



DATE: February 26, 2014

AGENDA ITEM # 2

TO: Bicycle/Pedestrian Advisory Commission
FROM: Cedric Novenario, Staff Liaison
SUBJECT: Mail Collection Box Relocation Study

RECOMMENDATION:

Approve the recommended relocation of the Mail Collection Boxes to Northbound Third Street near Whitney Street

BACKGROUND

There are currently six vehicle-accessible mail collection boxes adjacent to the Coldwell Banker building at 95 First Street. Vehicle access at this location presents a conflict with pedestrian access to and from downtown because the drive aisle also serves as the off-street path for pedestrian travel adjacent to the mail collection boxes.

At the June 25, 2013 City Council meeting, the Public Works Director presented information regarding the proposed new mailbox locations at Parking Plaza 2 and 3. At the July 2013 BPAC meeting, it was generally recommended to keep the mail collection boxes at their current location.

DISCUSSION

The City hired W-Trans to further evaluate options for relocating a drop-off facility in downtown Los Altos. In reviewing potential locations, staff provided the following criteria when considering a future location:

- Adequate width and length of drive aisle (comparable to existing)
- Room for three to four vehicles to stop without blocking traffic
- Easy entry and exit access paths from multiple directions
- Avoid removing heritage trees
- Vehicle access does not create new conflicts with high volume pedestrian paths
- Sites are located away from high collision areas

Based on the criteria above, the following locations were evaluated for a potential mailbox drop-off location:

1. Southbound Second Street between State and Main

2. Southbound Second Street at Plaza South
3. Westbound Lyell Street between First and Second Streets
4. Northbound Third Street north of Whitney, in front of Comerica Bank
5. Plaza North at Third Street
6. Plaza South near Hillview Avenue
7. Plaza South near Hawthorne Avenue

The consultant also analyzed collision records of downtown Los Altos. The study ranged from 2008 to 2013. There were a total of 150 reported collisions. Below is a summary of the types of reported collisions:

- 80 were crashes into fixed objects or parked cars
- 53 were crashes between two moving vehicles
- 11 involved pedestrians
- 3 involved bicycles
- The remaining 3 crash records were incomplete

Most accidents occurred on the Main Street with First, Second and Third Streets. Most pedestrian accidents occurred between Whitney Street and Plaza North or First Street and Third Street. Bicycle accidents occurred at Edith Avenue and First Street and Second Street, and Main Street and Third Street.

RECOMMENDATION

Based on the criteria and accident analysis, Location 4, Northbound Third Street, north of Whitney, in front of Comerica Bank, fit the majority of the criteria and had minimal accident history. The attached draft report further details the evaluation of all the potential sites and recommendation of Location 4.

Attachment
Draft Mailbox Drop-off Relocation Study

January 23, 2014

Mr. Cedric Novenario
Transportation Services Manager
Public Works Department
City of Los Altos
One North San Antonio Road
Los Altos, CA 94022

Mail Drop-off Relocation Study

Dear Mr. Novenario;

Whitlock & Weinberger Transportation, Inc. (W-Trans) has evaluated options for relocating a mail drop-off facility in downtown Los Altos, focusing on access and traffic circulation. This letter report summarizes the findings of our field review, identifies potential new locations for the facility, and recommends the optimal location.

Existing Facility

The Post Office in downtown Los Altos was previously located on the west side of First Street between Edith Avenue and Shasta Street. The facility has been demolished and a residential project is currently being constructed at the site. On the opposite side of First Street is an array of five letter boxes with drive-through access, referred to in this report as the Mail Drop-off facility. The facility is located adjacent to the Coldwell Banker building at 95 First Street, and shown in Plate I.



Plate I – Existing Facility

A drive-through aisle on the east side of the letter boxes allows drivers to drop off letters and parcels while remaining seated in their vehicles. The existing raised island is about 30 feet long and 4 feet wide. The drive aisle is about 9 feet wide. The approach path is about 35 feet long and the re-entry path is a similar length. The re-entry path occupies the same space as one of the driveways to the 95 First Street building.

This letter report assumes the number of boxes will remain the same at any future location. A US Postal Service representative was contacted to confirm this assumption but did not respond.

A seven-day count of driveway traffic was collected between Thursday, December 12, and Wednesday, December 18, 2013. The count dates were selected based on a statement from the US Post Office website that mid-December is the busiest time of year for mail and package drop-off.

The counts show an average daily traffic volume of 490 vehicles per day (vpd) in the drive aisle during the count period. The peak day was December 18 with 649 vpd. The single highest hourly volume was 101 vehicles per hour on Tuesday, December 17, from 3:45 p.m. to 4:45 p.m. The detailed traffic count data is enclosed.

The aisle is shared by pedestrians walking along the east side of First Street. The shared use has resulted in a conflict between vehicles and pedestrians, and reports of near collisions. Comments from occupants of 95 First Street, coupled with removal of the Post Office, have led City staff to search for other locations within downtown Los Altos for the mail drop-off facility.

Field Review

The field review included observation of the existing facility as well as identification of other potential locations for a new drop-off facility within the downtown area bounded by North San Antonio Road, First Street, and Edith Avenue. The review led to a list of criteria to consider when evaluating a new location, as follows:

- Adequate width (13 feet) and length (30 feet for the boxes and up to 100 feet total for the drive-through aisle)
- Room for three to four vehicles to stop without blocking traffic
- Easy entry and exit access paths from multiple directions
- Avoid removing heritage trees
- Vehicle access does not create new conflicts with high volume pedestrian paths
- Sites are located away from high collision areas

The list led to several potential new sites, summarized as follows:

1. Southbound Second Street between State and Main Streets
2. Southbound Second Street at Plaza South
3. Westbound Lyell Street between First and Second Streets
4. Northbound Third Street north of Whitney Street, in front of Comerica Bank
5. Plaza North at Third Street (would have to eliminate two parking spaces)
6. Plaza South near Hillview Avenue (behind Paper Whirl store)
7. Plaza South near Hawthorne Avenue

None of these sites meets every evaluation criteria perfectly. The site locations are shown in Figure 1, which is enclosed. Each site is briefly discussed in the following paragraphs.

Site 1 – Southbound Second Street between State and Main Streets

This site is at the south end of the block near Main Street (see Plate 2). There is currently a single blue mailbox at the site. Installing the drop-off facility would require removal of at least two on-street parking spaces in an area where parking is 95 to 100 percent utilized (Source: *Downtown Los Altos Parking Management Plan*, CDM Smith, June 2013). The advantages to this site are good circulation and access, and parking is prohibited on the east side of Second Street so the street has extra width. The installation would include a raised island about eight feet from the existing curb. The remaining street width of 20 feet would be adequate for two-way traffic.



Plate 2 – Southbound Second Street between State and Main Streets

Site 2 – Southbound Second Street at Plaza South

This site is between two drive aisles of Plaza South (see Plate 3). There is currently a jog in the face of curb and Second Street narrows at the jog. Installing the drop-off facility would require removal of the current landscape strip and installation of a raised island eight feet from the existing sidewalk. It would create a more complex environment for drivers using the parking plaza driveways, equivalent to changing the street traffic from two lanes of cross traffic to three lanes. The advantages are good circulation and access.



Plate 3 – Southbound Second Street at Plaza South

Site 3 – Westbound Lyell Street between First and Second Streets

This site is close to San Antonio Road, adjacent to the private parking lot for First Republic Bank and Original House of Pancakes, which has an overly wide drive aisle. Parking on the north curb is already prohibited (see Plate 4). Installing the drop-off facility would require acquisition of a strip of land from the private parking lot and construction of the new drive aisle on the north side of the widened street. The advantages to this site are very good circulation and access, and a relatively low pedestrian volume during the week.



Plate 4 – Westbound Lyell Street between First and Second Streets

Site 4 – Northbound Third Street north of Whitney Street in front of Comerica Bank

This site is also close to San Antonio Road, located in front of Comerica Bank (see Plate 5). There is an ivy planter in front of the bank that would be paved to create the drive through aisle, and one on-street parking bay that would be converted to part of the drive aisle. The advantages to this site are very good circulation and access, and a relatively low pedestrian volume. Disadvantages are loss of an ivy landscape strip and loss of one parking space. However, parking in this location was rated at only 0-10 percent occupancy. (ibid, CDM Smith, June 2013).

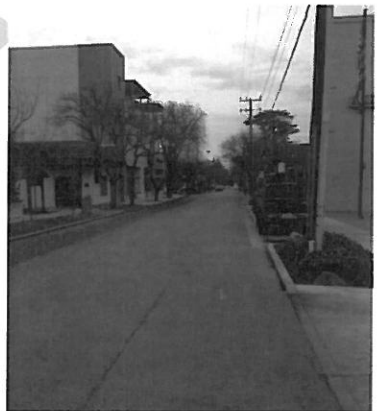


Plate 5 – Northbound Third Street north of Whitney Street in front of Comerica Bank

Site 5 – Plaza North at Third Street

This site is within Plaza North between Second and Third Streets, at the exit to Third Street (see Plate 6 on the following page). The south side of the drive aisle has yellow curbs, and has extra pavement width that allows large trucks to park without blocking the aisle. The set of five blue letterboxes would be installed on the north side of the drive aisle, which currently has a short planter strip that would be extended to the west to create enough room for the letterboxes. The advantages to this site are that the drive aisle is already one-way and there is no need to install a raised island in the roadway, and it has good circulation and access. The disadvantage of this site would be the loss of two existing parking spaces within Plaza North, a location identified with a 70 to 85 percent occupancy rate (ibid.).

Site 6 – Plaza South near Hillview Avenue

This site is in the portion of Plaza South immediately west of San Antonio Road, located near the back of the Paper Whirl store (see Plate 7). It is located within a newly renovated portion of the plaza, and installation of the drop-off facility here would require removal of two newly planted trees. Advantages of the site are that the aisle is already one-way so the five boxes could be incorporated into a planter, the drive aisle is wide enough to allow for moving traffic to pass waiting vehicles, it has good circulation with entry from both directions of San Antonio Road, and pedestrian volumes are relatively low because there are no storefronts nearby. Disadvantages are the exit would require a somewhat lengthy drive through the plaza to Third Street where pedestrian volumes along the sidewalk are fairly heavy.

Site 7 – Plaza South near Hawthorne Avenue

This site is in Plaza South near San Antonio Road (see Plate 8). Installing the drop-off facility would require removal of two parking spaces in an area that has a 70 to 85 percent occupancy rate (ibid.). Advantages of the site are that the aisle is already one-way so the five boxes could be incorporated into a planter, it has good circulation with entries and exits to both directions of San Antonio Road, and pedestrian volumes are relatively low because there are no storefronts nearby. Disadvantages are the narrow drive aisle does not provide space for queuing, drivers looking for parking might be delayed, and a portion of the traffic leaving the facility would drive through the plaza and exit at Third Street where pedestrian volumes are fairly heavy.

Space Requirements

The current site serves as a template for space requirements around the Mail Drop-off Facility. There is need for a raised island to house the five boxes, a drive aisle so drivers can drop letters and packages without getting out of their vehicles, an approach path for drivers to leave the travel lane and get into the drive aisle, and a departure path for drivers to re-enter the travel lane.

Pedestrian Count Information

A study of pedestrian activity in downtown Los Altos was recently completed by the consulting firm ARUP, as presented in a memorandum from Darby Watson of ARUP to Brooke Ray Smith of Passerelle Investment Company, dated February 22, 2013. It included counts of pedestrian traffic on Wednesday, November 7, and Saturday, November 10, 2012, and summarized the data collected. It concluded that the volume of pedestrian traffic is heaviest at the intersection of San Antonio Road and Edith Avenue, is heavy at either end of Main Street and also at the First Street and Edith Avenue intersection, and lighter elsewhere. The memorandum also included counts from the periphery of the downtown area.



Plate 6 – Plaza North at Third Street



Plate 7 – Plaza South near Hillview Avenue



Plate 8 – Plaza South near Hawthorne Avenue

The field observations conducted for this letter report suggest that some of the heaviest pedestrian volumes occur within the downtown between First Street and Third Street, and Plaza South and Plaza North.

Collision Information

Collision records for the study area during the six-year period from January 2008 to December 2013 were provided by City staff and summarized for this report. There were a total of 150 reported collisions, summarized as follows:

- 80 were crashes into fixed objects or parked cars
- 53 were crashes between two moving vehicles
- 11 involved pedestrians
- 3 involved bicycles
- the remaining 3 crash records were incomplete

High frequency locations with more than ten crashes include Main Street and First Street, Main Street and Second Street, Main Street and Third Street, and State Street and Second Street. Medium frequency locations with five to nine crashes include State Street and First Street, State Street and Third Street, State Street and Fourth Street, Plaza South and Second Street, Plaza South and San Antonio Road, Edith Street and San Antonio Road.

The crashes involving pedestrians all resulted in an injury, and occurred between Whitney Street and Plaza North or First Street and Third Street, but were not concentrated in any one location. The collisions involving bicyclists also all resulted in injuries and occurred at Edith Avenue and First Street, Edith Avenue and Second Street, and Main Street and Third Street.

There were a total of 38 injuries reported (including the 14 pedestrian or bicycle injuries) but no fatalities. Interestingly, only one crash was reported near the existing Mail Drop-off Facility. A copy of the collision report is enclosed.

Construction Cost Comparison

Cost estimates were not prepared for this report, but comparisons of the likely costs can be made. The minimum cost site will require a raised island for the five mailboxes, and striping or signage to keep through traffic out of the drive-through aisle. Curb modifications increase costs for six of the seven sites. Storm drainage modifications further increase the cost at two sites, and right-of-way would add to the cost for Site 3.

Conclusions and Recommendations

Table I presents a summary of the evaluation, with each factor discussed being assigned a score from 1 to 5, with a 5 rating indicating the site(s) that best meet the criterion. None of the sites received more than 30 points out of 35 possible points, indicating that each site has one or more issues that are difficult to address. The highest score of 30 points was assigned to Site 4, Northbound Third Street north of Whitney Street, in front of Comerica Bank. Site 6, Plaza South near Hillview Avenue, also scored near the top with 28 points. It is interesting to note that a score of 28 was also assigned to reconstruction of the existing site

**Table I
Comparative Evaluation of Potential Locations**

Location	Adequate Size	Space for Queue	Easy Access	Preserves Trees	No pedestrian conflicts	Low collision area	Relative Cost	Total
Existing Site	5	4	4	5	1	5	4	28
1. SB Second St at Main	3	3	4	5	4	1	5*	25
2. SB Second St at Plaza South	1	3	4	4	4	3	3	22
3. WB Lyell St near Second St	1	5	5	5	5	4	1**	26
4. NB Third St near Whitney St	5	3	5	4	5	5	3	30
5. Plaza N at Third St	5	3	3	5	1	4	4	20
6. Plaza S near Hillview Ave	5	5	5	3	3	3	4	28
7. Plaza S near Hawthorne Ave	3	2	3	5	2	2	4	21

Notes: SB = Southbound, WB = Westbound, NB = Northbound

* = Site 1 is the only site that does not require reconstruction of existing curbs

** = Site 3 is the only site that would require right-of-way acquisition and reconstruction of curbs

Based on the evaluation performed, it is recommended that further evaluation or detailed design of Site 4 be pursued.

Thank you for giving W-Trans the opportunity to provide these services. Please call if you have any questions.

Sincerely,

Steve Fitzsimons, PE, TE
Principal

SMF/smf/LAL008.L1

Enclosures: Traffic Count Data
Figure 1 Site Locations
Collision Report Data

WILTEC

Phone: (626) 564-1944

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24-HOUR ADT COUNT SUMMARY

CLIENT: WHITLOCK, WEINBERGER TRANSPORTATION, INC. (W-TRANS)
 PROJECT: LOS ALTOS TRAFFIC COUNTS
 LOCATION: DRIVEWAY ON EAST SIDE OF FIRST STREET
 MAILBOX DROP-OFF DRIVEWAY
 DATE: THURSDAY DECEMBER 12, 2013

DIRECTION:		TOTAL				HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	2	0	0	0	2	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	1	1	
6:00	0	0	2	2	4	
7:00	2	1	2	1	6	
8:00	4	0	3	2	9	
9:00	3	11	12	3	29	
10:00	12	4	10	4	30	
11:00	4	9	6	5	24	
12:00	4	10	8	8	30	
13:00	6	15	2	21	44	
14:00	9	13	10	12	44	
15:00	6	9	14	11	40	
16:00	12	19	13	6	50	
17:00	19	10	3	6	38	
18:00	2	2	6	3	13	
19:00	6	4	0	2	12	
20:00	4	1	0	0	5	
21:00	2	2	0	2	6	
22:00	0	1	0	0	1	
23:00	0	0	2	0	2	
				TOTAL	390	
AM PEAK HOUR		0915-1015				
VOLUME		38				
PM PEAK HOUR		1615-1715				
VOLUME		57				

DIRECTION:						HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	0	0	
6:00	0	0	0	0	0	
7:00	0	0	0	0	0	
8:00	0	0	0	0	0	
9:00	0	0	0	0	0	
10:00	0	0	0	0	0	
11:00	0	0	0	0	0	
12:00	0	0	0	0	0	
13:00	0	0	0	0	0	
14:00	0	0	0	0	0	
15:00	0	0	0	0	0	
16:00	0	0	0	0	0	
17:00	0	0	0	0	0	
18:00	0	0	0	0	0	
19:00	0	0	0	0	0	
20:00	0	0	0	0	0	
21:00	0	0	0	0	0	
22:00	0	0	0	0	0	
23:00	0	0	0	0	0	
				TOTAL	0	
AM PEAK HOUR		0000-0100				
VOLUME		0				
PM PEAK HOUR		1200-1300				
VOLUME		0				

TOTAL BI-DIRECTIONAL VOLUME	390
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WILTEC

Phone: (626) 564-1944

Fax: (626) 564-0969

24-HOUR ADT COUNT SUMMARY

CLIENT: WHITLOCK, WEINBERGER TRANSPORTATION, INC. (W-TRANS)
 PROJECT: LOS ALTOS TRAFFIC COUNTS
 LOCATION: DRIVEWAY ON EAST SIDE OF FIRST STREET
 MAILBOX DROP-OFF DRIVEWAY
 DATE: FRIDAY DECEMBER 13, 2013

DIRECTION:		TOTAL				HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	2	2	
6:00	0	2	0	2	4	
7:00	2	6	4	1	13	
8:00	6	2	6	6	20	
9:00	12	13	10	3	38	
10:00	12	20	11	0	43	
11:00	7	18	6	8	39	
12:00	6	12	9	2	29	
13:00	15	12	6	11	44	
14:00	16	8	12	16	52	
15:00	16	5	16	14	51	
16:00	12	18	13	20	63	
17:00	8	16	6	4	34	
18:00	2	10	2	2	16	
19:00	6	0	4	2	12	
20:00	0	0	0	2	2	
21:00	2	2	0	0	4	
22:00	1	0	2	2	5	
23:00	0	0	0	0	0	
				TOTAL	471	
AM PEAK HOUR		0945-1045				
VOLUME		46				
PM PEAK HOUR		1600-1700				
VOLUME		63				

DIRECTION:		TOTAL				HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	0	0	
6:00	0	0	0	0	0	
7:00	0	0	0	0	0	
8:00	0	0	0	0	0	
9:00	0	0	0	0	0	
10:00	0	0	0	0	0	
11:00	0	0	0	0	0	
12:00	0	0	0	0	0	
13:00	0	0	0	0	0	
14:00	0	0	0	0	0	
15:00	0	0	0	0	0	
16:00	0	0	0	0	0	
17:00	0	0	0	0	0	
18:00	0	0	0	0	0	
19:00	0	0	0	0	0	
20:00	0	0	0	0	0	
21:00	0	0	0	0	0	
22:00	0	0	0	0	0	
23:00	0	0	0	0	0	
				TOTAL	0	
AM PEAK HOUR		0000-0100				
VOLUME		0				
PM PEAK HOUR		1200-1300				
VOLUME		0				

TOTAL BI-DIRECTIONAL VOLUME	471
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WILTEC

Phone: (626) 564-1944

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24-HOUR ADT COUNT SUMMARY

CLIENT: WHITLOCK, WEINBERGER TRANSPORTATION, INC. (W-TRANS)
 PROJECT: LOS ALTOS TRAFFIC COUNTS
 LOCATION: DRIVEWAY ON EAST SIDE OF FIRST STREET
 MAILBOX DROP-OFF DRIVEWAY
 DATE: SATURDAY DECEMBER 14, 2013

DIRECTION:		TOTAL				HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
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1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	2	0	0	2	
4:00	0	0	0	0	0	
5:00	0	0	0	0	0	
6:00	0	0	2	2	4	
7:00	0	3	6	0	9	
8:00	2	0	1	4	7	
9:00	6	4	4	4	18	
10:00	13	8	7	10	38	
11:00	10	16	10	14	50	
12:00	10	16	12	6	44	
13:00	12	21	20	12	65	
14:00	10	11	10	2	33	
15:00	14	27	20	10	71	
16:00	14	10	4	16	44	
17:00	12	7	3	1	23	
18:00	2	0	4	4	10	
19:00	4	0	0	0	4	
20:00	2	4	0	2	8	
21:00	0	0	0	0	0	
22:00	0	2	2	0	4	
23:00	0	0	0	0	0	
				TOTAL	435	
AM PEAK HOUR		1100-1200				
VOLUME		50				
PM PEAK HOUR		1500-1600				
VOLUME		71				

DIRECTION:						HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	0	0	
6:00	0	0	0	0	0	
7:00	0	0	0	0	0	
8:00	0	0	0	0	0	
9:00	0	0	0	0	0	
10:00	0	0	0	0	0	
11:00	0	0	0	0	0	
12:00	0	0	0	0	0	
13:00	0	0	0	0	0	
14:00	0	0	0	0	0	
15:00	0	0	0	0	0	
16:00	0	0	0	0	0	
17:00	0	0	0	0	0	
18:00	0	0	0	0	0	
19:00	0	0	0	0	0	
20:00	0	0	0	0	0	
21:00	0	0	0	0	0	
22:00	0	0	0	0	0	
23:00	0	0	0	0	0	
				TOTAL	0	
AM PEAK HOUR		0000-0100				
VOLUME		0				
PM PEAK HOUR		1200-1300				
VOLUME		0				

TOTAL BI-DIRECTIONAL VOLUME	435
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24-HOUR ADT COUNT SUMMARY

CLIENT: WHITLOCK, WEINBERGER TRANSPORTATION, INC. (W-TRANS)
 PROJECT: LOS ALTOS TRAFFIC COUNTS
 LOCATION: DRIVEWAY ON EAST SIDE OF FIRST STREET
 MAILBOX DROP-OFF DRIVEWAY
 DATE: SUNDAY DECEMBER 15, 2013

DIRECTION:		TOTAL				HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	0	0	
6:00	0	0	0	0	0	
7:00	0	0	0	0	0	
8:00	0	4	0	0	4	
9:00	4	5	2	8	19	
10:00	7	7	6	8	28	
11:00	8	2	8	2	20	
12:00	12	10	7	2	31	
13:00	8	4	7	15	34	
14:00	10	18	10	5	43	
15:00	18	12	3	9	42	
16:00	4	12	11	4	31	
17:00	12	4	4	2	22	
18:00	4	0	2	4	10	
19:00	2	0	2	2	6	
20:00	2	2	0	4	8	
21:00	3	2	1	1	7	
22:00	0	0	0	0	0	
23:00	0	0	0	0	0	
				TOTAL	305	
AM PEAK HOUR		1030-1130				
VOLUME		29				
PM PEAK HOUR		1345-1445				
VOLUME		53				

DIRECTION:		TOTAL				HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	0	0	
6:00	0	0	0	0	0	
7:00	0	0	0	0	0	
8:00	0	0	0	0	0	
9:00	0	0	0	0	0	
10:00	0	0	0	0	0	
11:00	0	0	0	0	0	
12:00	0	0	0	0	0	
13:00	0	0	0	0	0	
14:00	0	0	0	0	0	
15:00	0	0	0	0	0	
16:00	0	0	0	0	0	
17:00	0	0	0	0	0	
18:00	0	0	0	0	0	
19:00	0	0	0	0	0	
20:00	0	0	0	0	0	
21:00	0	0	0	0	0	
22:00	0	0	0	0	0	
23:00	0	0	0	0	0	
				TOTAL	0	
AM PEAK HOUR		0000-0100				
VOLUME		0				
PM PEAK HOUR		1200-1300				
VOLUME		0				

TOTAL BI-DIRECTIONAL VOLUME	305
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WILTEC

Phone: (626) 564-1944

Fax: (626) 564-0969

24-HOUR ADT COUNT SUMMARY

CLIENT: WHITLOCK, WEINBERGER TRANSPORTATION, INC. (W-TRANS)
 PROJECT: LOS ALTOS TRAFFIC COUNTS
 LOCATION: DRIVEWAY ON EAST SIDE OF FIRST STREET
 MAILBOX DROP-OFF DRIVEWAY
 DATE: MONDAY DECEMBER 16, 2013

DIRECTION:		TOTAL				HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	2	2	4	
6:00	7	4	0	4	15	
7:00	0	4	2	7	13	
8:00	14	6	4	2	26	
9:00	3	3	6	10	22	
10:00	4	6	17	8	35	
11:00	12	8	16	16	52	
12:00	2	9	6	18	35	
13:00	4	7	8	19	38	
14:00	8	10	5	18	41	
15:00	28	22	12	14	76	
16:00	32	9	26	26	93	
17:00	14	11	10	8	43	
18:00	4	9	2	12	27	
19:00	4	6	2	4	16	
20:00	0	5	0	2	7	
21:00	0	2	0	0	2	
22:00	0	0	0	2	2	
23:00	0	2	0	0	2	
				TOTAL	549	
AM PEAK HOUR		1100-1200				
VOLUME		52				
PM PEAK HOUR		1600-1700				
VOLUME		93				

DIRECTION:						HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	0	0	
6:00	0	0	0	0	0	
7:00	0	0	0	0	0	
8:00	0	0	0	0	0	
9:00	0	0	0	0	0	
10:00	0	0	0	0	0	
11:00	0	0	0	0	0	
12:00	0	0	0	0	0	
13:00	0	0	0	0	0	
14:00	0	0	0	0	0	
15:00	0	0	0	0	0	
16:00	0	0	0	0	0	
17:00	0	0	0	0	0	
18:00	0	0	0	0	0	
19:00	0	0	0	0	0	
20:00	0	0	0	0	0	
21:00	0	0	0	0	0	
22:00	0	0	0	0	0	
23:00	0	0	0	0	0	
				TOTAL	0	
AM PEAK HOUR		0000-0100				
VOLUME		0				
PM PEAK HOUR		1200-1300				
VOLUME		0				

TOTAL BI-DIRECTIONAL VOLUME	549
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24-HOUR ADT COUNT SUMMARY

CLIENT: WHITLOCK, WEINBERGER TRANSPORTATION, INC. (W-TRANS)
 PROJECT: LOS ALTOS TRAFFIC COUNTS
 LOCATION: DRIVEWAY ON EAST SIDE OF FIRST STREET
 MAILBOX DROP-OFF DRIVEWAY
 DATE: TUESDAY DECEMBER 17, 2013

DIRECTION:		TOTAL				HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	2	0	0	2	
5:00	3	0	0	4	7	
6:00	0	0	2	4	6	
7:00	6	0	6	10	22	
8:00	4	0	7	7	18	
9:00	2	13	9	18	42	
10:00	8	8	5	14	35	
11:00	8	16	8	8	40	
12:00	22	14	16	10	62	
13:00	18	20	20	12	70	
14:00	8	12	17	12	49	
15:00	18	16	16	18	68	
16:00	20	18	45	16	99	
17:00	12	21	6	8	47	
18:00	6	2	10	4	22	
19:00	8	4	4	2	18	
20:00	0	2	0	8	10	
21:00	0	2	4	2	8	
22:00	0	0	0	0	0	
23:00	2	0	0	0	2	
				TOTAL	627	
AM PEAK HOUR		0915-1015				
VOLUME		48				
PM PEAK HOUR		1545-1645				
VOLUME		101				

DIRECTION:						HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	0	0	
6:00	0	0	0	0	0	
7:00	0	0	0	0	0	
8:00	0	0	0	0	0	
9:00	0	0	0	0	0	
10:00	0	0	0	0	0	
11:00	0	0	0	0	0	
12:00	0	0	0	0	0	
13:00	0	0	0	0	0	
14:00	0	0	0	0	0	
15:00	0	0	0	0	0	
16:00	0	0	0	0	0	
17:00	0	0	0	0	0	
18:00	0	0	0	0	0	
19:00	0	0	0	0	0	
20:00	0	0	0	0	0	
21:00	0	0	0	0	0	
22:00	0	0	0	0	0	
23:00	0	0	0	0	0	
				TOTAL	0	
AM PEAK HOUR		0000-0100				
VOLUME		0				
PM PEAK HOUR		1200-1300				
VOLUME		0				

TOTAL BI-DIRECTIONAL VOLUME	627
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WILTEC

Phone: (626) 564-1944

Fax: (626) 564-0969

24-HOUR ADT COUNT SUMMARY

CLIENT: WHITLOCK, WEINBERGER TRANSPORTATION, INC. (W-TRANS)
 PROJECT: LOS ALTOS TRAFFIC COUNTS
 LOCATION: DRIVEWAY ON EAST SIDE OF FIRST STREET
 MAILBOX DROP-OFF DRIVEWAY
 DATE: WEDNESDAY DECEMBER 18, 2013

DIRECTION:		TOTAL				HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	0	0	
6:00	2	0	0	2	4	
7:00	2	2	4	14	22	
8:00	5	17	7	8	37	
9:00	12	12	14	9	47	
10:00	6	18	24	9	57	
11:00	6	15	22	12	55	
12:00	18	8	14	4	44	
13:00	7	8	8	4	27	
14:00	17	10	10	19	56	
15:00	24	10	22	13	69	
16:00	18	36	12	22	88	
17:00	25	28	21	5	79	
18:00	8	5	7	9	29	
19:00	4	1	0	4	9	
20:00	2	3	2	2	9	
21:00	3	4	6	2	15	
22:00	2	0	0	0	2	
23:00	0	0	0	0	0	
TOTAL					649	
AM PEAK HOUR		0945-1045				
VOLUME		57				
PM PEAK HOUR		1645-1745				
VOLUME		96				

DIRECTION:		TOTAL				HOUR TOTALS
TIME	00-15	15-30	30-45	45-60		
0:00	0	0	0	0	0	
1:00	0	0	0	0	0	
2:00	0	0	0	0	0	
3:00	0	0	0	0	0	
4:00	0	0	0	0	0	
5:00	0	0	0	0	0	
6:00	0	0	0	0	0	
7:00	0	0	0	0	0	
8:00	0	0	0	0	0	
9:00	0	0	0	0	0	
10:00	0	0	0	0	0	
11:00	0	0	0	0	0	
12:00	0	0	0	0	0	
13:00	0	0	0	0	0	
14:00	0	0	0	0	0	
15:00	0	0	0	0	0	
16:00	0	0	0	0	0	
17:00	0	0	0	0	0	
18:00	0	0	0	0	0	
19:00	0	0	0	0	0	
20:00	0	0	0	0	0	
21:00	0	0	0	0	0	
22:00	0	0	0	0	0	
23:00	0	0	0	0	0	
TOTAL					0	
AM PEAK HOUR		0000-0100				
VOLUME		0				
PM PEAK HOUR		1200-1300				
VOLUME		0				

TOTAL BI-DIRECTIONAL VOLUME	649
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Legend:

E = Existing Facility Location

① = Potential Facility Location



Not to Scale

0081a1ai 1/14

Mail Drop-off Relocation Study
Figure 1 – Site Locations



	A	B	C	D	E	F	H	I
1	Date & Time	Road	Cross Street	Other Roads	Injury	Fatals	Vehicle_Involved_With	Pedestrians_Action
2	5/9/2009 3:44	100 MAIN ST		SCL STATE ST	0	0	HFO	
3	10/4/2012 19:00	13 N SAN ANTONIO ROAD			0	0	Parked MV	
4	4/24/2013 12:50	13 N. SAN ANTONIO ROAD			0	0	HFO	
5	9/13/2010 15:16	13 S SAN ANTONIO RD		SAR	0	0	Other MV	
6	7/12/2009 18:50	13 S SAR			0	0	Other MV	
7	8/18/2010 14:56	13 S. SAN ANTONIO			0	0	HFO	
8	4/14/2010 12:30	130 MAIN ST PLOT		STATE ST	0	0	Parked MV	
9	10/13/2008 10:31	145 FIRST ST					HFO	
10	10/23/2008 15:01	160 FIRST ST			1		Pedestrian	Not in Road
11	3/24/2008 11:58	163 MAIN ST		ECL THIRD ST	0	0	Parked MV	
12	5/30/2012 17:30	216 MAIN STREET		WCL MAIN ST	0	0	HFO	
13	8/14/2008 23:00	233 THIRD ST					Parked MV	
14	1/3/2012 17:28	2ND ST		STATE ST	0	0	Parked MV	
15	5/7/2009 8:40	303 2ND ST			0	0	Parked MV	
16	8/17/2010 23:59	376 FIRST ST		WHITNEY ST	0	0	Parked MV	
17	6/11/2009 15:56	3RD ST	STATE ST		0	0	HFO	
18	10/26/2010 17:36	3RD ST	MAIN ST		1	0	Pedestrian	In Xwalk at int
19	5/22/2010 13:50	EB FOOTHILL EXPY	MAIN ST		0	0	Other MV	
20	10/30/2009 8:45	EDITH		FIRST ST	0	0	Other MV	
21	7/28/2011 12:00	EDITH AVENUE	FIRST STREET		0	0	Other MV	
22	1/11/2008 8:52	FIRST ST		NCL LYELL ST	0	0	Parked MV	
23	7/21/2008 13:01	FIRST ST		SCL LYELL ST	1		Other MV	
24	10/24/2008 16:27	FIRST ST		WHITNEY ST			Parked MV	
25	7/27/2009 11:51	FIRST ST		MAIN ST	0	0	Parked MV	
26	8/18/2009 13:22	FIRST ST		MAIN ST	0	0	Parked MV	
27	9/10/2009 19:17	FIRST ST		STATE ST			Other MV	
28	1/18/2010 18:17	FIRST ST	PLAZA SOUTH		0	0	Other MV	
29	5/11/2010 18:58	FIRST ST		LYELL ST	0	0	Other MV	
30	5/29/2010 14:31	FIRST ST		WHITNEY ST	1	0	Pedestrian	Jaywalking
31	6/30/2010 16:07	FIRST ST		WHITNEY ST	0	0	Other MV	
32	9/11/2010 17:45	FIRST ST		WHITNEY ST	0	0	Parked MV	
33	9/16/2010 16:50	FIRST ST		MAIN ST	0	0	Other MV	
34	9/29/2010 10:31	FIRST ST	MAIN ST		0	0	Other MV	In Xwalk at int
35	1/13/2011 14:01	FIRST ST		NCL WHITNEY	0	0	Parked MV	

A	B	C	D	E	F	H	I
Date & Time	Road	Cross Street	Other Roads	Injury	Fatals	Vehicle Involved_With Pedestrians	Action
1							
70	9/15/2010 14:48	MAIN ST	THIRD ST	2		Other MV	
71	10/15/2010 21:20	MAIN ST	SECOND ST	0	0	Parked MV	
72	2/20/2011 4:38	MAIN ST	SECOND ST	0	0	HFO	
73	3/20/2011 11:30	MAIN ST	FIRST ST	1	0	Pedestrian	In Xwalk at int
74	5/22/2011 9:15	MAIN ST	SECOND ST	0	0	Parked MV	
75	4/19/2011 10:39	MAIN STREET	THIRD ST	1	0	Parked MV	
76	9/14/2011 14:45	MAIN STREET	THIRD ST	0	0	Parked MV	
77	10/26/2013 8:56	MAIN STREET	EDITH	1	0	HFO	
78	2/12/2009 12:00	PL OF PLAZA SOUTH				Parked MV	
79	4/28/2008 12:49	PLAZA CENTRAL	FORTH ST			HFO	
80	1/10/2008 7:40	PLAZA CENTRAL	WCL THIRD	0	0	HFO	
81	2/9/2008 16:14	PLAZA CENTRAL	SECOND ST			Parked MV	
82	3/4/2008 11:27	PLAZA CENTRAL		1	0	Pedestrian	Not in Road
83	9/8/2008 13:24	PLAZA CENTRAL	SECOND ST			Parked MV	
84	10/23/2010 12:33	PLAZA CENTRAL	SECOND ST	0	0	Parked MV	
85	7/6/2011 12:27	PLAZA CENTRAL	FIRST ST				
86	10/1/2012 11:28	PLAZA CENTRAL	WCL FOURTH	0	0	Parked MV	
87	2/13/2013 15:40	PLAZA CENTRAL	THIRD ST	0	0	HFO	
88	9/3/2013 12:59	PLAZA CENTRAL	FIRST ST	0	0	HFO	
89	7/30/2008 10:30	PLAZA NORTH	THIRD ST	1	0	Pedestrian	In Road
90	11/8/2008 11:00	PLAZA NORTH	FIRST ST			Parked MV	
91	3/7/2009 14:00	PLAZA NORTH	FIRST ST			Other MV	
92	7/9/2009 20:37	PLAZA NORTH	THIRD ST			Parked MV	
93	11/30/2012 17:44	PLAZA NORTH	ECL FOURTH	0	0	Other MV	
94	10/18/2008 16:04	PLAZA SOUTH	ECL FIRST ST	0	0	Parked MV	
95	11/26/2008 13:35	PLAZA SOUTH	SECOND ST			Parked MV	
96	3/13/2009 22:33	PLAZA SOUTH	SECOND ST			Parked MV	
97	9/18/2009 13:41	PLAZA SOUTH	SAR			Other MV	
98	8/5/2010 0:40	PLAZA SOUTH	THIRD ST	0	0	Parked MV	
99	9/22/2010	PLAZA SOUTH	THIRD ST	0	0	Parked MV	
100	10/18/2010 13:43	PLAZA SOUTH	SECOND ST	0	0	Parked MV	
101	6/2/2011 13:35	PLAZA SOUTH	SECOND ST	0	0	Parked MV	
102	8/31/2011 11:45	PLAZA SOUTH	SECOND ST	0	0	Other MV	
103	1/3/2012 12:30	PLAZA SOUTH	THIRD ST	0	0	Parked MV	
			WCL SAR	0	0	HFO	

	A	B	C	D	E	F	H	I
1	Date & Time	Road	Cross Street	Other Roads	Injury	Fatals	Vehicle_Involved_With	Pedestrians_Action
104	6/13/2012 16:23	PLAZA SOUTH		HILLVIEW	0	0	Other MV	
105	2/1/2013 16:00	PLAZA SOUTH		THIRD ST	0	0	Parked MV	
106	10/8/2013 13:33	PLAZA SOUTH	SAN ANTONIO ROAD		0	0	HFO	
107	3/11/2008 12:56	PLAZA SOUTH AT SAR		SAR	0	0	HFO	
108	7/6/2009 18:28	PLOT 230 FIRST ST			0	0	Other MV	
109	6/11/2011 15:13	PLOT OF 342 FIRST STREET			0	0	Parked MV	
110	5/21/2012 18:41	S/B SAN ANTONIO ROAD	FIRST STREET		1	0	Other MV	
111	2/16/2012 16:01	SAN ANTONIO	CUESTA/FIRST		0	0	HFO	
112	11/30/2009 12:53	SAN ANTONIO RD	FIRST ST				HFO	
113	4/7/2013	SAN ANTONIO ROAD	FIRST STREET		0	0	Other MV	
114	12/16/2013 10:34	SAN ANTONIO ROAD	FIRST/CUESTA		0	0	Other MV	
115	5/18/2010 13:24	SAR	FIRST ST		0	0	Other MV	
116	4/26/2008 16:58	SECOND ST		STATE ST	1	0	Other MV	
117	12/16/2009 10:55	SECOND ST	WHITNEY AVE		0	0	Other MV	
118	12/24/2009 13:02	SECOND ST		MAIN ST	0	0	Other MV	
119	5/1/2010 17:21	SECOND ST		STATE ST	1	0	Pedestrian	Not in Road
120	7/16/2010 12:30	SECOND ST		STATE ST	0	0	Parked MV	
121	9/20/2010 10:07	SECOND ST		STATE ST	0	0	Parked MV	
122	5/27/2011 12:27	SECOND ST		MAIN ST	0	0	Other MV	
123	8/11/2011 10:10	SECOND ST			0	0	Parked MV	
124	10/19/2011 9:19	SECOND ST		LYELL ST	0	0	Other MV	
125	9/20/2011 17:30	SECOND STREET		MAIN ST	0	0	Parked MV	
126	2/15/2012 14:11	SECOND STREET		MAIN ST	0	0	Other MV	
127	4/1/2012 22:07	SECOND STREET		WHITNEY ST	0	0	HFO	
128	3/5/2010 15:36	SHASTA DR		FIRST ST	0	0	Parked MV	
129	3/11/2009 9:00	STATE	FIRST		1		Pedestrian	In Xwalk at int
130	2/4/2008 15:29	STATE ST	THIRD ST				Other MV	
131	11/25/2008 8:16	STATE ST		FIRST ST	0	0	Parked MV	
132	1/11/2009 16:41	STATE ST	SECOND ST		1	0	Other MV	
133	2/19/2009 20:55	STATE ST		SECOND ST			Other MV	
134	3/3/2009 9:58	STATE ST	3RD ST		1		Pedestrian	In Xwalk at int
135	10/3/2009 15:11	STATE ST	THIRD ST		2	0	No Collision	
136	3/30/2010 13:01	STATE ST	3RD ST		0	0	Other MV	
137	9/1/2011	STATE ST		FOURTH ST	0	0	HFO	

	A	B	C	D	E	F	H	I
1	Date & Time	Road	Cross Street	Other Roads	Injury	Fatals	Vehicle Involved_With Pedestrians_Action	
138	9/1/2011 0:49	STATE ST		SECOND ST	0	0	Parked MV	
139	6/30/2011 23:59	STATE STREET		WCL SECOND	0	0	Parked MV	
140	8/3/2011 9:35	STATE STREET		WCL FOURTH	0	0	Other MV	
141	4/4/2012 9:58	STATE STREET		FOURTH ST	0	0	Parked MV	
142	6/3/2012 12:47	STATE STREET	SECOND STREET		1	0	Other MV	
143	6/25/2012 21:10	STATE STREET		ECL FIRST ST	0	0	Parked MV	
144	8/18/2012 16:30	STATE STREET		FOURTH ST	0	0	Parked MV	
145	7/2/2013 18:35	STATE STREET		SECOND ST	0	0	HFO	
146	7/16/2013	STATE STREET			0	0	Parked MV	
147	5/6/2008 12:41	THIRD ST	MAIN ST		0	0	Parked MV	
148	1/4/2010 11:38	THIRD ST	STATE ST		0	0	Other MV	
149	9/24/2010 15:42	THIRD ST		STATE ST	0	0	HFO	
150	3/23/2012 15:50	THIRD STREET		MAIN ST	1	0	Bicycle	
151	1/29/2013	THIRD STREET		STATE ST	0	0	HFO	
152	6/13/2013 10:50	THIRD STREET	PLAZA NORTH		0	0	Other MV	
153	4/19/2009 16:26	W EDITH	FIRST ST		2		Other MV	
154	9/25/2009 7:29	W EDITH AVE	SECOND STREET		1		Bicycle	
155	12/19/2009 12:11	W EDITH AVE		FOURTH ST	1	0		
156	12/7/2012 18:25	W EDITH AVENUE		SECOND ST	0	0	Parked MV	
157	7/9/2009 15:50	W EDITH DR		SECOND ST	0	0	Parked MV	
158	11/13/2008 12:15	WHITNEY ST	SECOND ST				Other MV	
159	8/17/2010 8:50	WHITNEY ST	THIRD STREET		0	0	Other MV	
160	4/20/2011 17:49	WHITNEY STREET		FIRST ST	0	0	Other MV	
161	10/30/2011 19:30	WHITNEY STREET		SCL WHITNEY	0	0	Parked MV	