



DATE: September 30, 2020

AGENDA ITEM # 6

**TO:** Complete Streets Commission

**FROM:** Jaime O. Rodriguez, Interim Staff Liaison

**SUBJECT:** Roundtable Subcommittee Members for Complete Streets Master Plan and Safe Routes to School – Engineering & Encouragement Programs

**RECOMMENDATION:**

Complete Street Commission should identify one to two commissioners to participate on Roundtable Committees for the development of the Complete Streets Master Plan Project and the Safe Route to School – Engineering & Encouragement Program

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**INTRODUCTION**

The City has initiated a new Complete Streets Master Plan project and Safe Routes to School – Education & Encouragement program; Alta Planning + Design is the consultant for both projects. To help ensure timely development and ensure adequate community engagement, staff is considering the development of Roundtable Working Groups for each project. The City is requesting input from the Complete Streets Commission (CSC) on the development of the Roundtable Working Groups and to dedicate commissioners from the CSC to participate on each group.

**BACKGROUND**

The Complete Streets Master Plan project and Safe Routes to School – Education & Encouragement program will help plan and implement future bicycle-pedestrian projects and programs within the City.

The Complete Streets Master Plan will update the City’s existing Bicycle Transportation Plan and Pedestrian Master Plan documents and includes the development of concept plan line drawings to help advance future construction projects as well prioritize projects for the City. The City anticipates extensive community outreach as part of the plan development, including the use of a cloud-based GIS system that will allow residents to identify specific areas of concern by travel mode type in addition to online community meetings and possible in-person city bicycle rides. The Complete Streets Master Plan consultant will also update and develop new Walk n Roll Maps for all schools serving Los Altos residents.

The Safe Routes to School – Education & Encouragement Program will provide the City with a dedicate part-time Safe Routes to School staff person over the next few years to help develop education and encouragement activities in conjunction with school administrators and parent-teacher association bodies.

Alta Planning + Design is the consultant firm helping the City implement both of the above projects. To ensure timely development of the projects, the City is recommending the development of two separate Roundtable Working Groups, each dedicated to help advise Alta Planning + Design and City staff.

## **DISCUSSION**

The development of Roundtable Working Groups for the Complete Streets Master Plan and Safe Routes to School – Education & Encouragement program varies from past discussions with the Complete Streets Commission. Originally the City discussed identifying members from only the Complete Streets Commission to work with staff and Alta Planning + Design to help develop each project separately. Moving towards Roundtable Working Groups will ensure staff and Alta Planning + Design receive additional community perspectives that will help refine each project as future projects and programs are developed.

The Complete Streets Master Plan Roundtable Working Group may include the following member configuration:

- One or two City Council Members
- Up to Two Complete Streets Commissioners
- One Parks & Recreation Commissioner
- One Planning Commissioner
- Up to Two Student Representatives
- A Chamber of Commerce Appointee
- Up to Two City Staff Member from the Engineering Services Department
- One County of Santa Clara – Roads & Airports Department Member to represent interest on Foothill Expressway

The Safe Routes to School Roundtable Working Group may include the following member configuration:

- One City Council Member
- One Complete Streets Commissioner
- One Police Department – Traffic Operations Division Representative
- Up to Four School Administrators

Staff is requesting input from the Complete Streets Commission on the following:

1. The use of Roundtable Working Groups to help advance both the Complete Streets Master Plan and Safe Routes to School – Education & Encouragement program
2. The make-up of the Roundtable Working representation
3. The names of specific community individuals or a process to help identify appropriate residents to engage on the working groups

The City had a project kick off meeting with Alta Planning + Design on Thursday, September 24, 2020. Alta Planning + Design will participate in the October 28<sup>th</sup> commission meeting where they will make available the online community engagement platform for review to the Commission for input prior to releasing it to the Los Altos community in November.