



**CITY OF FOSTER CITY/  
ESTERO MUNICIPAL IMPROVEMENT DISTRICT  
TRAFFIC REVIEW COMMITTEE**

**THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF GOVERNMENT CODE SECTION 54953 (AS AMENDED BY AB 361) WHICH AUTHORIZES TELECONFERENCED MEETINGS UNDER THE BROWN ACT DURING CERTAIN PROCLAIMED STATES OF EMERGENCY. THE GOVERNOR OF CALIFORNIA PROCLAIMED A STATE OF EMERGENCY RELATED TO COVID-19 ON MARCH 4, 2020. THIS TELECONFERENCED MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT ESSENTIAL BUSINESS AND IS PERMITTED UNDER GOVERNMENT CODE 54953 IN ORDER TO PROTECT PUBLIC HEALTH AND SAFETY OF ATTENDEES. MEMBERS OF THE PUBLIC THAT WISH TO ATTEND AND/OR PARTICIPATE IN A MEETING MAY DO SO BY JOINING THE ZOOM MEETING <https://fostercity-org.zoom.us/j/82020615419> PUBLIC COMMENTS WILL BE ACCEPTED VIA ZOOM MEETING OR VIA EMAIL AT [PUBLICWORKS@FOSTERCITY.ORG](mailto:PUBLICWORKS@FOSTERCITY.ORG). EMAILS WILL BE PROVIDED TO THE TRAFFIC REVIEW COMMITTEE PRIOR TO THE MEETING.**

Consistent with Government Code Section 54953, this Committee Meeting will be held via teleconference. Traffic Review Committee Members and staff will attend via teleconference.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting from home. Below is information on how the public may observe and participate in the meeting.

**To Observe the Meeting via Teleconference/Video Conference:**

- To access the meeting by computer / smartphone, go to: <https://fostercity-org.zoom.us/j/82020615419>
- To dial-in via phone:  
1-408-638-0968  
And enter Webinar ID: **820 2061 5419**

**To Participate in the Meeting by Providing Public Comment via Teleconference/Video Conference:**

- **During the Meeting:** Live verbal public comments may be made by members of the public joining the meeting via Zoom. Zoom access information is provided above. Use the “raise hand” feature (for those joining by phone, press \*9 to “raise hand”) during the public comment period for the agenda item you wish to address. The Zoom Host will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment.

**Before the Meeting:** Written public comments for the record may be submitted in advance by 12:30 p.m. the day of the meeting by email to: [publicworks@fostercity.org](mailto:publicworks@fostercity.org) and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following:

- Clearly indicate the Agenda Item No. or specify “Public” in the Subject Line for items not on the agenda
- Include the submitter’s full name (Recommended but not required)

Written public comments received by 10:30 a.m. the day of the meeting will be provided in their entirety to the Traffic Review Committee prior to the meeting and will be made part of the written

record but will not be read verbally at the meeting.

**The public is invited to attend.**

Any attendee wishing special accommodations at the meeting should contact the Public Work's Department at (650) 286-3270 at least 48 hours in advance of the meeting.

**Any written comments or documents provided to a majority of the committee regarding any item on this agenda after the agenda packet was distributed will be made part of the written record, but will not be read verbally at the meeting.**

**TRAFFIC REVIEW COMMITTEE  
REGULAR MEETING AGENDA  
THURSDAY, November 18, 2021  
1:00 P.M.**

VIA ZOOM

I. CALL TO ORDER

II. ROLL CALL

Committee Members

Louis Sun	Chairman, Public Works Director / City Engineer
Evan Adams	Planning Commissioner
Marlene Subhashini	Community Development Director
Mark Lee	Lieutenant, Police Department / Public Safety
Michele Orque	Fire Inspector II, San Mateo Consolidated Fire Department
Sobia Nasir	Public Citizen
Lawrence Tam	Associate Civil Engineer

Council Liaison

Jon Froomin	Councilmember
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Staff Members

Justin Lai	Associate Civil Engineer
Lori Su	Recording Secretary

III. MINUTES OF January 30, 2020, February 27, 2020, and December 3, 2020

IV. PUBLIC COMMENT

V. OLD BUSINESS

VI. NEW BUSINESS

- a. Curbside Parking Restrictions at 611 Leo Drive and Speeding on Leo Drive
- b. Peninsula Jewish Community Center Drop-Off Zone at the Roundabout Entrance
- c. Balclutha Drive Drop-off and Pick-up Area

VII. GOOD FOR THE ORDER

VIII. ADJOURNMENT

**The public is invited to attend.**

Any attendee wishing special accommodations at the meeting should contact the Public Works office at (650) 286-3270 at least 48 hours in advance of the meeting.

**TRAFFIC REVIEW COMMITTEE MEETING  
MINUTES  
THURSDAY, January 30, 2020  
1:00 P.M.**

REGULAR MEETING – CITY HALL CONFERENCE ROOM --- 3A

610 FOSTER CITY BOULEVARD, FOSTER CITY

I. CALL TO ORDER

II. ROLL CALL

Committee Members

Norm Dorais	Chairman, Public Works Director / City Engineer
Evan Adams	Planning Commissioner
Marlene Subhashini	Community Development Director
*Mark Lee	Lieutenant, Police Department / Public Safety
Michele Orque	Fire Inspector II / San Mateo Consolidated Fire Department
Sobia Nasir	Public Citizen
Lawrence Tam	Associate Civil Engineer

Council Liaison

Herb Perez	Councilmember
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Staff Members

Vivian Ma	Associate Civil Engineer
Mitzi Staufer	Recording Secretary

Guests

Bob Berger  
Norman Owyang

The regular monthly meeting of the Traffic Review Committee (TRC) was held on Thursday, January 30, 2020, at 1:07 p.m. in the Executive Conference Room. \*Vuong Phan represented Mark Lee at the meeting. Mark Lee arrived at 1:36 p.m. and Michele Orque arrived at 1:12 p.m. Herb Perez was absent from the meeting.

III. PUBLIC COMMENT

None.

IV. MINUTES OF DECEMBER 5, 2019 SPECIAL MEETING

Action: Marlene Subhashini moved to approve the minutes of the December 5, 2019 Special Meeting, and Evan Adams seconded the motion. Approved 7-0-0.

V. OLD BUSINESS

None.

## VI. NEW BUSINESS

### 1. US 101/SR 92 Interchange Area Improvement Project Update (Item No. 1 – Discussion)

Norm Dorais presented an update on the short-term US 101/SR 92 interchange area improvements. The improvements involve partnerships between multiple agencies: the San Mateo County Transportation Authority (SMCTA), the Cities of Foster City and San Mateo, City/County Associate of Governments (C/CAG), and the California Department of Transportation (Caltrans). The project, spanning the US 101 area between East Hillsdale Boulevard and the SR 92 interchange ramps, has been “in the works” for approximately 1 ½ years and consists of four basic improvements:

- a. Westbound SR 92/Southbound US 101: loop ramp and structure widening improvements;
- b. Eastbound SR 92/US 101 (Southbound and Northbound Interchanges): merging and striping improvements;
- c. Southbound US 101/Eastbound and Westbound SR 92 Split: Fashion Island Boulevard off-ramp improvements;
- d. Northbound US 101/East Hillsdale Boulevard in San Mateo: off-ramp and intersection modification and widening improvements.

Delivery schedule: Environmental documents are anticipated to begin in Spring 2020 and complete in Fall 2021. Construction is scheduled to begin in the Winter/Spring 2023, ending in the Summer 2024.

A PowerPoint was presented. Discussion ensued.

### 2. Traffic Signal Timing Adjustments to Allow for Early Pedestrian Release (Item No. 2 – Discussion) ~ 40 minutes in

Bob Berger requested consideration of early pedestrian release signal installation throughout the City. These indicators trigger the pedestrian walk light 2-3 seconds before the green light signals traffic to proceed, increasing pedestrian visibility and safety.

Mr. Dorais explained cycle delays could impact traffic flow coordination through coordinated intersection signals. Out of 26 intersections, five already have the early pedestrian release implemented where traffic coordination is not an issue. Of the remaining 21 intersections, four more have been identified where the early release pedestrian signal could be implemented without impacting traffic flow. Analysis is necessary to measure traffic flow impact, and feedback has been requested from the traffic engineer and traffic signal firmware for further consideration.

Discussion ensued.

### 3. Parking Restrictions on Yawl, Ketch, and Sloop Courts (Item No. 3 – Discussion)

Signs prohibiting overnight parking on Yawl, Ketch, and Sloop Courts were posted in the 1970s and have since faded. The original purpose for the signs is unknown, and such signage is unique to these three streets. A survey was sent to residents living on these streets seeking input as to whether or not the signs should be refreshed and replaced. Initial survey results show residents are evenly divided on the topic, but staff anticipates to receive additional surveys in the next 1-2 weeks. This item may return to the Traffic Review Committee for further consideration.

Discussion ensued.

4. Request for All-Way Stops at Polynesia Drive and Comet Drive (Item No. 4 – Discussion)

Currently, the intersection of Polynesia Drive and Comet Drive has two stop signs for Comet Drive traffic, while Polynesia Drive does not require drivers to stop. Mr. Owyang requested all-way stops at the intersection out of concern for elementary school pedestrians. Mr. Dorais gave a brief background, stating the 2018 citywide intersection study showed an all-way stop at Balclutha Drive and Comet Drive (in the area nearby) was warranted and implemented. The nearby Polynesia Drive/Comet Drive intersection will be studied and the findings reported back to the Traffic Review Committee in the next couple of months.

Discussion ensued.

VII. GOOD OF THE ORDER

None.

VIII. ADJOURNMENT

There were no other items to come before the Traffic Review Committee, and the meeting was adjourned at 2:16 pm.

**TRAFFIC REVIEW COMMITTEE MEETING  
MINUTES  
THURSDAY, February 27, 2020  
1:00 P.M.**

REGULAR MEETING – CITY HALL CONFERENCE ROOM --- 3A

610 FOSTER CITY BOULEVARD, FOSTER CITY

I. CALL TO ORDER

II. ROLL CALL

Committee Members

Norm Dorais	Chairman, Public Works Director / City Engineer
Evan Adams	Planning Commissioner
Marlene Subhashini	Community Development Director
Mark Lee	Lieutenant, Police Department / Public Safety
Michele Orque	Fire Inspector II / San Mateo Consolidated Fire Department
Sobia Nasir	Public Citizen
Lawrence Tam	Associate Civil Engineer

Council Liaison

Herb Perez	Councilmember
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Staff Members

Vivian Ma	Associate Civil Engineer
Francine Magno	Associate Civil Engineer
Mitzi Staufer	Recording Secretary

The regular monthly meeting of the Traffic Review Committee (TRC) was held on Thursday, February 27, 2020, at 1:06 p.m. in the Executive Conference Room. Herb Perez was absent from the meeting.

III. PUBLIC COMMENT

None.

IV. MINUTES OF January 30, 2020

No action taken.

V. OLD BUSINESS

1. Parking Restrictions on Yawl, Ketch, and Sloop Courts (January 30, 2020 Meeting, New Business, Item No. 3)

Norm Dorais updated the TRC that the parking restrictions will remain in place as a result of the resident survey.

VI. NEW BUSINESS

1. Street Rehabilitation Project (CIP 301-689) – Striping Design Approval (Item No. 1 – Action)

Francine Magno presented a staff report with designs for the repaving project, which included edgeline and sharrow additions to meet the intent of the bicycle/pedestrian master plan.

Evan Adams moved to accept the recommendations and Mark Lee seconded the motion.  
Approved 7-0-0.

VII. GOOD OF THE ORDER

Lt. Lee mentioned several traffic complaints and violations had been reported in the area of Jamaica Street and Port Royal Avenue, and asked for any potential engineering solutions. Mr. Dorais mentioned potentially narrowing of Port Royal Avenue as part of a future project.

VIII. ADJOURNMENT

There were no other items to come before the Traffic Review Committee, and the meeting was adjourned at 1:21 p.m.



**TRAFFIC REVIEW COMMITTEE MEETING  
AGENDA  
THURSDAY, December 3, 2020  
1:00 P.M.**

SPECIAL MEETING – VIA ZOOM

I. CALL TO ORDER

The special meeting of the Traffic Review Committee (TRC) was called to order on Thursday, December 3, 2020, at 1:04 p.m. via Zoom.

II. ROLL CALL

Committee Members

Norm Dorais	Chairman, Public Works Director / City Engineer
Evan Adams	Planning Commissioner
Marlene Subhashini	Community Development Director
Mark Lee	Lieutenant, Police Department / Public Safety
Michele Orque	Fire Inspector II, San Mateo Consolidated Fire Department
Sobia Nasir	Public Citizen
Lawrence Tam	Associate Civil Engineer

Council Liaison

Jon Froomin	Councilmember
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Staff Members

Vivian Ma	Associate Civil Engineer
Francine Magno	Associate Civil Engineer
Julie Paping	Recording Secretary

Members Michele Orque and Sobia Nasir were noted absent. All other members were present.

III. PUBLIC COMMENT

None.

IV. MINUTES OF February 27, 2020

No action taken.

V. OLD BUSINESS

None.

VI. NEW BUSINESS

1. Presentation and Report on the Proposed Addition of Temporary Bike Lane on Edgewater Blvd. from Baffin St. to Beach Park Blvd. in response to the additional traffic being generated by the closure of the Bay Trail and detour for the Levee Project.

Norm Dorais gave a presentation on the proposed temporary bike lane on Edgewater Blvd.

including two striping design options. Design option A reduces the roadway from two travel lanes to one wide travel lane from Baffin St. to Boothbay Ave., and it includes 6-foot bike lanes (reduced to 4-feet at intersections) with a buffer zone between the bike lanes and traffic lanes. Option A would require an additional Traffic Study to determine lane reduction feasibility. Design option B maintains two travel lanes and includes a 5-foot bike lane. Option B would not require a Traffic Study.

Discussion among the committee members ensued.

#### Public Comment

Gary Pollard spoke in favor of keeping two lanes of traffic and expressed concern over the one-lane option. He expressed his interest in ensuring that whichever option is recommended by the committee is consistent with the Foster City Bicycle Network Assessment completed in 2018. He also spoke in favor of making the bike lanes permanent. Finally, he requested greater community education on bicycle safety and the proper way of driving bicycles on the street.

Discussion among the committee members ensued.

**Action** – Evan Adams motioned to recommend Option B and to explore signage at the end of the bike lane for clarity and safety; Marlene Subhashini seconded. Approved 5-0-2. Members Orque and Nasir were absent.

2. Presentation and Report of Proposed Striping Plan (including the addition of a bike lane) on Shell Blvd. from East Hillsdale Blvd. to Beach Park Blvd. as part of the annual paving project.

Norm Dorais and Francine Magno provided a presentation on the proposed striping plans involving the addition of a bike lane on Shell Blvd. Two striping design options were proposed for North Shell (from E. Hillsdale Blvd. to Catamaran St.), and two striping design options were proposed for South Shell (from Catamaran St. to Beach Park Blvd.). Design option A for North Shell maintains two travel lanes and included the addition of a bike lane and a two-foot buffer zone between the bike lane and travel lane. On the South Shell portion, the two lanes are reduced to one travel lane to allow for a bike lane and a two-foot buffer.

Design option B for North Shell is similar to Option A except that between South Road and Bounty Drive an 8-ft parking lane was added. On the South Shell portion, the road is maintained as a Class III Bikeway which has two existing travel lanes. The outer lane allows for use of the travel lane between bicycles and drivers.

#### Public Comment

Gary Pollard spoke in favor of Class II bike lanes on all of Shell Blvd., matching the bikes lanes in front of Foster City School. He supports consistency among bike lanes throughout Foster City.

Discussion among the committee members ensued.

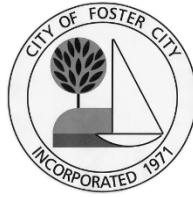
**Action** – Evan Adams motioned to recommend option A for North Shell and option A for South Shell, and to explore protected bike lanes using parking as a buffer; Marlene Subhashini seconded. Approved 5-0-2. Members Orque and Nasir were absent.

## VII. GOOD OF THE ORDER

Evan Adams welcomed Councilmember Jon Froomin to his first Traffic Review Committee meeting.

## VIII. ADJOURNMENT

There were no other items to come before the Traffic Review Committee, and the meeting was adjourned at 2:00 p.m.



## MEMORANDUM

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To: Traffic Review Committee Members

From: Louis Sun, Director of Public Works

Date: November 18, 2021

Subject: Curbside Parking Restrictions at 611 Leo Drive and Speeding on Leo Drive (Item No. 1 --- Action)

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### RECOMMENDATION

It is recommended that no curbside parking restrictions be installed on Leo Drive and that motorists' speeds along Leo Drive between Jupiter Court and Taurus Drive continue to be monitored.

### EXECUTIVE SUMMARY

In response to a complaint from a resident regarding parked cars in front of 611 Leo Drive and speeding along Leo Drive making it difficult to back out of their driveway, staff inspected the site and evaluated the area. To address the speeding concerns, Foster City Police have increased patrols in the area and placed the portable radar speed trailer along Leo Drive to improve awareness of speed. It was determined that installation of curbside parking restrictions in front of 611 Leo Drive is not warranted, and there is adequate visibility.

### BACKGROUND/ANALYSIS

The City received a request from a Foster City resident to install red curb at 611 Leo Drive and address speeding on Leo Drive. The requested red curb location can be seen on Attachment 1. The resident indicated that parked cars in front of 611 Leo Drive hinder visibility while pulling out of their driveway.

Leo Drive is a 33-foot wide, two-lane (one lane in each direction) undivided residential roadway. The speed limit along Leo Drive is 25 miles per hour (mph). Parking is allowed on both sides of the street and there are no parking restrictions. Adjacent intersections are uncontrolled (there are no stop signs or traffic signals at Taurus Drive or Jupiter Court). A review of the traffic collisions indicates there have been zero (0) reported collision along Leo Drive over the last 5 years.

The Foster City Police Department has addressed speeding by increasing patrols and implementing the speed radar trailer. Following their increased effort, the Foster City Police Department performed speed surveys at various times of the day over a five-day period and found that speeds are well below the speed limit. The 85<sup>th</sup> percentile speed in both directions is 21mph. Based on field observations, vehicles parked in front of 611 Leo Drive do not hinder visibility more than any other street parking. Further, adding red curb would restrict parking for the resident at 611 Leo Drive.

If the Committee recommends the red curb installation, this item will be presented to the City Council for final approval.

### FISCAL IMPACT

The estimated cost of implementation for the red curb installation is \$300. Funding is available in the existing Public Works Maintenance Division, Operating Budget. Any other future improvements would require additional funding.

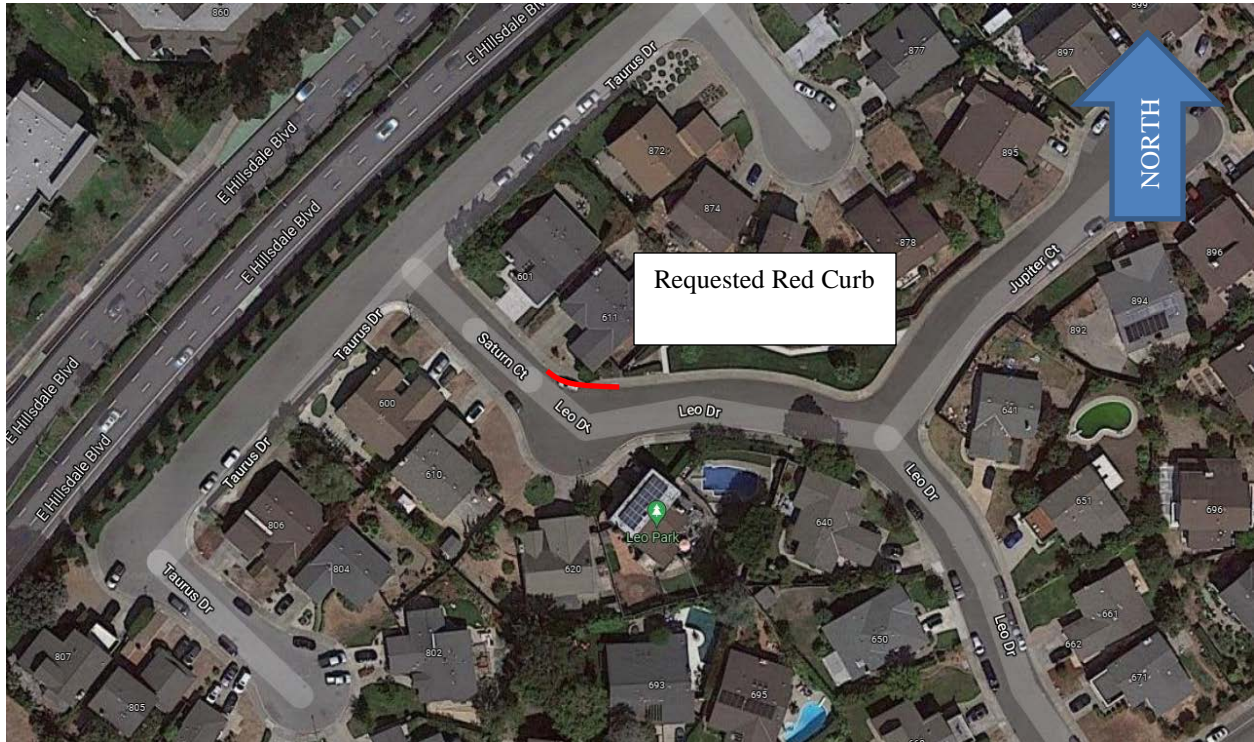
### NOTIFICATION

A notification letter and invitation to attend the meeting has been sent to residents/owners on Leo Drive who would be potentially affected by the requested parking restriction. Agenda packets will be available upon request.

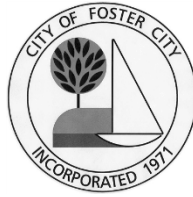
### Attachments:

- Attachment 1 – Requested Curbside Parking Restrictions

**ATTACHMENT 1**



*Existing condition at 611 Leo Drive looking east along Leo Drive*



## MEMORANDUM

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To: Traffic Review Committee Members

From: Louis Sun, Director of Public Works

Date: November 18, 2021

Subject: Peninsula Jewish Community Center Drop-Off Zone at the Roundabout Entrance (Item No. 2 --- Action)

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### RECOMMENDATION

It is recommended that seventy (70) feet of white curb be installed in front of the Peninsula Jewish Community Center (PJCC) roundabout near their building entrance.

### EXECUTIVE SUMMARY

The PJCC has requested that the existing red curb be replaced with yellow curb along the roundabout at their main entrance to allow for drop-off/pick-up. Staff reviewed the site and evaluated the area. Adding a drop-off and pick-up zone would not affect the circulation of the roundabout. It was determined that white curb would be more appropriate for this function and is recommended to be installed.

### BACKGROUND/ANALYSIS

Staff received a request from the PJCC to install yellow curb and remove the existing red curb in front of their roundabout entrance to facilitate drop-offs and pick-ups to match the adjacent property (Alma Point and Happy Lemon).

Balclutha Drive intersects with Alma Lane with an existing roundabout. The one-way roundabout currently has parking restrictions on all exterior curbs, but the existing curb in front of the PJCC is red and does not allow for cars to stop. On the west portion of the roundabout there is existing yellow curb for the other businesses (see Attachment 1). A review of the traffic collision reports indicates there have been zero (0) reported collisions along Balclutha Drive over the last 5 years.

Based on field observations, there should be no issues with adding a drop-off and pick-up area in front of the PJCC. The existing yellow curb within the roundabout shows that cars stopping within the roundabout do not affect the traffic movements. Yellow curb is

typically used for timed or commercial loading and unloading. The installation of white curb would be more appropriate for a drop-off and pick-up zone.

If the Committee recommends the white curb installation, this item will be presented to the City Council for final approval.

### FISCAL IMPACT

The estimated cost of implementation for the white curb installation is \$500. Funding is available in the existing Public Works Maintenance Division, Operating Budget.

### NOTIFICATION

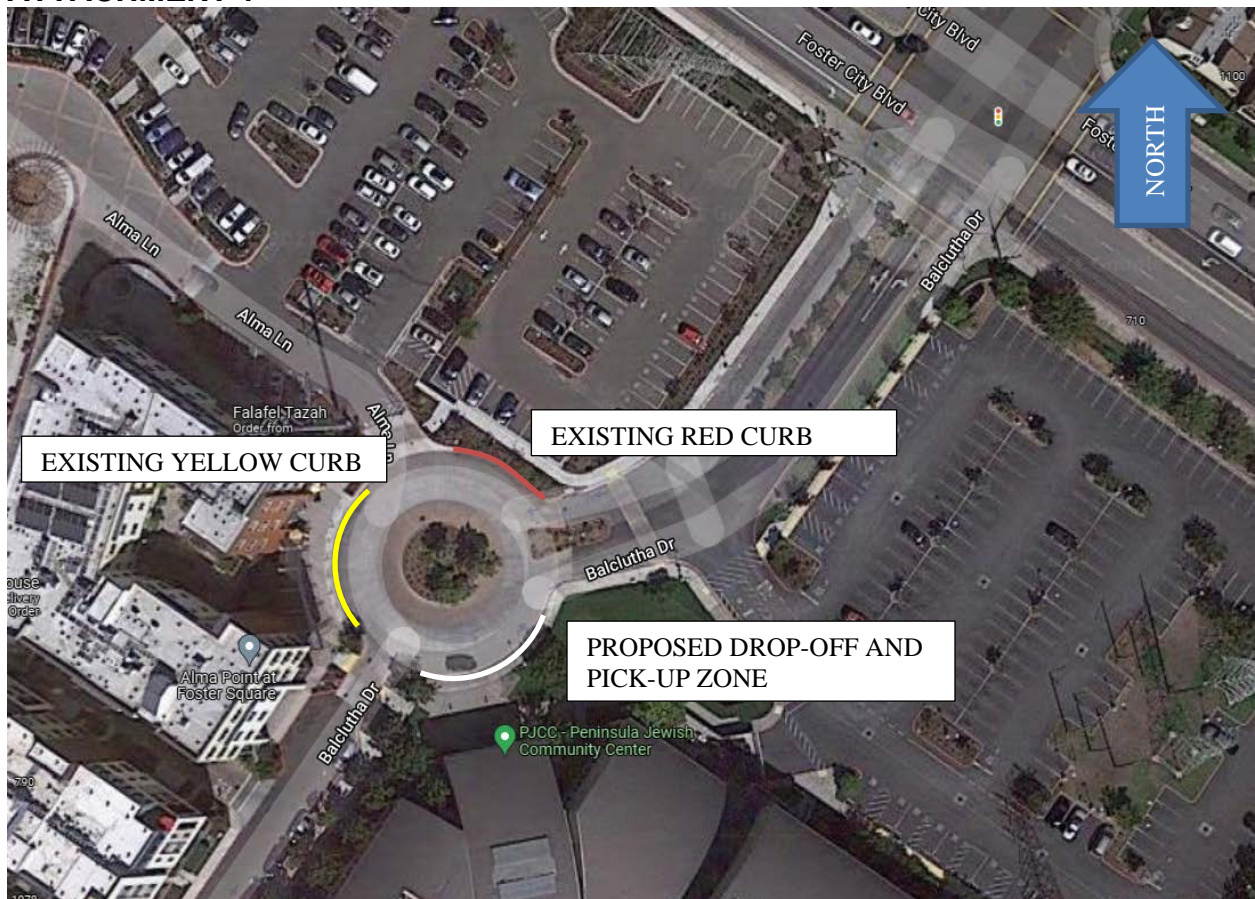
Posting of the agenda is the only notification for this item because it will not be removing parking from the public.

### Attachments:

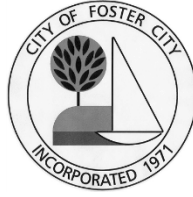
- Attachment 1 – Proposed Parking Restrictions



# ATTACHMENT 1



*Existing Condition looking southbound*



## MEMORANDUM

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To: Traffic Review Committee Members

From: Louis Sun, Director of Public Works

Date: November 18, 2021

Subject: Balclutha Drive Drop-off and Pick-up Area (Item No. 3 --- Action)

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### RECOMMENDATION

It is recommended that parking on Balclutha Drive remain unchanged.

### EXECUTIVE SUMMARY

The Peninsula Jewish Community Center (PJCC) has requested that eight of the parking spaces along the east side of Balclutha Drive adjacent to the Ronald C. Wornick Jewish Day School be restricted for morning drop-off and afternoon pick-up times. Currently Balclutha Drive is a public one-way roadway with 15 public parking spaces. The drop-off and pick-up zone would affect more than half of the available parking spaces on Balclutha Drive. The PJCC Use Permit designated alternative locations on the school's property for the purposes of school pick-up and drop-off. Therefore, it is not recommended to remove parking to allow an additional drop-off and pick-up zone.

### BACKGROUND/ANALYSIS

Staff received a request from the PJCC to install parking restrictions between the hours of 7:00am-9:30am and 12:00pm-4:00pm along the south end of Balclutha Drive, which would affect eight parking stalls, to allow for a drop-off and pick-up zone for the Wornick Jewish Day School. The drop-off and pick-up zone would be designated with white curb and signage.

Balclutha Drive is a public one-way street with 15 public parking spaces located along the PJCC property on the east side. Curbside parking is prohibited on the west side of the street which abuts the Foster's Square property consisting of over 250 apartments and condominiums. A review of the traffic collisions indicates there have been zero (0) reported collision along Balclutha Drive in the last 5 years.

On December 7, 2020, the Planning Commission adopted Resolution No. P-86-00, approving Use Permit (UP-99-022) for the construction of the PJCC. The Use Permit designates the South Access Road to be used for the school's pick-up and drop-off locations. It further specifies that the PJCC shall be responsible for managing their drop-off/pick-up activities on their property. Restricting parking along Balclutha Drive would remove public parking spaces and affect the residents and/or their visitors in the adjacent apartments/condominiums. These parking spaces are frequently used with vehicles often parked in the same stall throughout the day.

Staff recommends that the existing parking not be altered to accommodate a drop-off/pick-up zone. If the Committee recommends the approval of parking restriction along Balclutha Drive, this item will be presented to the City Council for consideration.

### FISCAL IMPACT

The estimated cost of implementation for the parking restriction installation is \$800. This would include the installation of signage and white curb. Funding is available in the existing Public Works Maintenance Division, Operating Budget.

### NOTIFICATION

A notification letter and invitation to attend the meeting has been sent to the management of Foster Square for distribution regarding the proposed parking restrictions.

### Attachments:

- Attachment 1 – Proposed Parking Restrictions

# ATTACHMENT 1



*Existing parking spaces looking southbound along Balclutha Drive*