



COMPLETE STREETS COMMISSION MEETING AGENDA

5:30 PM - Wednesday, August 31, 2022

Virtual Online Meeting

Members of the Public may join the conference with the following methods:

Join via personal computer: [https://losaltosca-](https://losaltosca.gov.zoom.us/j/81297265367?pwd=ZzlTVHYwckdrWmFNSVlid2tTNDgyUT09)

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Enter Meeting ID: 812 9726 5367

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Participants who join the meeting via phone number will not be able to view presentation slides during the meeting.

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the Public may only comment during times allotted for public comments. Public testimony will be taken at the direction of the Commission Chair. Members of the public are also encouraged to submit written testimony prior to the meeting at Transportation@losaltosca.gov. Emails received prior to the meeting will be included in the public record. Participants who join the meeting with personal computer will have access to “raise hand” feature. Please use this feature when prompted by the Commission Chair for public comments. Participants who join by phone will not have access to “raise hand” feature.

CONSENT ITEMS and (TARGET START TIME)

1. Approve CSC Meeting Minutes of July 27, 2022 (5:35 pm)

UPDATE ITEMS and (TARGET START TIME)

2. Workplan September 2022 – February 2023 (5:40 pm)
Receive an update on the draft work plan for the next 6 months of CSC meetings.
3. AB 43 Informational / Educational Update (5:50 pm)
Receive an informational presentation on AB 43, which allows cities to establish safety zones with lower speed limits.
4. LAHS - Communications and Messaging to Parents and Students Update (6:20 pm)
Receive an update on the various messaging to parents and students of LAHS on the topics of transportation during morning and afternoon commute.

DISCUSSION ITEMS and (TARGET START TIME)**5. City-wide Traffic Model (6:50 pm)**

Receive background on how traffic models work and what they are used for, the City's motivation for developing the model, the goal of the model, how it works, what it may be used for, data that has been collected and how it will be used, and features of the model.

STAFF UPDATES (7:50 pm)**COMMISSIONERS' REPORTS AND COMMENTS****POTENTIAL FUTURE AGENDA ITEMS****ADJOURNMENT****SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Engineering Division 72 hours prior to the meeting at (650) 947-2780.

Agendas, Staff Reports and some associated documents for Complete Streets Commission (CSC) items may be viewed on the Internet at <https://www.losaltosca.gov/completestreets>.

On occasion, the Complete Streets Commission may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the City Hall, Engineering Division, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Commission meeting may not be the final documents approved by the Commission. Contact the CSC Liaison at 650-947-2626 for the final document.

If you wish to provide written materials, please provide CSC with **10 copies** of any document that you would like to submit to the CSC for the public record.

For other questions regarding the meeting proceedings, please contact the CSC Liaison at 650-947-2626.

MINUTES OF THE COMPLETE STREETS COMMISSION
REGULAR MEETING OF THE CITY OF LOS ALTOS,
HELD ON WEDNESDAY, JULY 27, 2022 AT 5:30 PM
HELD OVER ZOOM CONFERENCE CALL

PRESENT: Stacy Banerjee (Chair), Suresh Venkatraman (Vice Chair), Nadim Maluf, Cynthia O'Yang, Tom Gschneider, Marisa Lee (Staff Liaison)

ABSENT: Suzanne Ambiel, Steve Katz

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

CONSENT ITEMS

1. Approve CSC Meeting Minutes of May 25th, 2022
Upon motion by Vice Chair Venkatraman, seconded by Commissioner Maluf, the Commission moved to approve the May 25th meeting minutes.

Vote passed with 4-0 (1 Abstained - 2 Absent).

UPDATE ITEMS

2. Hetch Hetchy Trail Crossings
Nafis Majd, City Staff, presented updates on the Hetch Hetchy Trail Crossing ADA Improvement project and the recent San Francisco Public Utilities Commission feedback provided by the Project Review Committee.
3. Schoolroutes.org
Transportation Consultant Jaime Rodriguez presented a demonstration of the Schoolroutes.org application and its capabilities.
4. Updated VTA Bike Parking Guidelines
Lola Torney, Transportation Planner with VTA, presented recent updates to the Bicycle Parking Chapter of the Bicycle Technical Guides. These updates supersede the original document, written in 2007. VTA Board of Directors adopted the updated chapter in March 2022.

DISCUSSION ITEMS

5. Cuesta Drive Traffic Calming Redesign

The City Manager, Gabriel England, and Staff Liaison, Marisa Lee, presented this item and answered questions from the Commission. Three options A, B, and C were proposed along Cuesta Drive between El Monte Avenue and Springer Road, and staff recommended design alternative that includes removal of existing Asphalt speed tables (required) and installation of prefabricated rubber speed tables with offset design, along with other improvements minor features including hardened centerline, delineator at edge of roadway, and speed feedback signs.

Upon motion by Commissioner Maluf, seconded by Commissioner Gschneidner, the Commission moved to adopt Option A in Cuesta Drive Traffic Calming Redesign item with the following conditions and recommendation:

Conditions:

- Establishing safety metrics and targets to be defined by the City

Recommendation:

- Consulting with the residents on the speed table placement
- Taking into account the movement of pedestrian and bicyclists
- Performing another speed survey after the project completion and reassessing the situation
- Enhancing PD commitment on enforcement (e.g., crossing yellow line)

Vote passed with 4-0 (1 Abstained - 2 Absent).

6. Optional meetings for June and July

Marisa Lee, Staff Liaison presented the commission two options: (1) Establish one summer month (June, July, August) as the annual month when the CSC meeting will not be Held, and (2) Establish June and July as optional meeting months.

Commissioners recommended City Staff to update the monthly meeting schedule for CSC and bring it back to the commission for next CSC meeting.

INFORMATIONAL ITEMS

A member of Transportation team (Gaku Watanabe) has left the City and the City will be advertising for the vacant position soon.

The City had slight restructuring and have had two hires in the new Capital Improvement Project department, Morgan Loatfi and David Fisch.

City of Los Altos was awarded to be part of the Beacon Program to share data and collaborate and best practices in climate changes, sustainability, emission reductions, energy saving, and meeting aggressive state standards fir climate change.

The City is working with Galen and Andre-Anne regarding LAHS, regarding Loading Zone on Jardin Dr, and the City has submitted ATP application and meanwhile will be installing drop off/pick uploading zone before the school year starts.

The City submitted two OBAG grant applications for Loyola Corners Plan as part of Complete Street Master Plan and Pavement Rehabilitation and Complete Streets Project for San Antonio Rd.

VTA submitted ATP and OBAG grant applications for VTA Homestead Road SR2S project.

COMMISSIONERS REPORTS AND POTENTIAL FUTURE AGENDA ITEMS

Comments

VTA BPAC: The OBAG grant Complete Street Checklist was reviewed, and one of the projects was Homestead Rd.

Traffic Safe Communities Network Meeting: Upcoming meeting is on Thursday August 11th, 10am, and Stacy is not available. Commissioners are asked to inform Stacy if they could join that meeting.

Future Agenda

2023 CSC meeting schedule update

ADJOURNMENT

Chair Stacy Banerjee adjourned the meeting at 8:59 PM

CSC Work Plan – September 2022 – February 2023



DATE: August 31, 2022

AGENDA ITEM # 2

September	[Meeting Canceled for Construction Season Kickoff]
October	<ul style="list-style-type: none"> • Form annual work plan subcommittee • Back to school traffic observation and walk audit update (including PD, Distribution of maps and app) • Citywide PD traffic & Pedestrian safety update • AB 43 Safety corridors next steps
November & December (combined)	<ul style="list-style-type: none"> • Work plan review • Annual CSC Letter to City Council for council priorities (with CSC work plan attached) • Bike parking ordinance
January	<ul style="list-style-type: none"> • Bicycle Friendly Community Application • RRFB project update • Homestead Rd Update • First Street streetscape programming/kickoff
February	<ul style="list-style-type: none"> • School Route Improvement Plans (Phase 2: civil improvements, curb ramps, speed feedback signs, etc) preliminary discussion • Truck routes • El Camino Real resurfacing update (and bike lane update) • Preliminary Data Update on Schoolroute App update (Commissioner request, 6 months after last update)



DATE: August 31, 2022

AGENDA ITEM # 3

TO: Complete Streets Commission

FROM: Marisa Lee, Transportation Services Manager

SUBJECT: California Assembly Bill (AB) 43 – Traffic Safety

ATTACHMENTS: None

RECOMMENDATION:

Receive update on AB 43.

INTRODUCTION

Assembly Bill (AB) 43 – Traffic Safety changes the process by which Engineering & Traffic Surveys (speed surveys) are prepared by allowing local agencies to establish “Safety Corridors” with policy-directed speed limits that take into consideration vulnerable pedestrian groups in addition to the traditional 85th percentile calculation process based on prevailing speeds and road conditions. The bill also introduces the ability to establish permanent 15- and 20-MPH speed limits on roads that are historically were only implemented as part of special speed zone segments along school routes or senior center areas. AB 43 requires these changes to take affect by June 30, 2024 pending updates to the California Vehicle Code (CVC) and California – Manual on Traffic Control Devices (MUTCD).

While the CVC and CA-MUTCD updates are being finalized, many local agencies are preparing policy approval documents that identify streets where adjusted speed limits should be considered. Staff recommends as part of this discussion topic that the Complete Streets Commission consider development of a subcommittee that is tasked with working with staff to identify street zone segments within the City where reduced speed zone segments should be considered for City Council approval.

BACKGROUND

The California Legislature passed [Assembly Bill 43](#) – Traffic Safety in September 2021, the bill was introduced by Assemblymember Laura Friedman from the 43rd Assembly District in Southern California. The Bill modifies the method used establish speed zone segments from an 85th percentile engineering analysis method to a policy approval process that considers pedestrian safety over motorist driving behavior on business or residence districts. The use of the 85th percentile engineering analysis methods is still

required for use when evaluating speed zone segments but the 85th percentile calculation will not be the predominant factor in establishing speed limit recommendations, heavily weighted factors will include, “Safety of Bicyclists and Pedestrians, with an increased consideration for vulnerable pedestrian groups including children, seniors, persons with disabilities, users of personal assistive mobility devices, and the unhoused” allowing for posted speed limits to be below the 85th percentile recommended speeds.

DISCUSSION

AB-43 introduces the following changes to the CVC and CA-MUTCD modifying the approach towards the establishment of speed zone segments.

1) Vulnerable Pedestrian Groups

- AB43 authorizes local authorities to consider the safety of vulnerable pedestrian groups (children, seniors, persons with disabilities, users of personal assistive mobility devices, and the unhouse) as a factor in Engineering & Traffic Surveys.

2) 25 MPH Prime Face Definition

- Existing law establishes a prima facie speed limit of 25 miles per hour in any business or residence district. Residential streets are defined in the CVC as streets 40-FT in width or less, have no more than two lanes, and be predominantly residential use.
- AB43 expands the definition of business and residential districts to eliminate the current CVC definition with preference towards policy definition (i.e., General Plan definition).

3) 15- and 20-MPH Speed Zone Segments

- Existing law allows streets to be posted at 5-MPH increments between 25- and 65 MPH.
- AB43 allows speed zone segments to be signed at 5-MPH increments between 15- and 65-MPH.

4) Special Lower Speed Zone Districts adjacent to Business Districts

- Existing law allows for special speed zone districts of 15- and 20-MPH for school routes without the need for an Engineering & Traffic Survey.

- AB43 allows for lower posted speeds (15- and 20-MPH) on streets contiguous to a business activity district, following a 30-day warning period. This would allow for lower speeds along N San Antonio Rd adjacent to Downtown.

5) 85th Percentile Engineering Traffic & Survey Posted Speeds

- Existing law requires that speed limits be set no lower than 5-MPH below the nearest 5-MPH speed calculated from the 85th percentile of a roadway. For example, if the 85th percentile speed of a street is calculated at 38-MPH. The rounded 85th percentile speed would be 40-MPH. Following an engineering & traffic survey the posted speed limit should be set no lower than 35-MPH.
- AB43 allows further 5-MPH increment reductions below past calculated speed zones taking into consideration vulnerable pedestrian groups as a heavily weighted factor when recommending speed zones. A 30-day warning period is required prior to issuance of citations when lower speed limits.
- AB43 introduces the concept of “Safety Corridors” that have recommended speed limits significantly below traditional 85-th percentile calculation practices. Safety Corridor implementation as defined by AB43 is not allowed to be implemented before June 30, 2024 to allow the CVC and CA-MUTCD to be updated by State officials.

6) Speed Traps

- Existing law defines a roadway as a speed trap if a speed limit is posted without a valid engineering & traffic survey and limits enforcement through radar when posted speed limits are not consistent with engineering & traffic survey practices.
- Existing law limits the life of an engineering & traffic survey to a maximum of 10-years (7-year normal life plus a one-time 3-year extension based on an evaluation from a registered engineer).
- AB43 allows for existing engineering & traffic surveys to a maximum of 14-years (7-year normal life plus a one-time 7-year extension based on an evaluation from a registered engineer).

RECOMMENDATION:

Prepare for future discussions by beginning to brainstorm corridors that would make good candidates for potential Safety Corridors within the City of Los Altos to establish new speed zone segment recommendations based on the allowances of AB43.



DATE: August 31, 2022

AGENDA ITEM # 4

TO: Complete Streets Commission

FROM: Marisa Lee, Transportation Services Manager

SUBJECT: Los Altos High School Messaging to Parents and Students

ATTACHMENTS: None

RECOMMENDATION:

Receive update on the messaging and materials that have been distributed to the LAHS community.

INTRODUCTION

Staff and Commission have held discussions with the public regarding congestion and operations surrounding Los Altos High School during morning and afternoon commute. Over the spring and summer, staff has worked with SRTS consultants and the school administration to develop messaging, materials and guidelines for morning and afternoon commutes, as well as goals for coming years and collection of baseline data. This work has been based Commissioner input and feedback as well as public input.

DISCUSSION:

Staff has worked with consultants and school administration on the following:

- Installation of a loading zone for drop-off/pick-up on Jardin Drive
- Presence at Back to School Night with a table of materials, maps, messaging, and Schoolroutes.org promotion
- Development of maps guiding the flow of traffic through the LAHS neighborhood
- Recommendation for mode choice based on distance from school (included at the end of this report)
- Diagram of school with bike and pedestrian entrances and guidelines for commute (included at the end of this report)
- Letter to Parents with transportation guidelines (included at the end of this report)
- Video message to parents containing commute guidelines
- Distribution of Suggested Routes to School Map and safety tips for walking and biking (generated during CSMP process)
- Promotion of the health benefits of walking and biking
- Data collection on transportation mode choice to and from school
- Data collection on user experience of the cycletrack on Almond Ave
- Development of Goals

Goals for LAHS Commute:

- Reduce vehicle trips by 10% within 2 years for families that live within 2 miles
- Collect data on carpooling; increase carpooling by 5% within 2 years
- Conduct walk audit and formulate additional recommendations
- Measure reach of messaging program (percentage of parents who received letter and video, survey to parents about messaging effectiveness)
- Develop goals and metrics for Schoolroutes.org mobile app usership

Next Steps:

- Schedule Walk Audit in September (will invite parents, commissioners, residents) and develop additional recommendations
- Collect travel data on an annual or biannual basis and track trends in comparison to goals
- Monitor effectiveness of new loading zone
- Monitor school area circulation on an ongoing basis and assess whether messaging was effective in impacting commute behavior and circulation
- Conduct surveys on effectiveness and reach of messaging
- Continue delivering video and written messaging to parents with additional information, updated guidelines, and reminders of previous messaging
- Monitor usership of Schoolroutes.org for carpool, walk and bike commute groups
- Reassess circulation after completion of school construction

Hello LAHS Parents and Students,

Welcome back to school! The Los Altos Safe Routes to School Program is thrilled to be back this school year to support safe school travel, promote active transportation and healthy commutes.

The City of Los Altos recognizes that morning and afternoon commutes at LAHS have been challenging. We are working to make **transportation at LAHS a smooth, painless, and safe experience for everyone**. Over the spring and summer, the City worked closely with LAHS administration to address the transportation issues around the school. We have commissioned consultants from a highly experienced transportation planning and design firm that specializes in Safe Routes to Schools. Ultimately, success will be determined by your choices and behaviors. **We ask you to help us and do your part to make LAHS a safer and more pleasant place.**

Los Altos High has a large student population, and the school took root in the Almond Avenue neighborhood in 1954, during an era when walking and biking were more common, and vehicle traffic was significantly less. For this reason, **it is extremely important that walking and biking is utilized as a primary way to get to school**, and that vehicle traffic moves through the neighborhood with maximum efficiency by following the guidance provided below.

- **If you live within two miles of school, we highly recommend walking or biking to LAHS.** Walking, biking, or rolling one mile to and from school each day is two-thirds of the recommended 60 minutes of physical activity a day for young people. Physical activity in the mornings is good for students' health and focus.
- Los Altos is a great place for walking and biking! **Use the new cycletrack on Almond Ave or the multi-use path and bike lanes on El Monte.** Students can build stronger friendships and relationships through walking and biking together. You can check the LAHS Suggested Routes to School map at losaltosca.gov/saferoutes to plan your walk or ride. The City is continually working on new bike and pedestrian infrastructure. Email us (transportation@losaltosca.gov) if you have suggestions or requests.
- **If you are choosing to drive to campus or drop off your student**, we request that you join us in making the LAHS drop-off as smooth as possible for everyone. **Be a courteous and thoughtful driver.** Please remember that LAHS is located in a neighborhood that many people call home. When you enter the neighborhood, please proceed through the loops designated in the maps provided by the school. Plan your route in advance for your efficiency and convenience. **Do NOT make U-turns**, as they are extremely disruptive to the efficient flow traffic. **Do not block driveways** to people's homes **or park illegally.**
- **Drop-off on Jardin Drive (For students grades 9-10):** To help with congestion, the City has installed a **new loading zone on Jardin Drive** at the back of the school. LAHS Administration recommends dropping off only 9th and 10th graders on Jardin Drive. Please enter the school area from the west end (Valencia Drive) and drive East on Jardin to access the drop off zone. Follow arrows in the map from LAHS to facilitate smooth traffic flow. **Do NOT make U-turns and do NOT double park.**
- **Park or Drop-off and Walk (For students grades 11-12):** We all need to work together to reduce congestion during school drop-off and pick up. Please help us by doing your part! If your student is a junior or senior, please drop them off 1-2 blocks from LAHS and let them walk onto campus.
- **No Stopping on Almond Ave:** Like last year, there is no drop-off, pick-up, or parking allowed on Almond Ave. Keep the cycletrack clear for people biking!

Thank you for your collaboration in getting the school year off to a good start and helping us promote safe commutes for everyone. Happy Back to School!

Marisa Lee
Transportation Services Manager, City of Los Altos, CA

Los Altos High School

MORNING & AFTERNOON COMMUTE GUIDELINES



★ *Use the new loading zone on Jardin Drive!*

9TH & 10TH GRADE STUDENTS

Drop-off on the south side of Jardin Drive, at the new loading zone between Los Ninos Way and Distel Drive.

11TH & 12TH GRADE STUDENTS

Park or drop-off and walk. If your student is a junior or senior, please park or drop-off 1-2 blocks from LAHS and let them walk onto campus.

- * Do NOT make U-turns
- * Do NOT double park
- * No stopping, drop-off or pick-up on Almond Ave





If you live within two miles of school, walk or bike to LAHS. Walking, biking, or rolling one mile to and from school each day is two-thirds of the recommended 60 minutes of physical activity a day for young people.

You can check the LAHS Suggested Routes to School map at losaltosca.gov/saferoutes to plan your walk or ride.

- * Find a neighbor or friend and walk or roll together!
- * If you must drive to school, please carpool
- * Visit SchoolRoutes.org or download the mobile app to walk, roll, bike or carpool to school



Did you know that 44% of LAHS students walk or roll to school? Do your part this school year and help us increase the trend!



DATE: August 31, 2022

AGENDA ITEM # 5

TO: Complete Streets Commission

FROM: Marisa Lee, Transportation Services Manager

SUBJECT: Citywide Traffic Model – Cumulative Traffic Scenario Update

ATTACHMENTS: None

RECOMMENDATION:

Receive update on Citywide Traffic Model Update to include a Cumulative Traffic Scenario

INTRODUCTION

The City created an Intersection Level of Service (LOS) model in the Spring 2020 based on traffic counts taken in the Fall 2019, Pre-COVID. The new model update adds AM and PM “Cumulative” traffic scenarios based on available “approved but not yet built” private development projects within the City of Los Altos and City of Mountain View.

BACKGROUND

Level of Service (LOS) is a measure of “vehicle delay” at an intersection. While LOS is no longer used for established “CEQA Impacts” it is still used as a measuring tool to identify Operations improvements at intersections as part of the development review process. The Complete Streets Commission (CSC) has expressed interest in the past regarding the City’s ability to measure long-term cumulative impacts within the City as projects are approved within Los Altos and adjacent cities. The model is called PTV Vistro and is the same model used by the Valley Transportation Authority (VTA) to track LOS around the region as part of the Congestion Management Program (CMP).

DISCUSSION

In response to CSC concerns the Cumulative AM and PM scenarios were added to the City’s Intersection LOS model. The model is shared with consultants working Transportation Analysis reports being prepared for private-development projects. The consultants working on those projects update and return the model to the City so that it is always up to date and so that future studies analyze cumulative impacts from “approved but not yet built” and “in process” projects.