



## **COMPLETE STREETS COMMISSION MEETING AGENDA**

**5:30 PM - Monday, December 12, 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](mailto: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 October 26, 2022 (5:35 pm)

### **UPDATE ITEMS and (TARGET START TIME)**

2. Work Plan Goals Review (5:40 pm)  
Ask questions, request additions or edits, or send your comments in writing before or after the meeting.
3. City Project Priorities and Status Update (6:00 pm)  
Receive an update on the status of ongoing projects and priority projects within the City of Los Altos.
4. Homestead Rd update from VTA (6:25 pm)
5. Street Resurfacing Project Update (6:35 pm)

**DISCUSSION ITEMS and (TARGET START TIME)**

None

**COMMISSIONERS' REPORTS AND COMMENTS (7:00 pm)****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, October 26, 2022 AT 5:30 PM  
HELD OVER ZOOM CONFERENCE CALL

PRESENT: Stacy Banerjee (Chair), Suresh Venkatraman (Vice Chair), Nadim Maluf, Cynthia O'Yang, Suzanne Ambiel, Tom Gschneidner, Steve Katz, Marisa Lee (Staff Liaison)

ABSENT: None

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None.

**CONSENT ITEMS**

1. Approve CSC Meeting Minutes of August 31, 2022  
Upon motion by Commissioner Katz, seconded by Commissioner Gschneidner, the Commission moved to approve the August 31<sup>st</sup> meeting minutes.  
  
Vote passed with 6-0 (1 Abstain).
2. Form Workplan Subcommittee  
Vice Chair Venkatraman, Commissioner Katz, and Commissioner Gschneidner volunteered to create Workplan Subcommittee.

**UPDATE ITEMS**

3. Project Update  
Marisa Lee, Staff Liaison provided update on the ongoing projects status within the City of Los Altos. Complete Streets Master Plan was adopted during 10/25/2022 City Council meeting.
4. Citywide Police Department Traffic & Pedestrian safety Update And Back To School  
Michael Taylor with the Los Altos Police Department provided update on pedestrian safety, Los Altos High School drop-off zone, back to school drop-off at other schools, and crossing guard program.
5. Safe Routes to School  
Marisa Lee, Staff Liaison provided update on the Safe Routes to School program, and observations from Los Altos High School walk audit.

## **DISCUSSION ITEMS**

None

## **COMMISSIONERS REPORTS AND COMMENTS**

VTA's Measure B Bicycle and Pedestrian study grant is expected to be released.

## **POTENTIAL FUTURE AGENDA ITEMS**

Detailed or study session on Housing Element update regarding requirements by the City to comply with SB-8

Focusing on top priority and big-picture projects such as Complete Streets Master Plan, VMT Policy, First Street Streets Scape, Housing Element, etc.

Annual Summary letter for CSC Committee.

November and December will be combined to early December.

## **ADJOURNMENT**

Chair Stacy Banerjee adjourned the meeting at 7:39 PM



DATE: December 12, 2022

AGENDA ITEM #2

**TO:** Complete Streets Commission

**FROM:** Marisa Lee, Transportation Services Manager

**SUBJECT:** Transportation Division and CSC Workplan Goal Setting

**ATTACHMENTS:**

- Transportation Division and CSC Draft 2023 Work Plan Goals

**RECOMMENDATION:**

Review Draft 2023 Goals as developed in collaboration between Staff and Workplan Subcommittee. Provide comments to Staff in writing in advance of or following the meeting.

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**BACKGROUND**

Comprehensive five-year goals have been developed by the Complete Streets Commission and revised annually for the last several years. These goals are shared with City Council in advance of the Annual Council Retreat to inform Council of CSC goals and project priorities.

This year's Council Retreat is anticipated to occur in the Spring. The Commission has time to finalize these goals. The Goals are usually sent to Council accompanied by a letter, which will be reviewed at an upcoming meeting.

**DISCUSSION**

These Goals revise and expand upon last year's goals. New additions to the goals as part of this year's update are highlighted in the attachment. Goals listed in italics are ongoing or annual items that may already be underway.

Goals that were achieved in 2022 have been removed and placed in a separate document, and will be logged as a list of completed projects and achieved goals. The list of achieved goals from 2022 will be presented at a future CSC meeting.

The goals have been developed as a collaboration between Staff and the CSC Subcommittee. They are meant to reflect the combined goals of the Transportation Division and the CSC, based on factors including project visioning, priorities, and funding.

These goals will be used in conjunction with an ongoing list of prioritized projects and Transportation Division responsibilities. The goals will help inform the monthly calendar for the CSC meetings.

CSC Vision: Our community-focused and sustainable streets empower people of all ages and abilities to access destinations comfortably, safely, and conveniently, regardless of their mode of transportation.

**Goal 1: Plan and Implement Safe Multi-Modal Transportation Solutions that Align Community Needs with City Priorities**

No	Initiative	KPIs	Projects & Programs	Deliverables
1A	Implement Complete Streets Master Plan - Prioritized Projects and Programs	Implement high-priority projects within 10 years  Coordinate with Climate Action Plan (CAAP) on implementation of 1 project per year	Manage bike and ped network improvements from CSMP	Align with annual Resurfacing Program, see Goal 1E  Create additional list of Bike and Ped improvements consistent with 5-year plan for CIP, see Goal 1E
			Implement school improvement plans (Phases I and II)	Convert school improvement maps into reviewed/approved construction docs for school routes, and implement plans - Civil improvements plans - Phase II (2022-23)  Identify any budget shortfall to complete city-wide improvements on school routes
			Promote Suggested Routes to School maps, and Schoolroutes App	Promote Suggested Routes maps to school districts annually  Continue to promote Schoolroutes app to parents and students in collaboration with school districts (spring/fall of each school year)  Deploy additional features of app including Carpool Coordinator and School Depot Stations (walking school bus and bike trains)

Los Altos –Transportation Division and Complete Streets Commission Goals  
DRAFT 5-Year Work Plan 2023 Page 2

			Develop Conceptual Plan Line Drawings (from CSMP) into plans for Priority Locations	List of plan line drawings for 2023
			Track projects that have been completed from CSC Goals and CSMP	List of completed goals/projects as addendum to Goals
			Implement CIPs as defined by City Staff prioritization process and CIP funding	List of projects and status
			Align with Climate Action and Adaptation Plan and Committee	[develop deliverable with CAAP]
1B	Align Pavement Program to Increase PCI and Simultaneously Add Multi-Modal Safety Amenities	Achieve PCI of 75 by 2026	Review PCI pavement program	<i>Review biennial PCI report update and progress</i>
			Implement Priority Bicycle and Pedestrian Facilities and Traffic Calming with Pavement Program	<i>Annual pavement program identifying priority streets for annual resurfacing program including minimum 2 corridor goal per year for Bike/Ped/traffic calming improvement</i>
			Expand sidewalk/shoulder policy	Enhance sidewalk/shoulder policy to include maintenance responsibility (current policy is on stormwater permeability)
1C	Develop Safe Routes to School Education & Encouragement Program	Increase share of students walking/biking to school by 10%	Continue to create and implement education programs to expand bike/ped safety knowledge with students/families	Execute pilot education and encouragement program via assembly for bike safety and awareness (on pause due to pandemic) (in-class curriculum was removed based on school feedback)  Finalize and publicize plan and curriculum

with School Communities	Maintain advisory committee with quarterly meetings  Survey results showing at least 20% increase in student comfort walking and biking  10% of classrooms conduct hand tallies		Plan and host (with PD) a multi-school bike rodeo and/or consider other hands-on after-school training for students who currently bike to school  Continue distribution of SRTS yard signs via collaboration with other groups, the recreation team, and local events  Continue distribution of school commute guidelines via school platforms with guidelines for carpooling, walking and biking safety, driver behavior and seasonal active transportation information  Continue to collect data and develop methodology for evaluating effectiveness of programs
		Continue to create and implement encouragement programs to increase bike/ped commuting	Administer school administration survey, hand tally results, number of students/families participating in program activities, parent survey, student survey  Collect annual Bike-Ped counts, process the data and share trends with schools and parents  Continue to solicit/incorporate feedback, adjust plan based on additional feedback from school administrators
		Review school traffic	Receive annual/biannual update from PD about school traffic and crossing guard program
		Engage families in events and volunteer activities	Develop web calendar of SRTS events and volunteer activities



1D	Enhance City's Traffic Calming Program	<p><b>Reduce traffic speed by 10% on city streets with traffic calming measures</b></p> <p><b>Reduce congestion and cut through traffic</b></p> <p><b>Improve downtown visitors and business owners satisfaction with traffic flow</b></p>	Develop New Traffic Calming Plan to slow traffic speed	<p><b>Assess speed tables on Cuesta Drive to inform future traffic calming approach</b></p> <p>Have CSC discussion to scope a traffic calming program with goal of identifying needs in near term and establishing programs over the long-term</p> <p>Review 2011 Collector Street Traffic Calming plan, and develop Traffic Calming Plan and Toolkit. Initiate pilot program for one corridor, and develop implementation plan including minimum 2 corridor goal per year for Traffic Calming implementation. Align with Resurfacing Program</p> <p>Revamp Neighborhood Traffic Management Program (NTMP) to be a more effective program to manage speeds and cut-thru traffic on residential streets</p> <p>Review enforceable speed limits especially with AB-43</p>
			Create strategy for congestion and cut-through management	<p>Develop plan to manage congestion and cut-through traffic</p> <p>Consider Residential Open Streets Program</p> <p>Review truck routes through City</p>
			Recommend transportation improvements for Downtown	<p>Receive update on Downtown Open Streets/Parklet Program</p> <p>Initiate downtown study (including one-way loop) per CSMP</p>

<b>1E</b>	<b>Align CIP Transportation Program to CSC Work Plan</b>	<b>At least 10% of Transportation CIP projects advance CSMP and CSC priorities each year</b>	Review Annual Street Resurfacing program to advance priority CIP projects	<i>Review Annual Street Resurfacing Program (CIP) by March each year at CSC mtg, including (ideally year in advance) street selection for bike/ped/traffic calming improvements</i>
			Annual Transportation CIP project selection	Review and prioritize annual transportation CIP selection by March each year
			Conduct biannual review of CIP transportation projects	<i>Receive biannual update report in February and September</i>
<b>1F</b>	<b>Coordinate Regional Transportation to Advance Los Altos interests</b>	<b>Attendance at regional forums</b>  <b>Meetings and communications with nearby jurisdictions</b>  <b>Initiate inter-jurisdictional partnerships</b>	<p>Coordinate with partner government agencies to represent City of Los Altos multimodal transportation needs</p> <p>Participate in VTA regional meetings and other agency meetings that impact Los Altos, including provide a representative to the VTA/county BPAC and TSCN meetings</p>	<p>Coordinate multimodal transportation projects at/across jurisdictional borders and collaborate on active transportation planning/implementation near jurisdictional borders</p> <ul style="list-style-type: none"> <li>-Hetch Hetchy trail crossing</li> <li>-County/VTA led Homestead Rd SR2S project</li> <li>-Caltrans El Camino Real resurfacing/bike lane project</li> <li>-County led Measure B Foothill Expy widening from Homestead Rd to I-280</li> <li><b>-Foothill Expressway Bike/Ped Safety</b></li> </ul> <p>Coordinate traffic signal timing and regional transportation projects with adjacent and regional jurisdictions</p> <p>Provide input on regional multimodal plans</p> <ul style="list-style-type: none"> <li>- County of Santa Clara Active Transportation Plan and Expressway Bicycle Design Guidelines</li> <li>- MTC Regional Active Transportation Plan and MTC Complete Streets Policy</li> </ul> <p>Monitor implementation of other regional plans and provide feedback when plans are updated</p> <ul style="list-style-type: none"> <li>- Santa Clara Countywide Bicycle Plan 2018</li> <li>- VTA Bicycle Superhighway Implementation Plan 2021</li> </ul>

				<ul style="list-style-type: none"> <li>- VTA Bicycle Parking Guidelines 2022</li> <li>- Caltrans District 4 Pedestrian Plan 2021</li> <li>- Caltrans District 4 Bike Plan 2018</li> <li>- Midpen Rancho San Antonio Multimodal Access Study 2021</li> </ul>
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1G	Enhance Multimodal Parking Facilities	Increase multi-modal parking stock by 10%	Identify/Implement EV Charging Stations for Vehicles and eBikes	Define policy and plan for private sector e-charging facilities (Future project Pending Funding)
			Expand Bicycle Parking	Bicycle parking plan based on CSMP
	Future Interests		Build Transit plan	Support VTA in transit planning along N San Antonio Rd
			Consider Scooter share and Ebike program	Partner with adjacent Cities to explore regional bike/scooter-share program
			Adopt bicycle and pedestrian technology enhancements	Consider technology enhancements and digital traffic controls such as wave push buttons
			Shuttle Service	Partner with adjacent cities to consider shuttle service servicing Caltrain, Rancho San Antonio, or other key destinations

**Goal 2: Manage Long-Term Cumulative Impacts from Public and Private Development Projects and Regional Traffic**

No	Initiative	KPIs	Projects & Programs	Deliverables
2A	Utilize Citywide Traffic Model	Maintain Citywide traffic data model	Collect traffic data 1-2 times per year to continue to build model	Conduct annual or semi-annual citywide traffic counts (88 locations) and add new

	<b>to Monitor Traffic Trends and Impacts</b>	<b>- update biannually</b>	Provide developers traffic model for utilization in traffic analysis of qualifying developments	<i>data to model after independent data collection</i>  Receive update presentation on city-wide traffic model
			Consider impacts to Bicycle/Pedestrian stress level on local roads	Utilize established Bike-Ped Stress Measures
<b>2B</b>	<b>Create Transportation Policy and Programs to Advance Los Altos goals and visions</b>	<b>Adopt consistent policy and study methodology</b>	Establish a Vehicle Miles Traveled (VMT) and updated Level of Service (LOS) Policy	Adopted VMT/LOS Policy
			Develop transportation-related Objective Standards for development projects	Upcycle some of the Development Review Questionnaire into creation of Objective Standards
<b>2C</b>	<b>Develop Streetscape Plans to Provide Holistic Area Planning</b>	<b>Develop Streetscape Plan for First Street</b>	<p>Develop Streetscape Plan for First Street</p> <p>Consider future Streetscape Plan for El Camino Real (reference Grand Blvd Initiative vision and principles)</p> <p>Maintain existing streetscape plans (i.e. Loyola Corners) and identity any other areas that may require streetscape plans in the future (Sherwood Triangle, Woodland, Foothill Crossing)</p>	<p><b>Support consultant through First Street Streetscape Plan, host outreach meetings and discussions</b></p> <p><b>Consider additional future streetscape plans for areas such as N. San Antonio, Loyola Corners</b></p>
<b>2D</b>	<b>Maintain General Plan as Required</b>		Maintain General Plan Circulation Element - consider housing element goals, cut-through traffic/traffic calming, and all other relevant aspects	Review General Plan Circulation Element (when authorized by city council/legal)

			Review the Housing Element and provide supporting transportation plans and infrastructure	Receive Housing Element Site Inventory presentation and identify next steps for CSC
2E	Overhaul TIF to Help Fund Priority Transportation Projects	Development of report and review and implementation of Municipal Code Chapter 3.48	Align TIF with future development, Complete Streets Master Plan, and other Local and Regional Transportation Projects	Report on TIF rates and fees
			Evaluate existing TIF Rates to ensure fees reflect existing needs and construction costs	Recommend TIF increase to appropriate rate
2F	Evaluate Public Parking Needs (cumulative impacts) and Establish Parking Management Program as Needed		Develop Curb Management and Parking Management Plan including: <ul style="list-style-type: none"> <li>- Study inventory and baseline utilization data at key locations (Downtown, ECR, LAHS area, Loyola Corners, future housing development areas)</li> <li>- Define parking policy and initiatives</li> <li>- Set methodology for future data collection and projection</li> <li>- Consider technology applications for future use</li> </ul>	Work with staff or hire a consultant to develop a comprehensive Parking and Curb Management Plan
2G	Review Assigned Development Projects	Complete timely review of all assigned development application	Review all assigned development projects	<i>Advise planning commission/city council on transportation related aspects of all development projects assigned to CSC</i>

**Goal 3: Achieve Effective Transportation-Related Community Engagement with Residents**

No	Initiative	KPIs	Projects & Programs	Deliverables
3A	Develop Effective	Measure community	Identify Better Methods of Engaging with Residents	Evaluate lessons learned from CSMP engagement

<p><b>Outreach Strategies to Promote Public Participation in Transportation Projects</b></p>	<p><b>satisfaction with level of engagement</b></p> <p><b>Increase community participation in CSC projects by 5%</b></p> <p><b>Pre and post engagement surveys by 2025</b></p>		<p>Develop plan for efficient community outreach and engagement - methodology, function, and effectiveness</p> <p>Conduct Annual Survey on transportation related priorities</p> <p>Employ CRM software that can send updates about outreach meetings, events, and projects</p>
		<p>Increase online communication and engagement</p>	<p>Use Los Altos Complete Streets Website as informational portal that residents may look to for updates on all transportation projects</p> <p>Update transportation website to reflect current projects and relevant info for the community</p>
		<p>Incorporate Public Input into each Project Evaluation</p>	<p>Capture and share/summarize public input received while planning projects (from surveys, comment cards, emails, etc.)</p> <p>Employ CRM to collect and aggregate citizen request data</p> <p>Consider public posting of Citizen requests that have been implemented</p> <p>Develop prioritization methodology for Citizen Requests</p>
		<p>Include Post-Project Data Collection to Monitor Project Effectiveness</p>	<p>Develop online post construction surveys and summarize public input on construction projects</p>

				Introduce post construction reporting in CSC Bi-Annual Reports
3B	Integrate with City-School District School Issues Subcommittee		Keep subcommittees informed of and collect their feedback on relevant projects related to school routes, and education and encouragement programs	<i>Present at subcommittee meetings</i>  <i>Share feedback from meetings at CSC meetings</i>
3C	Promote Walking and Bicycling in the Community		Determine Bike to Work/Wherever Day plans	<i>Make annual plans to support Bike to Wherever Day (annually in May) including activities/promotions</i>
			Re-establish status as a Bicycle Friendly Community	Apply to become a Bicycle Friendly Community and maintain its status
			Use publicly-visible technology to encourage increased biking/walking	Consider publicly-visible attractive signs that count bicyclists/peds passing by couple locations

**Goal 4: Pursue and Secure Adequate Grant Funding for Safe, Connected and Sustainable Complete Streets Projects**

No	Initiative	KPIs	Projects & Programs	Deliverables
4A	Identify and apply for grant funding opportunities for construction and	Secure 1-2 grants annually  Establish annual or regular grants for complete streets funding	Establish methodology or CSC Subcommittee for creating grant application strategy and to support the grant application process  Identify available grants and create priority list of strategic projects that	Review available grants (see list of grants from CSMP, VTA, distribution lists, etc.) and list/review key submission details (confirm eligibility criteria, grant cycle and submission deadline, project status requirements at application, key selection criteria, funding amount available, etc.)

	<b>studies/design n</b>		<p>correlate with available grants and likely funding success</p>	<p>Recommend priority list of 3-5 projects for which to seek construction grant funding (Projects at intersection of CSMP priority, concept plan line/community engagement started, projects that will score well on grant applications, etc.)</p> <p>Identify list of 1-2 projects (see CSMP) for which to seek funding for project study and/or design</p>
			<p>Establish team to create and write successful grant applications</p> <p>Seek VTA funding and other outside funding</p>	<p>Hire a consultant to manage grant application process and write grant applications, supported by CSC Grant Subcommittee (Consultant should specialize in transportation and climate/sustainability grant writing)</p> <p>Formulate plan to get identified projects in state of grant application readiness, and create grant applications for key grants</p> <p>Track grant/funding sources - establish tracking spreadsheet or system for funding and grants</p>
			<p><b>Submit applications for grants</b></p>	<p><b>Measure B OBAG ATP</b></p>
<b>4B</b>	<b>Identify and apply for grant funding to implement</b>	<b>Implement 1 Transportation Action per year as identified by the</b>	<p>Establish a joint working group between the CSC Grant Subcommittee and the Environmental Commission to identify any synergistic CSMP projects and CAAP actions</p>	<p>Review available grants (see list of grants identified in the CAAP transportation strategy), and list key submission details (see goal 4A)</p>



	<b>CAAP Transportation Plans</b>	<b>CAAP</b>	Identify available grants and create a priority list of strategic projects that support both CSMP and CAAP	Coordinate grant priority transportation-related projects into a single list (see goal 4A)
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1. Plan and implement safe multi-modal transportation solutions that align community needs with city priorities.
2. Manage long-term cumulative impacts from public and private development projects, and regional traffic.
3. Achieve effective transportation-related community engagement with residents.
4. Pursue and secure adequate grant funding for safe, connected, and sustainable complete streets projects