



DATE: January 21, 2021

AGENDA ITEM # 1

TO: Complete Streets Commission

FROM: Jaime O. Rodriguez, Interim Staff Liaison to Complete Streets Commission

SUBJECT: Study Session on Complete Streets Master Plan Project

ATTACHMENTS: Complete Streets Master Plan Community Engagement Plan

RECOMMENDATION:

Receive update on the Complete Streets Master Plan (CSMP) project and CSMP Task Force

INTRODUCTION

The City of Los Altos initiated the development of a Complete Streets Master Plan (CSMP) study project in the Fall 2020. The project includes four program elements:

1. Bicycle & Pedestrian Transportation Plan merge & update
2. Safe Routes to School Walk n Roll Map and Safe Routes to School Improvement Map development
3. Concept Plan Line Development at select corridors and intersections
4. Community Engagement

Through the Fall 2020 Alta and the City focused on the development of basemaps for future project elements and data gathering of city-furnished data including GIS documentation, historical traffic counts, and preliminary field work. The Complete Streets Master Plan is set to move into the community engagement phase beginning in January 2021 so that project recommendations for review by the Complete Streets Commission and City Council can begin to be formulated. The City is also now finalizing the formation of a CSMP – Task Force to help the City and its project consultant, Alta Planning + Design, with the preliminary review of project elements.

At this Study Session, City staff and Alta will provide a more detailed update on activities to date and introduce the proposed CSMP Task Force make-up and its members. Staff will also outline its proposed community engagement plan that will begin with this Study Session and an upcoming workshop in conjunction with the January 27th Complete Streets Commission meeting.

BACKGROUND

The Complete Streets Commission requested a Study Session on the CSMP project at its December 2020 meeting to review the project with the commission, provide an overview of work

activities completed to-date, and review task deliverables. In conjunction with the CSMP project, staff has also initiated a Safe Routes to School – Education & Encouragement (SR2S – EE) program. The same consultant team, Alta Planning + Design, is assisting the City with management of the SR2S – EE Program. The CSMP and the SR2S elements will be developed concurrently so they are aligned. Staff anticipated multiple focused study sessions during the CSMP development, including monthly reports during Complete Streets Commission meetings. A more detailed discussion on current and planned activities is provided below.

DISCUSSION

A brief summary of the four Complete Streets Master Plan study elements is provided below:

- ***Bicycle & Pedestrian Transportation Plan Update***

The current Los Altos – Bicycle Transportation Plan was last updated in 2012 and the Los Altos – Pedestrian Master Plan in 2015. The City realized minor implementation of both plans since their last update. The Bicycle Transportation Plan led to new Bike Lane and Sharrow facilities on Edith Avenue, enhanced bike facilities on Almond Avenue (active construction), and on Covington Road (Summer 2020). The Pedestrian Master Plan led to focused crosswalk and intersection improvements at Covington Rd & Riverside Dr, St Joseph Ave & Deodara Drive, Los Altos Avenue & West Portola Avenue, Springer Road & Fremont Avenue, and Grant Road & Morton Avenue.

The Complete Streets Master Plan update will combine both the Bicycle Transportation and Pedestrian Master Plan documents, develop and prioritize future projects, and finalize planning level work for future projects that can align with other city capital improvement program projects, such as the street resurfacing program, to take advantage of economies of scale in implementation. Staff started aligning bicycle & pedestrian transportation projects with the street resurfacing program in 2019 and that led to the new and enhanced bicycle facilities along both Almond Avenue and Covington Road. Staff recently finalized the street list for resurfacing improvements in Summer 2021. Identifying and prioritizing streets that can benefit from bicycle and pedestrian enhancements is a criterion for selecting streets to be resurfaced. This is viewed by staff as a positive shift in the City's management of the pavement program.

- ***Suggested Route to School Map Update***

The City maintains Suggested Route to School maps for each of the public schools in the City. These maps identify the recommended walking and biking routes to school. The maps also serve as an education and encouragement tool and are distributed at the start of each school year. Additionally, the maps are used to prioritize future transportation projects to ensure those recommended walking and biking routes include best practice engineering facilities for public use.

The Complete Streets Master Plan will include updated Suggested Route to School maps for each school in the City and take advantage of the Safe Route to School Improvement Maps in the Concept Plan Line task below that are near schools. Safe Routes to School Improvement Maps will identify near-term improvements that can be implemented within 2-

5 years throughout the City such as High Visibility Crosswalk Markings & Signage, new intersection controls (i.e., STOPS or YIELDS), etc.

Staff is planning at least one study session with the Complete Streets Commission focused on Suggested Route to School activities in April. Prior to that staff plans a study session on March 3, 2021, to review one school's Walk n Roll Map and SR2S Improvement Map to guide the development of similar documents for the remaining schools in the program prior to the April study session.

Alta Planning + Design is the lead consultant for both the CSMP and the SR2S – EE Program. The Alta Project Manager will work closely with City staff to prioritize implementation of the Safe Routes to School improvements. The Alta Project Manager is currently interviewing select stakeholders related to school activities starting with members of the Complete Streets Commission. Each stakeholder interview is being used to identify additional stakeholders appropriate for being interviewed, including representatives from the community and school districts. Staff is anticipating up to a dozen focused zoom interviews and additional interviews handled through email Q&A discussions. Following the completion of the interviews in Winter 2021, Alta Planning + Design will begin to formalize programmatic recommendations for the development of education modules appropriate for distribution by the schools as in-class materials or as direct distribution by the City. Staff anticipates this being a focused element of the April 2021 Study Session.

- ***Concept Plan Line Development***

Concept Plan Line drawings are used to engage the public on the identification of future bicycle & pedestrian facilities within their neighborhoods and to budget future capital projects. The City also uses the concept plan line drawings to create future Signage & Striping Plans that can be implemented as part of the streets resurfacing program. As part of the Complete Streets Master Plan project, concept plan line drawings are being created for all the locations identified in Table 1.

The City plans to hold three Online Community Workshops prior to regularly scheduled Complete Streets Commission meetings starting on January 27, 2021. A complete list of corridors being analyzed as part of this task is available in Table 1 of this report.

- ***Community Engagement Plan***

As part of the community engagement plan the City will include online community engagement tools to allow residents to note areas of concern for future project consideration. Staff and Alta anticipated walking and biking audits with residents, but this element may be delayed or permanently deferred pending COVID restrictions.

The CSMP project website and online community engagement tool was previously introduced to the Complete Streets Commission at its November 2020 meeting. The commission asked for the project website and online tool to return to the commission once more prior to public release. The project website and online tool will be made available for public review as part of this study sessions. The website is currently active and can be viewed at:

www.LosAltosCompleteStreets.com

Comments received by the Complete Streets Commission following this Study Session will be uploaded to the website immediately. However, residents can view the website immediately upon release of this staff report and begin submitting comments using the online engagement tool. Alta Planning + Design’s community engagement plan for the project is included as an exhibit of this report and includes a detailed schedule of planned study sessions and outreach activities.

Table 1
Complete Streets Master Plan – Concept Plan Line Drawing Locations

No.	Street	Limits	Status	Developed by
1	Almond Ave	San Antonio Rd to El Monte Av	Active Construction	Traffic Patterns
2	Alvarado Ave	San Antonio Rd to Casita Way	Pending	Alta Planning
3	Casita Way	Jardin Dr to Marich Wy	Pending	Traffic Patterns
4	Clark Ave	El Monte Ave to Cuesta Dr	Prelim. Drawing Complete	Traffic Patterns
5	Covington Rd	El Monte Ave to Miramonte Ave	Construction Complete	Traffic Patterns
6	Covington Rd	Miramonte Ave to Grant Rd	Prelim. Drawing Complete	Traffic Patterns
7	Distel Dr	Jardin Dr to El Camino Real	Pending	Alta Planning
8	El Camino Real	Entire City Limits	Prelim. Drawing Complete	Traffic Patterns
9	Gordon Ave	Almond Ave to Hawthorn Ave	Prelim. Drawing Complete	Traffic Patterns
10	Grant Rd	Foothill Exp to Homestead Rd	Prelim. Drawing Complete	Traffic Patterns
11	Jardin Dr	City Limits	Prelim. Drawing Complete	Alta Planning
12	Jordan Ave	San Antonio Rd to El Monte Real	Prelim. Drawing Complete	Traffic Patterns
13	Los Ninos Wy	Jardin Dr to Marich Wy	Pending	Alta Planning
14	Loyola Corners	Fremont-Miramonte-A St	Prelim. Drawing Complete	Alta Planning
15	Marich Wy	Jordan Ave to Casita Wy	Prelim. Drawing Complete	Alta Planning
16	Miramonte & Berry Ave	Intersection Hot Spot	Prelim. Drawing Complete	Traffic Patterns
17	Panchita Wy	Jardin Dr to Marich Wy	Pending	Alta Planning
18	Valencia Dr	Arbuelo Wy to Almond Ave	Pending	Alta Planning

CSMP – Task Force

The CSMP – Task Force members will consist of the following:

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| Complete Streets Commission (2) <ul style="list-style-type: none">- Suzanne Ambiel- Cindy O’Yang | GreenTown Los Altos (1) <ul style="list-style-type: none">- Chris Hoeber
Bicycle Coordinator |
| Parks & Recreation Commission (1) <ul style="list-style-type: none">- Theresa Morris | Bicycle Advocate Resident (1) <ul style="list-style-type: none">- Alon Golan |
| Youth Commission (1) <ul style="list-style-type: none">- TBD Pending Assignment at
2-22-21, YC Meeting | School Parent Advocate Resident <ul style="list-style-type: none">- TBD as Needed |
| Councilmember Weinberg (CSC Liaison) | Downtown Los Altos Chamber of Commerce
Kim Mosley |

It is anticipated that the CSMP Task Force will meet up to four times between February and July 2021 to review and guide staff on CSMP document development prior to its delivery to the community at future Complete Streets Commission study sessions and regularly scheduled meetings. The CSMP Task Force meetings will be daytime closed meetings directly with City staff and Alta Planning + Design.