



DATE: April 28, 2021

AGENDA ITEM # 5

TO: Complete Streets Commission

FROM: Jaime O. Rodriguez, Interim Staff Liaison

SUBJECT: Complete Streets Commission Comment Letter in Advance of Scheduled Los Altos City Council – Commissions Study Session on May 4, 2021

RECOMMENDATION:

Review and provide input on Commission comment letter to City Council for upcoming Joint Study Session

INTRODUCTION

The Los Altos City Council meets annually with each of the City Commissions to ensure alignment of Council and Commission priorities. The Complete Streets Commission (CSC) is scheduled to meet with City Council on May 4, 2021. The CSC Work Plan Subcommittee prepared the attached Comment Letter to be sent to the City Council prior to the meeting. The commission should review and approve the letter prior to submittal to the City Council.

BACKGROUND

The annual Joint City Council – Commission meeting is scheduled for May 4, 2021 and includes the following commissions:

- Senior Commission
- Environmental Commission
- Youth Commission
- Parks and Recreation Commission
- Complete Streets Commission

The CSC Subcommittee met over the past month to develop the attached comment letter for the consideration of the commission.

DISCUSSION

The Commission should review and provide comment to the attached comment letter developed by the CSC Work Plan Subcommittee.

DRAFT
Joint Council – Commission Comment Letter

City Council Letter from Complete Streets Commission

April 28, 2021

Honorable Los Altos Mayor, Vice-Mayor, and Councilmembers,

The Complete Streets Commission looks forward to reviewing our workplan with you during our annual joint session currently scheduled for May 4, 2021. The Complete Streets Commission believes it is in alignment with the City Council regarding the advancement of complete streets initiatives in the City.

In advance of our joint session, the Complete Streets Commission would like to reiterate its own CSC priorities for your review. These are the same priorities we shared with you earlier this year:

- 1. Create safe multi-modal transportation solutions that align community needs with City priorities.** This includes focusing on the completion of the Complete Streets Master Plan and aligning it with the Annual Pavement Maintenance Program to help advance plan implementation in efforts to help build safe, multi-modal streets that support Suggested Routes to School and Neighborhood Traffic Calming initiatives when feasible. The commission also supports advancing Safe Route to School Education and Encouragement Programs under development by the City.

- 2. Manage long-term cumulative impacts from public and private development projects, and regional traffic.** This includes identifying and implementing technology to help monitor and better identify traffic trends and measuring and mitigating traffic impacts. Upon completion of the Complete Streets Master Plan project the commission also supports reviewing the existing Traffic Impact Fee (TIF) program to better align with goals and initiatives from the plan.

- 3. Achieve effective community engagement with residents.** This includes developing effective outreach strategies to promote public participation in transportation projects and integrating with the city-school issues subcommittees.

For each of these three priorities, we have detailed specific goals with underlying projects and programs that are outlined in the attached Complete Streets Commission - Work Plan document along with our tentative meeting calendar for this year. Since sharing our draft workplan with you in January of this year, we have built out key performance indicators and updated our tentative meeting calendar. This is a multi-year plan, which our commission will update annually.

All seven seats on the commission are filled and we have a robust, engaged commission contributing complementary skills and varying perspectives. We are thankful to work with a talented transportation team but do recognize the impacts created by the vacant Transportation Services Manager position and other transportation team vacancies over the past several years. We are concerned that the City is asking too much of too few on the transportation team and seek your support to remain focused on priorities, and to use/fund consultants/vendors for defined projects.

DRAFT
Joint Council – Commission Comment Letter

In addition to outlining our workplan, we would like to raise several specific items for your direction:

- Our goal is to have the Council adopt the Complete Streets Master Plan this Fall including the plans' vision statement. Once adopted, the commission would like to start implementation of the plan including quick-build signage and striping improvements along school routes, this is a specific deliverable of the plan that was noted to residents as improvements to be completed within 24 months of adoption of the plan.

The commission recommends supporting City Staff recommendations for a new Capital improvement Program project in the Fiscal Year 2021-22 to be funded over two years to fulfill this commitment. The commission also requests an update during our study session on possible funding levels for existing and future CIP projects, and Council's consistent commitment to support implementation of the plan.

- The commission wants the City to take more aggressive action-orientated steps to mitigate the long-term cumulative impact of traffic to help manage traffic as the region exists out of the current COVID environment. Once a Vehicle Miles Traveled (VMT) / Level of Service (LOS) policy and checklist are in place, the commission requests resources to fund its implementation (i.e., Transportation Demand Management program, TIF reassessment, etc.), and continued funding for regular traffic data collection/traffic model and measurement.
- The City has not been competitive in recent county, regional and federal transportation grant applications - as the scoring criteria has weighed in the favor of 'communities of concern', but has not prioritized geographic equity within the county or funding for smaller cities, etc. The commission would like to bring this to the attention of the Council and ask that this be raised at the Valley Transportation Authority (VTA) Board of Directors and Metropolitan Transportation Commission (MTC) levels. Communities such as Los Altos are heavily impacted by regional traffic trends and volume growth, and our roadways have become less safe and comfortable for residents to bike and walk. To successfully provide sustainable transportation choices, modal equity, safer routes to school, and traffic calming, in our centrally located and smaller city, Los Altos will need grant funding support. The current grant restrictions showing preferences towards Priority Development Areas (PDAs) and Communities of Concern (COC), which unfairly limit the opportunity for communities such as Los Altos to compete for grant fund opportunities.

Please let us know if you have any feedback, input, or questions. We will be reviewing this plan and raising the above specific items with you during our annual joint session currently scheduled for May 4, 2021.

Nadim Maluf
Los Altos – Complete Streets Commission, Chair

**Complete Streets Commission
5-Year Work Plan - 2021**

General Comments:

1. Create safe multi-modal transportation solutions that align community needs with city priorities.

1A. Create Complete Streets Master Plan to Prioritize Projects and Programs (2021)

Projects and Programs	KPI's
- Update Bike & Ped Plan	- Maintain proposed Bike & Ped Plan deliverables schedule
- Improve SR2S Walk n Roll Maps & Create Hot Spots List	- Complete 13 Walk n Roll Maps and Hot Spots Lists
- Develop Conceptual Plan Line Drawings for Priority Locations	- Complete 18 plan line drawings for priority locations

1B. Align and Execute Pavement Program to increase PCI and Simultaneously Add Multi-Modal Safety Amenities

Projects and Programs	KPI's
- Achieve PCI of 72 by 2026	- Annual PCI Report update
- Implement Priority Bicycle and Pedestrian Facilities and Traffic Calming with Pavement Program	- Develop and present to City pavement program identifying streets with PCI and 2 corridor goal per year for Bike-Plan implementation goal

1C. Develop Safe Routes to School Education & Encouragement Program with School Communities

Projects and Programs	KPI's
- Create and implement education programs to expand bike/ped safety knowledge with students/families, and increase the number of students walking/biking to school	- Future SR2S EE Program (Pending outcomes of Stakeholder interviews)
- Create and implement encouragement programs to increase bike/ped use	- Future SR2S EE Program (Bike-Ped Counts)
- Manage implementation of Hot Spot Improvements on school routes	- Future SR2S EE Program (No. of Improvements Completed within 24 Months of CSMP Adoption)

**Complete Streets Commission
5-Year Work Plan - 2021**

1D. Enhance City's Traffic Calming Program

Projects and Programs	KPI's
- Evaluate Open Street Measures for Residential Streets to limit Vehicle Cut-Thru Traffic and implement Pilot Projects	- Policy for Residential Open Streets Implementation - Demonstration Project 2022
- Develop New Traffic Calming Toolkit for Collector and Arterial Streets	- 2022. Release RFP for Traffic Calming Toolkit
- Continue to evaluate and modify Downtown Open Streets/Parklet Programs	- Quarterly update on status of Downtown Open Streets/Parklet Program

1E. Align CIP Transportation Program to CSC Work Plan

Projects and Programs	KPI's
- Align CSC input into CIP Process in Early Spring to help advance priority projects	- CSC review of Annual Street Resurfacing Program street selection by Feb each year.
- Conduct quarterly update/review of CIP transportation projects	- CSC quarterly update report delivery in Jan, April, July, and Oct.

1F. Coordinate Regional Transportation to Advance Los Altos interests

Projects and Programs	KPI's
- Coordinate with partner government agencies	- Participation in VTA regional meetings
- Seek VTA funding and other outside funding aggressively	- No. of grant proposals submittals following CSMP plan adoption

**Complete Streets Commission
5-Year Work Plan - 2021**

1G. Manage Downtown Parking Facilities to Promote Successful Business Operations

Projects and Programs	KPI's
- Maintain existing parking assets	- Summer 2021. Develop parking inventory.
- Introduce Technology Options to Manage Parking Inventory	- 2022 Pending Funding. RFP for On-Street and Lot Parking Sensors (Downtown). Study in 2022.
- Identify and Implement EV Charging Stations for Vehicles and eBikes	- 2022 Pending Funding. RFP for private sector e-charging facilities.
- Expand Bicycle Parking Opportunities	- 2022 Pending CSMP Adoption

Future Interests:

- Transit Plan
- Bicycle and Pedestrian Technology Enhancements (i.e., Wave Push Buttons)

**Complete Streets Commission
5-Year Work Plan - 2021**

2. Manage Long-Term Cumulative Impacts from Public and Private Development Projects and Regional Traffic

2A. Utilize Citywide Traffic Model to Monitor Traffic Trends

Projects and Programs	KPI's
- Collect traffic data regularly to identify changes in traffic patterns	- Semi-annual citywide traffic count (88 locations)
- Track changes in LOS and Bicycle Pedestrian stress level on local roads	- Develop VMT/LOS Policy - Use CSMP to develop Bike-Ped Stress Measures

2B. Measure Traffic Impacts in the Los Altos Community to Evaluate and Improve the Effectiveness of Existing Programs

Projects and Programs	KPI's
- Establish a Vehicle Miles Traveled (VMT) and Level of Service (LOS) Policy to help better evaluate projects.	- Summer 2021 contract consultant team to develop VMT/LOS policy and checklist.
- Develop Traffic Study Checklists for Transportation Consultants by Land Use Type to ensure Consistency in Study Methodologies	- Summer 2021 contract consultant team to develop VMT/LOS policy and checklist.
- Develop Complete Streets Commission Development Review Checklist to Streamline Communication Participation in Private Development Approval Process	- Summer 2021 contract consultant team to develop VMT/LOS policy and checklist.
- Study Telecommuting Strategies for Use in Community to provide Local and Regional Leadership	- 2022. RFP for Telecommuting Strategies.

**Complete Streets Commission
5-Year Work Plan - 2021**

2C. Overhaul Traffic Impact Fee (TIF) Program to Help Fund Priority Transportation Projects

Projects and Programs	KPI's
- Align TIF program with Complete Streets Master Plan and other Local and Regional Transportation Project Interests.	2022. RFP for TIF Update.
- Evaluate existing TIF Rates to Ensure Fees Reflect Existing Construction Costs.	- 2022. RFP for TIF Update.

3. Achieve Effective Community Engagement with Residents

3A. Develop Effective Outreach Strategies to Promote Public Participation in Transportation Projects

Projects and Programs	KPI's
- Identify Better Methods of Engaging with Residents	- Following CSMP identify successful engagement strategies for future use
- Incorporate Public Input into each Project Evaluation.	- Develop online post construction surveys.
- Include Post-Project Data Collection to Monitor Project Effectiveness	- 2022. Introduce post construction reporting in CSC Quarterly Reports.

3B. Integrate with City-School District - School Issues Subcommittee

Projects and Programs	KPI's
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CSC Work Plan

Month	Scheduled Discussion Topics
January	<ul style="list-style-type: none"> - Premeeting CSMP Workshop (concept plan line drawings), 4:00-5:30pm - CSC Meeting Start, 5:45pm - CSMP (Plan line drawing follow-up for commission to comment), 6:00pm - Pavement Program List of Proposed Streets, 7:00pm - Almond Avenue Cycletrack Buffer Zone Elements, 7:30pm - Fremont Avenue Project Update, 8:00pm - Letter to City Council on CSC Priorities, 8:30pm - Quarterly Update, 9:00pm
February	<ul style="list-style-type: none"> - Premeeting CSMP Workshop (concept plan line drawings) - CSMP Walk n Roll Map & Hot Spot Location Maps - SR2S EE Program - Traffic Impact Analysis/Private Development Review Checklist - VMT Policy - Police Dept Coordination Meeting - Downtown Parklet Program Update
March 31	<p>Workshop at 4:00 PM</p> <p>CSC Meeting 5:45 PM – 8:30 PM <i>Target</i></p> <ul style="list-style-type: none"> - CSMP Brief Intro on Vision Session (5 Min Update) - CSMP - SR2S EE Program - Pavement Program - VMT / LOS Policy - CSC/CC Joint Study Session Preparation
April	<p>4/22 CSC Study Session on SR2S Maps</p> <p>CSC Agenda Topics:</p> <ul style="list-style-type: none"> - Cuesta Dr Traffic Data - El Camino Real Parking Study - CC / Commission Study Session Letter (May 4)
May	<ul style="list-style-type: none"> - Premeeting CSMP Workshop (concept plan line drawings) - CSMP - CIP Program Recommendations - Community Outreach Process - CSMP Walk n Roll Audit Summary - CIP Program Recommendations/ Budget Review - Quarterly Update

CSC Work Plan

June	<ul style="list-style-type: none">- County of Santa Clara - Expressway Bicycle Design Guidelines- County of Santa Clara - Bicycle & Pedestrian Design Guidelines- Traffic Impact Analysis/Private Development Checklist- VMT Policy
July	<ul style="list-style-type: none">- Traffic Impact Fee (TIF) Program
August	<ul style="list-style-type: none">- Safe Routes to School EE Program- Quarterly Update
September	<ul style="list-style-type: none">- Police Department Coordination Meeting- Form Work Plan Subcommittee
October	<ul style="list-style-type: none">- Measure B Project, Foothill Exp Widening (Homestead to I-280)- Work Plan Subcommittee Updates
November & December (Combined)	<ul style="list-style-type: none">- Annual CSC letter to Council for Council Priorities with Work Plan Attachment