



COMPLETE STREETS COMMISSION AGENDA

6:00 PM - Wednesday, March 29, 2023

*Community Meeting Chambers, Los Altos City Hall
1 North San Antonio Road, Los Altos, CA*

Members of the Public may call (669) 444-9171 to participate in the conference call (Webinar ID: 812 9726 5367 and Passcode: 691803, or via the web at <https://losaltosca.gov.zoom.us/j/81297265367?pwd=ZzIUVHYwckdrWmFNSVlid2tTNDgyUT09> Passcode: 691803) Public testimony will be taken at the direction of the Commission Chair and members of the public may only comment during times allotted for public comments. 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.

CALL MEETING TO ORDER

ESTABLISH QUORUM

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission’s attention any item that is not on the agenda but under the jurisdiction of the Commission. Speakers are generally given two or three minutes, at the discretion of the Chairperson. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment period. According to State Law (also known as “The Brown Act”) items must first be noted on the agenda before any discussion or action.

CONSENT CALENDAR

1. Complete Streets Commission Chair and Vice Chair Selection (6:05 pm)
2. Approve CSC Meeting Minutes of January 25, 2023 (6:20 pm)

INFORMATIONAL ITEMS ONLY

3. Los Altos Truck Routes Network Follow-Up (6:25 pm)
Jaime Rodriguez (Consultant) will present a follow-up to last meeting’s item, covering updates on the updated Truck Route plan in Los Altos.
4. El Camino Real Resurfacing and Protected Bikeway Project (6:45 pm)
Marisa Lee, Staff liaison, will provide update on the status of El Camino Real (ECR) Resurfacing and Protected Bikeway project by California Department of Transportation (Caltrans)

ITEMS FOR ACTION/CONSIDERATION

5. Safe Routes to School Program - SchoolRoutes.org Mobile App (7:15 pm)
Jaime Rodriguez (Consultant) will present proposed marketing strategy for SchoolRoutes.org Web Platform used for promoting Safe Routes to School active transportation

COMMISSIONERS' REPORTS AND COMMENTS**STAFF ANNOUNCEMENTS/UPDATES****REQUESTS FOR POTENTIAL FUTURE AGENDA ITEMS****ADJOURNMENT****SPECIAL NOTICES TO THE 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 City Clerk 72 hours prior to the meeting at (650) 947-2610. Please leave a voicemail should no one answer.

Agendas Staff Reports and some associated documents for Commission meetings may be viewed on the Internet at <https://www.losaltosca.gov/cc>.

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 through the Commission Staff Liaison at the same time that the public records are distributed or made available to the legislative body.

If you wish to provide written materials, please provide them to the Commission Staff Liaison 3 days prior the scheduled meeting to ensure proper distribution and to be included with the public record.

MINUTES OF THE COMPLETE STREETS COMMISSION
REGULAR MEETING OF THE CITY OF LOS ALTOS,
HELD ON MONDAY, JANUARY 25, 2023 AT 5:30 PM
HELD OVER ZOOM CONFERENCE CALL

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

ABSENT: Nadim Maluf, Suresh Venkatraman (Vice Chair)

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

CONSENT ITEMS

1. Introduce the New CSC / City Council Liaison, Neysa Fligor

2. Approve CSC Meeting Minutes of December 12, 2022

Upon motion by Commissioner Katz, seconded by Commissioner Ambiel, the Commission moved to approve the December 12th meeting minutes.

Vote passed with 5-0 (2 Commissioners Absent).

Updated 2023 Complete Streets Commission Goals and Annual Letter to City Council

Upon motion by Commissioner Ambiel, seconded by Commissioner Gschneidner, the Commission moved to approve the letter to be sent to the City Council as is with the attachment of draft work plan.

Vote passed with 5-0 (2 Commissioners Absent).

DISCUSSION ITEMS

3. List of Accomplished Goals from 2022

Marisa Lee, Staff Liaison presented the accomplished Complete Streets Commission goals in 2022. Among those goals, she referred to the adoption of Complete Streets Master Plan and implementing bike and ped improvements from CSMP, implementing school improvements, promoting suggested routes to school maps and Schoolroutes.org application, establishing plan for Cuesta Dr traffic calming, coordinating multimodal transportation projects at jurisdictional borders (with VTA, Caltrans, County of Sant Clara, and SFPUC), and receiving OBAG Grant.

4. Bicycle Friendly Community Application

Marisa Lee, Staff Liaison presented the benefits of being a Bike-Friendly Community and how it aligns with CSMP and CSC goals, The League of Bicyclists, City of Los Altos' previous Scorecard (Bronze in 2014), Bay Area cities' status (Bronze, Silver, or Gold), and the application process to be submitted in September 2023.

5. Truck Routes Program

Jaime Rodriguez, Consultant with the City of Los Altos (Traffic Patterns) referred to the three existing truck routes in Los Altos (El Camino Real, Foothill Expressway, and San Antonio Rd), existing truck network routes, and truck restrictions in City of Los Altos. This item proposes to add Homestead Road (connects to Cupertino-Sunnyvale) and El Monte Avenue (I-280 to Foothill Expy, Downtown access) as "Limited Truck Route", and to forward recommendation to City Council for Municipal Code updates to include Truck Route Restrictions.

Upon motion by Chair Banerjee, seconded by Commissioner Katz, the Commission moved to approve the following:

- Do not add Homestead Rd to the City's Truck Route,
- Add Homestead Rd to Truck Route Restrictions,
- Explore El Monte Avenue as a potential Truck Route,
- Forward recommendation to City Council to align the City's Municipal Code to include truck route restrictions and appropriate signage requirements,
- Item to be brought back to the Commission.

Vote passed with 5-0 (2 Commissioners Absent).

UPDATE ITEMS

6. RRFB Project Update

Jaime Rodriguez, Consultant with the City of Los Altos (Traffic Patterns) presented the design plans of the ongoing Rectangular Rapid Flashing Beacon (RRFB) project. This project is in design phase and includes 15 Base Project Sites, and three additional alternatives. A sample of RRFB installation within the City is on S El Monte Avenue and Mills Avenue.

7. OBAG Grant

Marisa Lee, Staff Liaison briefly illustrated the OBAG Grant and its application process. She announced the City was awarded the N. San Antonio Protected Bikeway and Complete Streets Project. This project was supported by the Climate Action Planning Committee. The City received an award of about \$7.3 million.

COMMISSIONERS REPORTS AND COMMENTS

Chair Banerjee is reelected to be the VTA BPAC Chair for calendar year 2023.

STAFF REPORT

Starting March the CSC meeting will be in-person, and whether this will be hybrid, will be determined in City Council's February meeting.

The February CSC meeting may be canceled.

POTENTIAL FUTURE AGENDA ITEMS

Bike to Anywhere Day and Bike to Work Day will be in May.

ADJOURNMENT

Chair Stacy Banerjee adjourned the meeting at 8:36 PM



DATE: March 29, 2023

AGENDA ITEM # 3

TO: Complete Streets Commission
FROM: Marisa Lee, Transportation Services Manager
SUBJECT: Los Altos - Truck Routes Network Update
ATTACHMENTS: None

RECOMMENDATION:

Receive Update on Proposed New Truck Routes in Los Altos and the Location of New Truck Restrictions

INTRODUCTION

At the January 2023 Complete Streets Commission meeting, Staff presented proposed modifications to the Truck Route network within the City. This report serves as an update to that initial report. At the January meeting, both the Commission and public expressed concerns regarding the proposed option of Homestead Road (east of Foothill Expressway) as a Truck Route, and that recommendation was removed as a result.

Existing Truck Routes in Los Altos include:

- El Camino Real Entire Length through the City
- Foothill Exp Entire Length through the City
- San Antonio Rd El Camino Real to Foothill Exp

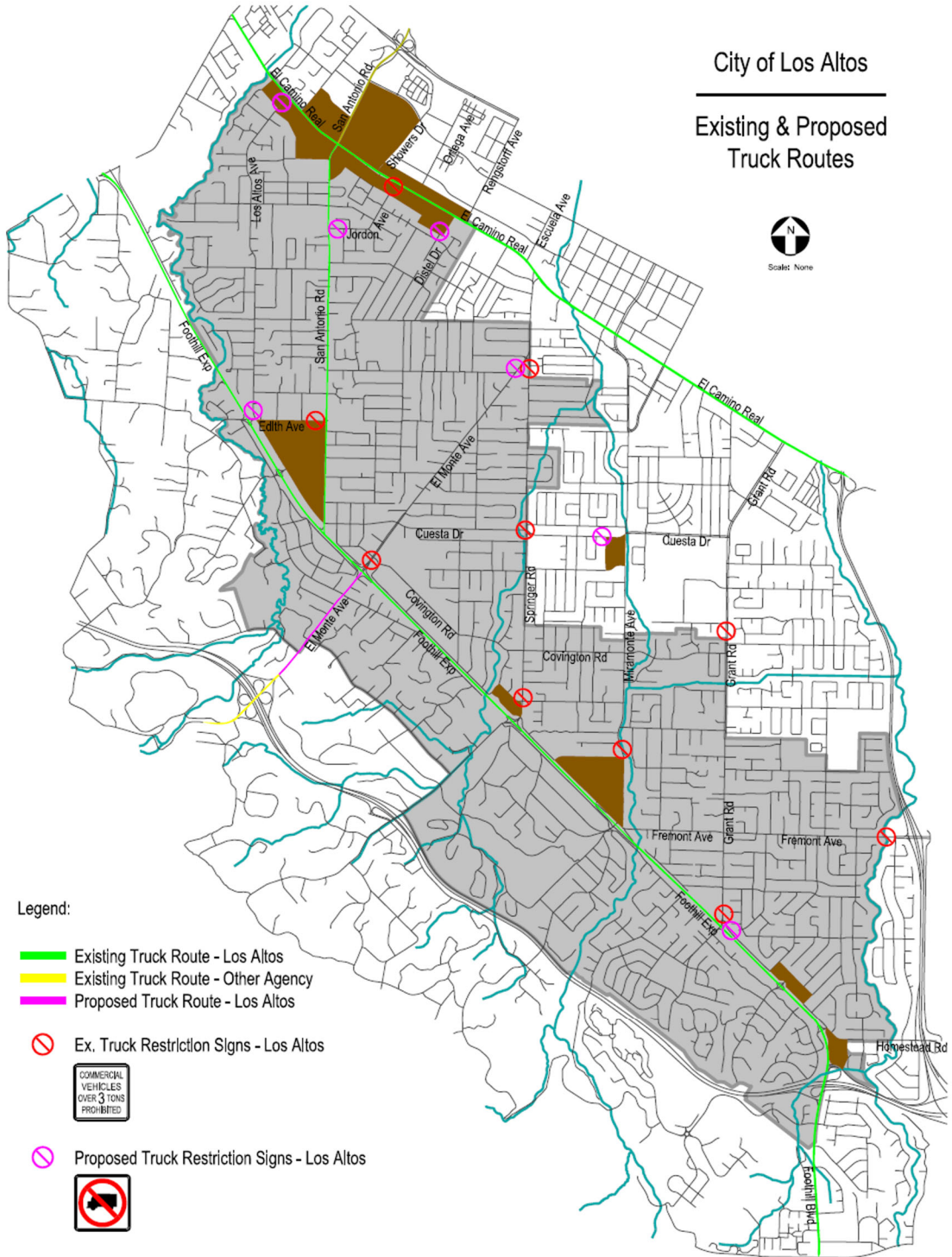
Trucks are permitted on local streets outside of the above approved streets for deliveries to local businesses. Truck drivers seeking to travel through the City outside of the above designated streets are required to obtain a permit from the Police Department.

The Proposed - Truck Route Network Update map in Figure includes the addition of one additional route:

- El Monte Ave I-280 Ramps to Foothill Expressway
(Overlaps with Truck Route for Town of Los Altos Hills)

Previously recommended Truck Route restriction signage along existing truck routes and existing entry points to the City remain the same. See Figure 1 – City of Los Altos, Existing & Proposed Truck Routes.

Figure 1
 City of Los Altos - Existing & Proposed Truck Routes



BACKGROUND

An evaluation of the Los Altos – Truck Route network is within the Complete Streets Commission Work Plan. Staff’s initial Truck Route Network modifications were presented in January; at that time both the Commission and public expressed concerns regarding the use of Homestead Road (east of Foothill Expressway) as a Truck Route and that recommendation was removed as a result.

Truck Routes make regional and local shopping possible within the City by facilitating the necessary deliveries to commercial districts, grocery stores and retail shops. In Los Altos commercial shopping districts are located at the following locations:

Table A
Los Altos Shopping Districts

• Downtown Los Altos	
• El Camino Real Commercial District	
• Rancho Shopping Center	(Foothill Exp & Springer)
• Loyola Corners	(Miramonte Ave & Fremont Ave)
• Lucky Shopping Center	(Foothill Exp & Grant Rd, and
• Foothill Crossings	(Homestead Rd)

The existing truck routes along El Camino Real, Foothill Exp, and San Antonio Rd allow for deliveries to the above shopping districts.

Staff recommends introducing El Monte Avenue between I-280 and Foothill Exp. This will allow for more direct connection to Downtown Los Altos. The Complete Streets Commission requested that staff collaborate with the Town of Los Altos Hills to solicit their input on staff’s recommendation as El Monte Avenue west of Summerhill Road falls within their justification. Staff contacted Town of Los Altos Hills and confirmed that El Monte Road between Summerhill Road Moody Avenue is already an existing Truck Route for their Town to help serve Foothill College. Introducing El Monte Avenue between the I-280 Ramps and Foothill Expressway overlaps and supports connection to the Town of Los Altos Hills – Truck Route Network.

Staff’s initial recommendations in January to upgrade existing and install additional Truck Route restriction signs along existing Truck Routes and City Entry Points to discourage truck traffic on local streets (without a permit) remains the same. See Tables B and C for both existing and proposed Truck Route Restriction signage locations.

Table B
Existing Truck Route Restriction Sign Locations

<ul style="list-style-type: none"> • Jordan Ave at El Camino Real • Springer Rd at El Monte Ave • Springer Rd at Berry Ave • El Monte Ave at Foothill Exp • Edith Ave at San Antonio Rd 	<ul style="list-style-type: none"> • Miramonte Ave at Post Office • Grant Rd at Covington Rd • Grant Rd at Grant Rd Frontage Rd • Fremont Ave at Stevens Creek • Cuesta Dr at Springer Rd
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Existing Truck Route Restrictions in the City are designated using “text” only message signs noting a 3-Ton prohibition limit.



Ex. Los Altos Truck
Route Restriction Sign

Additional truck route restrictions are recommended at the following locations in efforts to discourage trucks on local streets within the City.

Table C
Proposed Truck Route Restriction Sign Locations

<ul style="list-style-type: none"> • Los Altos Ave at El Camino Real • Los Altos Ave at Edith Ave • Jordan Ave at San Antonio Rd • El Monte Ave & Springer Rd 	<ul style="list-style-type: none"> • Grant Rd Frontage Rd at Grant Rd • Grant Rd Frontage Rd at Homestead Rd • Cuesta Dr & Plaza Ct (Mountain View)
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Both Existing and New Truck Route Restriction signage will include both International Sign Image and Text Message Signs.

RECOMMENDATION:

Review and provide input on the location of proposed new truck routes and proposed truck route restriction signs.



Proposed Truck
Route
Restriction Signs



DATE: March 29, 2023

AGENDA ITEM # 4

COMPLETE STREETS COMMISSION AGENDA REPORT

Meeting Date: March 29, 2023

Subject: El Camino Real Resurfacing and Protected Bikeways

Prepared by: Marisa Lee, Transportation Manager

Initiated by: Caltrans ECR Resurfacing Project

Attachment(s):

Draft Plans may be viewed at the link below. Of relevance to CSC review are the Pavement Delineation Plans for Los Altos City Limits, which are located on PDF pages 228-233.

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Staff Recommendation

Receive update on ECR resurfacing and bikeway project.

Background

The California Department of Transportation (Caltrans) plans to resurface the length of El Camino Real between the Palo Alto/Menlo Park City Border to just south of Highway 85 in Mountain View, which includes the length of El Camino Real within the City of Los Altos. The Los Altos portion of El Camino Real includes both sides of the boulevard up to the face of curb on the northeast side (i.e., Bay side) of the corridor.

Caltrans staff worked with each local agency through the project limits to identify the appropriate signage & striping improvements that will be installed at the completion of the resurfacing project. This introduced a once in a 25- to 30-year opportunity to make mobility-transformative changes for the community along this corridor. Staff recommended the installation of Class IIB Buffered Bike Lanes along the corridor as part of the resurfacing project, followed shortly by the installation of vertical elements that would transform the facility into Class IV Buffered Bikeways. This would result in industry best practice and meet NACTO design guidelines for a street of this typology. The Complete Streets Commission supported this approach.

The City Council heard the item on March 22, 2022 and voted in favor of the Class IIB Buffered Bikeway installation that would support the subsequent installation of vertical elements that would create Class IV Protected Bikeways. At this time it was thought that the City would need to furnish and install the vertical elements, while Caltrans would install the signage and striping.



Subject: El Camino Real Resurfacing and Protected Bikeways

Discussion/Analysis

Since the time when this item was last heard by City Council and the Complete Streets Commission, Caltrans has offered to install channelizers as part of the signage and striping portion of this project. It was originally intended that the City would need to supply and install these elements. Channelizers will be installed along the buffer, making this facility a Class IV Bikeway.

City staff has been working with Caltrans in an ongoing effort to finalize the Maintenance Agreement for the corridor. As was expected when presented to Council and the Commission previously, the City will be responsible for maintaining the vertical elements along the corridor within our project / City limits.

The project was originally scheduled for construction in Summer 2023. The anticipated schedule is now planning on construction in the Fall 2023. The contractor will be putting together the construction schedule, and more information about the Los Altos-specific construction schedule will be available at that time.



DATE: March 29, 2023

AGENDA ITEM # 5

TO: Complete Streets Commission

FROM: Marisa Lee, Transportation Services Manager

SUBJECT: Safe Routes to School Program
SchoolRoutes.org mobile app

ATTACHMENTS: None

RECOMMENDATION:

Review and Provide Input on Proposed Marketing Strategy for SchoolRoutes.org Web Platform use for Suggested Walking and Biking Routes

INTRODUCTION

The Complete Streets Master Plan (CSMP) includes a Suggested Routes to School chapter that provides Suggested Walking and Biking Route Maps for each school that services the Los Altos Community. The Complete Streets Commission requested during the CSMP development that staff identify cloud-based alternatives, preferably using mobile apps, to help educate and encourage the community to use streets prioritized for school commutes.

The City participated in commissioning the development of SchoolRoutes.org to publish its Suggested Walking and Biking Maps and the maps made available at the start of the current school year. Advertising of the platform to the Los Altos community is in process. This report provides strategies to market the SchoolRoutes.org platform for use through the remainder of the school year and into the future.

BACKGROUND

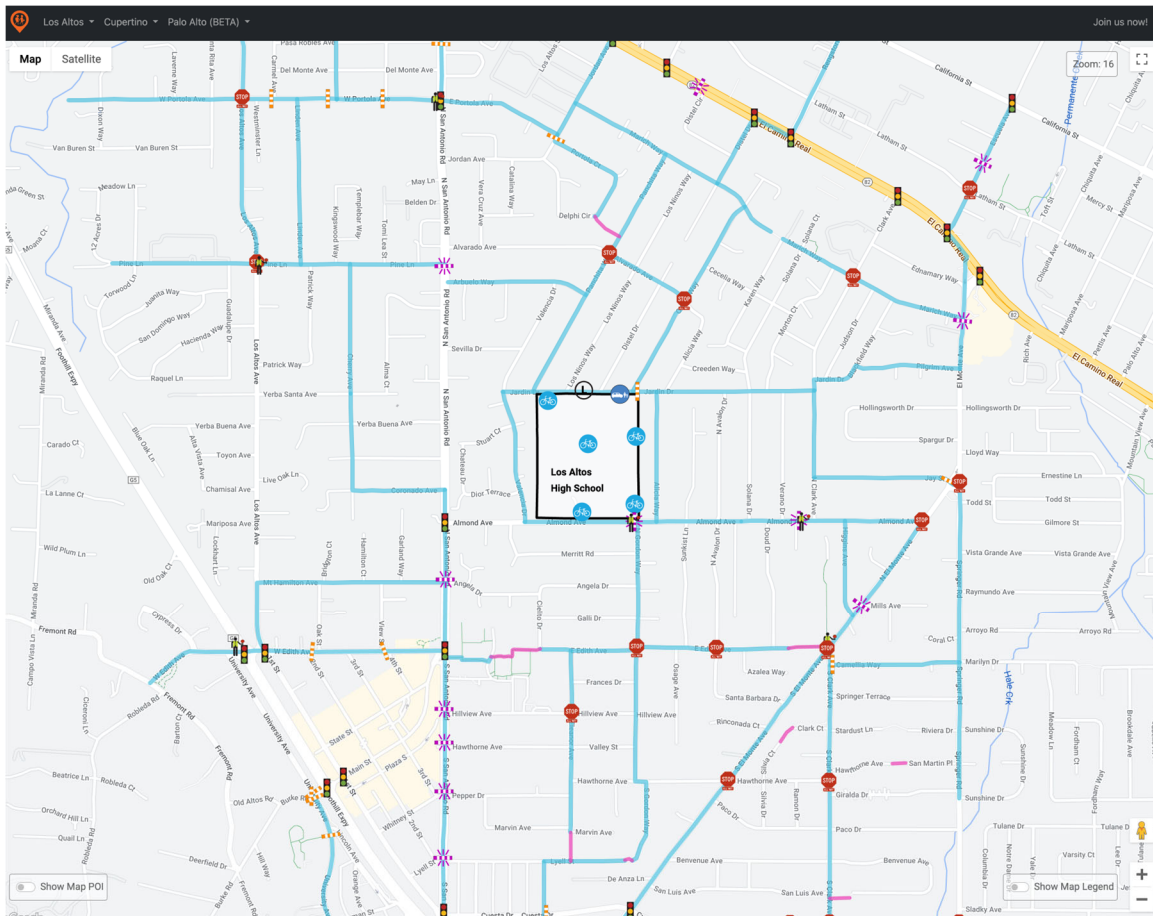
The SchoolRoutes.org solution includes both a web portal and mobile app (Apple and Android) that residents can use to identify Suggested Walking and Biking Routes for each school that services the Los Altos community.

The mobile application includes voice-prompt and screen script turn-by-turn instructions that will guide users to the closest Suggested Route path and then guide the user to the closest school entry point. The web portal provides just a visual illustration of the Suggested Route by school, displayed over a Google Maps background.

The SchoolRoutes.org map builder includes tools to identify intersection controls along routes (Traffic Signals, All-Way STOP, Ped-Activated Flashing Beacons, Crosswalks, and Adult Crossing Guards). For each school campus the locations of Bicycle Parking Stations are identified along with any Passenger Loading Zone areas adjacent to each school campus. Class I connector paths between neighborhoods or along trails are also highlighted.

Residents are not required to register or share any parent or student personal information to access the maps. However, parents and students that do choose to register on the SchoolRoutes.org platform can use the platform to establish Bike Trains, Walking School Bus, and Carpool Programs managed by the platform. These “School Depot Station” events are only available to view and interaction by registered user for specific schools only. There is no fee to the public for use of these features.

Figure 1
SchoolRoutes.org – Suggested Walk & Bike Route for Los Altos High School



DISCUSSION

The City of Los Altos is preparing to market the SchoolRoutes.org platform for community use while parallel Safe Routes to School Education and Encouragement programs are being initiated. After promotion of the app, data collection will begin regarding platform use.

The City is seeking to use the following strategies to help advertise the SchoolRoutes.org platform to the community starting in this Spring with a goal of building an initial “Beta User” base that can be expanded at the start of the 2023-24 school year. The goal of this strategy is a diverse approach across multiple mediums including web and print. This strategy will be dynamic with iterations and continual optimization to find the right balance of approach.

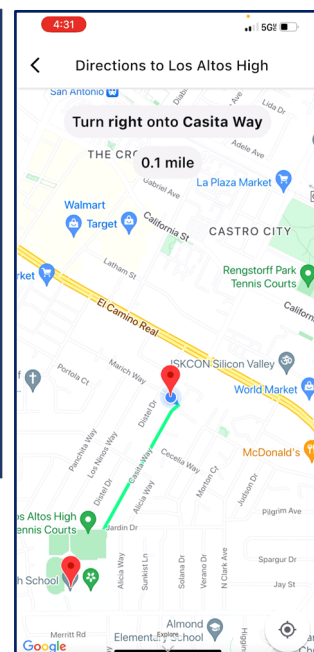
Phase 1 – Beta User Group

- Focus groups including parent groups, SRTS Advisory Committee, the Youth Commission, Los Altos Green Team, and/or other student groups will be solicited to participate in the “Beta User” group and to help serve as future social media influencers for promotion of the app.

The Beta User group would continue through the remainder of the current school year.

Phase 2 – Traditional Media Outreach for 2023-24 School Year

- Citywide Postcard Mailer
The City is seeking to work with the School District to target active students with a Post Card notification that encourages residents to download and use the SchoolRoutes.org platform. The postcard would include screenshots of the interface and a list of app features.



- Los Altos Town Crier Newspaper Ads
Graphic promotional materials will be published once per month after the “Beta User” evaluation and leading up through the start of next school year.
- City and School Websites and Mailers
Graphic promotional materials will be developed that can be published on the City of Los Altos website, City Manager Weekly Update, on School websites, and incorporated into school parent informational materials.
- Tabling at school events including open houses, back to school nights, Bike Month events, Bike Light Giveaway events, downtown events and farmers markets, school walk-a-thons, and other appropriate events.

Phase 3 – Incentive Expansion and Retention

The City will partner with SchoolRoutes.org to develop and introduce a Reward Wallet that the City can use to incentive students to walk and bike throughout town as much as possible, not just for school commutes. Using the Reward Wallet, the City will provide rewards based on walking and biking targets (to be determined). The “opt in” tracking will provide opportunities such as:

- Incentives for promotion at local businesses. This would establish mutually beneficial partnerships with local/downtown businesses that could increase revenue for the businesses while promote walking, biking, and carpooling. This program could be like previous promotional programs such as the “Eagle Card.”
- Gamification of the app to include challenges, competitions, and built-in game features such as scavenger hunt activities or social media posting activities around local businesses. These could build upon ongoing SRTS social media challenges.
- Champions of the app and word-of-mouth promotion derived from the focus groups of parents and students.

RECOMMENDATION

Review and Provide Input on Proposed Marketing Strategy for SchoolRoutes.org Web Platform use for Safe Routes to School active transportation.