will be asked to bring back to their representative groups information regarding the development of improvements for the corridor. It will be critical that the Task Force Member represent their respective groups so that this process can move forward. To this end, members were asked to think about how best they can reach out to these groups when decisions need to be made. Suggestions: door to door, group meetings, Next Door social media, email lists, postcards, newsletters, etc.</p> <p>(4) Majority of the members support the SAFE report as a good starting point for discussions. Item numbers used in the SAFE report will be the reference numbers for the online Google Spreadsheet. Additional items can be included as new issues arise. Items lettered 8a, 8b, etc will be converted to 8.1, 8.2 etc. to work better with the spreadsheet functions.</p> <p>(5) Discussion on the design process: identify issues, gather data from field and experiences of users, develop solutions, review. Design is an iterative process with multiple check points. There may be times that compromises be made between different users and physical constraints so decisions will be needed to help prioritize needs.</p>	



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Action items:
1) Kevin Chen - Santa Cruz Ave near Sharon Road – out of district crosswalk issues; City has approved various upgrades; work orders issued. Both MP Police, and County Sheriff's Office will be enforcing this area. Status. Pending
2) Diana Shu - Create an online google sheet to assist with communications between task force members only. Procedure: One line per comment and response. For new comments or responses add new line. Do not delete previous comments. If missing comments, check if filters are on. Status: Draft copy developed waiting on feedback from committee members
3) Diana Shu – update website with minutes, etc from task force, draft proposals, etc. Please send alias emails for posting on website by Nov 6, 2017. Status. Pending – reminders sent with draft minutes
4) Menlo Fire Department to forward requirement for lane widths and turning radii to Diana Shu for planning purposes Status. New
5) Joe LoCoco to get road maintenance to trim vegetation on this corridor Status. New
6) Law Enforcement to target vehicles driving in center left turn lane just outside of Menlo Commons access points. Vehicles traveling down the center left turn are a hazard to motorists entering and exiting this facility. Status. Pending
7) Law Enforcement – DPW to notify local enforcement when 25 mph speed limit signs have been installed so that they can begin enforcement of the reduced speed in this area. Status. New
8) John Loughlin and Ron Snow – develop a postcard for reaching out to residents and other locals, to assist with outreach efforts and education of the general public. DPW to assist with printing once Task Force approves layout of draft informational postcard Status. New

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Next Meeting – tentative date - official kickoff meeting – TBD

New Location – Menlo Park Fire Station 3322 Alameda de las Pulgas

Doodle scheduler will be used to be send to representatives to select best time and date to meet. One request was to meet earlier in the day...added 8:00 – 10:00 AM meeting option to poll.

Polls sent on 10/27/17. RSVP by 11/3/17.

Tentative Agenda for Next Meeting

- 1) Approval of Minutes of 10-26-17 meeting
- 2) Update on status of various action items identified on 10-26-17
- 3) Introduction to the limits of the Right of Way in this corridor – an important concept when discussing options with locals
- 4) Review of draft informational postcard
- 5) review draft plans from KH against recommendations from SAFE report
 - a) develop a list of pros and cons for each option
 - b) develop a list of priorities/preferences for each location as time allows

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List of Task Force Members Attendance Sheet

Representing	Name	Present
		10/26/2017
Alameda de las Pulgas	Hillary Stevenson	1
CHP	Jason Ivey	
cyclist with Silicon Valley Bicycle Coalition	John Langbein	1
Department of Public Works	Diana Shu	1
Department of Public Works	Joe LoCoco	1
Fire District	Virginia Chang Kiraly	1
member at large - University Park Inner	Ron Snow	1
Menlo Commons	Gwen Leonard	1
Menlo Fire District	Harold Schapelhorman	
Menlo Fire District	Tom Calvert	1
Menlo Park Police Department	William Dixon	
Menlo Park resident	Troy Hayes	
Menlo Park, Department of Public Works	Kevin Chen	1
motorists	Janet Davis	1
pedestrian	John Loughlin	1
Safe Routes to Schools	Jen Wolosin	1
Santa Cruz from Sandhill Rd to Y	Cheryl Phan	1
Santa Cruz from the Y to the City limits	Alex Komoroske	1
Sheriff's Office	Todd Finato	1
Sheriff's Office	Chad Buck	1
the Y	Molly Glennen	1
Supervisor Horsley's Office	Jazzalyn Lamadora	1