

**Meeting #2 Minutes For the Santa Cruz/Alameda de las Pulgas Task Force**

Date: November 14, 2017	Time: 10:15 AM To 12:15 PM
Location: 3322 Alameda de las Pulgas Menlo Park Fire District Station #4	Attendees: See attached sign-in sheet
<b>Purpose of Meeting:</b>	
Review issues affecting Menlo Commons; review of definition of right of way; general information on Stanford General Use Permit, 2018	
Minutes:	
1) Approved Minutes from October 26, 2017 meeting. Status: Posted online.	
2) Update on status of various action items identified on 10-26-17:	
a) 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	
b) 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: completed and ongoing	
c) 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. Completed – emails are posted online under Task Members 09-25-17 meeting minutes.	
d) Menlo Fire Department to forward requirement for lane widths and turning radii to Diana Shu for planning purposes Status. Completed – minimum width = 10 ft, minimum radius 44 ft posted on Google Sheets for future reference.	



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e) Joe LoCoco to get road maintenance to trim vegetation on this corridor Status. Pending- east side of road completed, west side of road week of Nov 14, weather permitting.
f) 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 – waiting for posting of 25 mph to enforce
g) 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. Completed
h) 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. Pending responses on Draft Postcard from various Task Force Members
3) Gwen Leonard – Menlo Commons- requested something be done at the left turn lane to minimize conflict with motorists driving in the lane.
4) Stanford General Use Permit, 2018 – general information about traffic impacts to this corridor. Don Horsley spoke about what the county was doing to respond to the DEIR.
Action items:
1) Diana Shu – followup on Status of 25 mph sign and temporary and permanent radar feedback signs Status – pending
2) Gwen Leonard – Menlo Commons- request something be done at the left turn lane to minimize conflict with motorists driving in the lane. Will check to see if residents can use the northernmost access for ingress and egress in lieu of southernmost entrance.  Status – completed - MC HOA opposed redirecting traffic on their driveways. Was tried before but failed.
3) Joe LoCoco – Menlo Commons – look into putting paint, dots, channelizers, or other temporary means to deter motorists from driving at high speeds in a left turn lane until

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a more permanent solution can be established. Status: New
4) All- send comments to John Loughlin and Ron Snow regarding the postcard Also does Task Force Want to identify themselves with a shorter title than the Santa Cruz / Alameda Task Force? Status -New
5) Diana Shu – send out draft copy of County Letter in response to the 2018 Stanford General Use Permit Application. Status: Done

Next Meeting – December 6, 2017  Location – Menlo Park Fire Station 3322 Alameda de las Pulgas  Time - 10:00 AM to 12:00 PM
Tentative Agenda for Next Meeting  1) Approval of Minutes of 11-14-17 meeting  2) Review status of various action items.  3) Review of draft informational postcard  4) review draft plans from KH against recommendations from SAFE report (Draft KH plans posted on the website for review and comments) a) develop a list of pros and cons for each option b) develop a list of priorities/preferences for each location as time allows  5) Tentative schedule for Task Force Meetings in 2018. Set date and times

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List of Task Force Members Attendance Sheet

<b>Representing</b>	<b>Name</b>	<b>Present</b>
		<b>11/14/2017</b>
Alameda de las Pulgas	Hillary Stevenson	
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	
motorists	Janet Davis	1
pedestrian	John Loughlin	1
Safe Routes to Schools	Jen Wolosin	
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	
Sheriff's Office	Chad Buck	
the Y	Molly Glennen	1
Supervisor Horsley's Office	Jazzalyn Lamadora	
Menlo Fire District	Jon Johnston	1
Supervisor Horsley's Office	Supervisor Horsley	1