



# COMPLETE STREETS COMMISSION MEETING AGENDA

5:30 PM - Wednesday, April 27, 2022

*Virtual Online Meeting*

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## 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 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

- [1.](#) Item 1 - Approve CSC Meeting Minutes of March 30th, 2022
- [2.](#) Item 2 - Annual CSC letter to City Council in Advance of Joint Meeting (with Updated CSC Work Plan Attached)
- [3.](#) Item 3 - Complete Streets Master Plan (CSMP) Support Letter to City Council

## DISCUSSION ITEMS

- [4.](#) Item 4 - Fremont Pedestrian Bridge - Workshop

5. Item 5 - Almond Ave/ Los Altos Highschool update (Andre-Anne)

## UPDATE ITEMS

6. Item 6 - City Attorney Presentation on State Housing Law
7. Item 7 - Education and Encouragement (EE) Update for Safe Routes to School Project (Andre-Anne) and School Routes App Update (Jaime)
8. Item 8 - Update on St Joseph Ave Sidewalk Gap Closure
9. Item 9 - Subcommittee List

## INFORMATIONAL ITEMS

## 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, March 30, 2022 AT 5:30 PM  
HELD OVER RING CENTRAL CONFERENCE CALL

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

ABSENT: None

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

A member of the public raised concern on the \$4 million planned for protected bike lanes on El Monte & San Antonio, for financial reasons and since protected bike lane with barricades might prohibit vehicles to move right and allow for ambulance/fire-trucks to pass. And parking spaces taken away on Almond and recommendations to move 248 parking spaces from El-Camino is anti-business for small businesses.

**ITEMS FOR DISCUSSION**

1. New Chair and Vice Chair

Commissioners Stacy Banerjee and Suresh Venkatraman are nominated for Chair position. Commissioner Suresh Venkatraman is nominated for Vice Chair position.

Chair: Commissioner Stacy Banerjee – Vote passed 4-2 (current Chair abstained from vote)

Vice Chair: Commissioner Suresh Venkatraman – Vote passed 5-0 (current Chair and Vice Chair abstained from vote)

**UPDATE / CONSENT ITEMS**

2. VTA BPAC – Appointing Los Altos Complete Streets Commission representative

Commissioners voted to approve Chair Stacy Banerjee to remain as the Complete Streets Commission representative since she will be Chair for VTA BPAC Committee till end of the calendar year 2022.

Vote passed 6-0 (Chair Banerjee abstained from vote)

3. Transportation Analysis: VMT/LOS Checklist and Update TSM Measure after Subcommittee Meetings – Consent Item

Upon motion by Commissioner Nadim Maluf, seconded by Vice Chair Suresh Venkatraman, the Commission moved to approve the VMT/LOS Checklist and Worksheet, subject to uploading the user guide attachment to the website.

Vote passed 7-0

4. St Joseph Sidewalk Gap Closure Project – Update only

Staff presented the Concept Plan Layout for the St Joseph Avenue Sidewalk Gap Closure Project (Robles Ranch Rd to Deodara Dr). This project is anticipated to be completed in coordination with the St Joseph Street Resurfacing project in Summer 2022.

**ITEMS FOR DISCUSSION**

5. Approve Meeting Minutes of February 23<sup>rd</sup>, 2022

Upon motion by Commissioner Nadim Maluf, seconded by Commissioner Steve Katz, the Commission moved to approve the meeting minutes of February 23<sup>rd</sup>, 2022.

Vote passed 7-0

6. Hetch Hetchy Trail Crossing

Signage and Striping plan for Estrellita Way is updated to incorporate the comments received from the Public. The plan is presented at this location and similar improvements will also apply to the east side and crosswalk of Los Altos Ave trail crossing. Proposed improvements included crosswalk, bollards, Stop and warning signs and markings for the bicyclists on the trail and Yield and Crossing ahead signs and markings for vehicles on the street.

- Commissioner Suzanne Ambiel recommended reviewing the number of signs and if they are all necessary, including “Watch for Cross Traffic Sign” on the trail.
- Commissioner Suresh Venkatraman recommended move the yellow signs farther up the trail (if they are necessary) for the bicyclist to be effective, and to make the bollards appealing.
- Staff may remove the “Crosswalk Ahead” sign in Estrellita Way and will keep it on Los Altos Ave. The Stop and “Watch for Cross Traffic” signs on the trail may also be combined.

7. Citywide Pedestrian Activated Flashing Beacon System Maintenance

Staff presented replacement equipment at existing Pedestrian-Activated Flashing Beacon System locations. It is noted 12 out of 16 existing equipment within the City of Los Altos are damaged and shall be replaced. The work is anticipated to be done in Summer 2022. Staff proposed standardization of hardware using Rectangular Rapid Flashing Beacon (RRFB) System manufactured by TAPCO, and removal of In-Pavement Beacon Systems, as is industry best practice at this time. Accessible Pedestrian Signals (APS – push buttons with audible messaging), solar panels/wireless equipment, and spot light option (nighttime crosswalk illumination) are some of the advantages of the recommended system.

- This project is funded by two CIP funds.

- Commissioners recommended looking into engineering solution for people getting stuck at the median in San Antonio.

Upon motion of Commissioner Suresh Venkatraman, seconded by Commissioner Suzanne Ambiel, the Commission moved to approve the adoption of RRFB across the 16 locations suggested by the City staff, with the following amendments:

1. Addition of investigation of median lighting and buttons,
2. Investigate this on additional intersections as well

Vote passed: 7-0

#### 8. Monthly Staff Report

- Complete Streets Master Plan was discussed at a City Council Study Session in March and the City is working to incorporate the additional comments within next 1-2 months.
- El Camino Real Bike Lane project as part of Caltrans Resurfacing Project was approved by the Council.
- 65% Design Plan for Fremont Pedestrian Bridge Rehabilitation project is being reviewed by the City Staff and will be presented to the CSC meeting in April for public discussion and outreach.
- County project to implement “Green Wave” bicycle signal timing feature along the Foothill Expressway at all the signalized intersections.
- The City’s Engineering Services Manager, Jim Sandoval, provided update on the Transportation Budget for the fiscal year 22-23. The draft will be submitted to Financial Commission by 4/25 and will be presented on the CSC meeting on 4/27 for input, and the Council will look at the first reading of the budget on 5/10 or 5/24.

#### **COMMISSIONERS REPORTS AND POTENTIAL FUTURE AGENDA ITEMS**

- A discussion on the standing committees and their purpose
- Timeline of future meetings with Planning Commission
- Joint meeting with the City of Mountain View

#### **ADJOURNMENT**

Chair Stacy Banerjee adjourned the meeting at 7:47 PM

*DRAFT*

*City Council Letter from CSC in advance of annual joint meeting*

April 27, 2022

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 3, 2022. 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 priorities for your review. These are the same priorities we shared with you in a letter earlier this year:

- 1. Plan and implement safe multi-modal transportation solutions that align community needs with city priorities.** This includes focusing on the implementation of the Complete Streets Master Plan and aligning it with the Annual Pavement Maintenance Program to build safe multi-modal streets, and implementing school route improvements. The commission also supports advancing Safe Routes to School Education and Encouragement Programs under development by the City. In addition, the commission would like to enhance the city's traffic calming program.
- 2. Manage long-term cumulative impacts from public and private development projects, and regional traffic.** This includes identifying and implementing technologies to monitor and identify traffic trends, measure and mitigate traffic impacts. The commission has recently completed the transportation analysis checklist and encourages the city council to adopt a Vehicle Miles Traveled (VMT) Policy. For development projects, the commission would like to work toward more transportation-related objective standards, streamline project review, review the existing Traffic Impact Fee (TIF) program, and address streetscape needs.
- 3. Achieve effective transportation-related community engagement with residents.** This includes developing effective outreach strategies to promote a higher public participation in transportation projects, and integration with the city-school issues subcommittees.
- 4. Pursue and secure adequate grant funding for safe, connected and sustainable complete streets projects.** The commission would like to support the city's efforts to identify and apply for grant-funding opportunities to implement the Complete Streets Master Plan, and the transportation components of the Climate Action and Adaptation Plan.

For each of these four priorities, we have detailed specific goals with underlying projects and programs that are outlined in the attached Work Plan document along with our tentative meeting calendar for this year. Since sharing our draft workplan with you earlier this year, we have updated our tentative meeting agenda topics. This is a multi-year plan, which our commission will review and update annually.

We have a robust, engaged commission contributing complementary skills and varying perspectives. We are thankful to work with a talented transportation team. We continue to be concerned that the City is asking too much of too few on the transportation team and seek your support to remain focused on relevant priorities, and to use/fund consultants/vendors for defined projects.

In addition to outlining our workplan, we would like to raise a few important items for your consideration:

- Our goal is to have the full council adopt the Complete Streets Master Plan in May. The commission would like to start implementation of the plan including quick-build signage and striping improvements along school routes. The commission requests an update during our joint meeting on possible funding levels for existing and future CIP projects, and the council's consistent commitment to support implementation of the plan.
- The commission urges the city to implement more transportation-related objective standards, take more aggressive action-orientated steps to mitigate the long-term cumulative impact of traffic, and give timely consideration of transportation needs for the forthcoming Housing Element.
- With the current influx of increased transportation funding from federal and state sources, as well as regional/county funding, the commission seeks a proactive and strategic grant application strategy for transportation projects in the city. To be effective, this city strategy will need the focused and expert attention of staffing/vendor resources.

The commission would welcome your feedback, input, or questions. We will be reviewing the content of this letter with you during our annual joint session currently scheduled for May 3, 2022.

Stacy Banerjee  
Los Altos -- Complete Streets Commission, Chair

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	Adopt plan in Spring 2022 (City Council)	Manage bike and ped network improvements from CSMP	Align with Resurfacing Program, see Goal 1E  Create additional list of Bike and Ped improvements consistent with 5-year plan for CIP, see Goal 1E
		Implement high-priority projects within 10 years	Implement school improvement plans (Phases I and II)	Convert school improvement maps into reviewed/approved construction docs for school routes, and implement plans - Signage and striping improvement plans - Phase I (2022) - Civil improvements plans - Phase II (2022-23)
		Coordinate with Climate Action Plan (CAAP) on implementation of 1 project per year	Promote Suggested Routes to School maps, and Schoolroutes App	Identify any budget shortfall to complete city-wide improvements on school routes  Promote Suggested Routes maps to school districts annually  Roll out/Promote Schoolroutes app to parents and students in collaboration with school districts (spring/fall 2022)  Deploy additional features of app including Carpool Coordinator and School Depot Stations (walking school bus and bike trains)
			Develop Conceptual Plan Line Drawings (from CSMP) into plans for Priority Locations	Some plan line drawings will not move forward due to lack of community support. Some will be implemented as part of the resurfacing program. The remainder will compete with



				<p>all CSMP recommended improvements for priority, and be considered for refinement as part of grant applications.</p> <p>Plans for pursuit include: Jardin, Clark, Covington, El Camino Real, Gordon, Grant, Loyola Corners, Berry &amp; Miramonte, St Joseph, Alicia.</p>
			Align with Climate Action and Adaptation Plan, and Committee	[develop deliverable with CAAP]
<b>1B</b>	<b>Align Pavement Program to Increase PCI and Simultaneously Add Multi-Modal Safety Amenities</b>	<b>Achieve PCI of 75 by 2026</b>	Review PCI pavement program	Review biennial PCI report update (2022) and progress
			Implement Priority Bicycle and Pedestrian Facilities and Traffic Calming with Pavement Program	Develop pavement program identifying priority streets for annual resurfacing program including minimum 2 corridor goal per year for Bike/Ped/traffic calming improvement
			Expand sidewalk/shoulder policy	Enhance sidewalk/shoulder policy to include maintenance responsibility (current policy is on stormwater permeability)
<b>1C</b>	<b>Develop Safe Routes to School Education &amp; Encouragement Program with School Communities</b>	<b>Increase share of students walking/biking to school by 10%</b>	Create and implement education programs to expand bike/ped safety knowledge with students/families	<p>Execute pilot education and encouragement program via assembly and in-class for bike safety and awareness</p> <p>Finalize and publicize plan and curriculum</p>
			Create and implement encouragement programs to increase bike/ped commuting	<p>Show school administration survey, hand tally results, number of students/families participating in program activities, parent survey, student survey</p> <p>Collect annual Bike-Ped counts</p> <p>Create plan and solicit/incorporate feedback, adjust plan based on additional feedback</p>
		<b>Maintain advisory committee with quarterly meetings</b>		
		<b>Survey results showing at least 20% increase in student comfort walking and biking</b>		

		<b>10% of classrooms conduct hand tallies</b>	Review school traffic	Receive update from PD about school traffic, and crossing guard program
<b>1D</b>	<b>Enhance City’s Traffic Calming Program</b>	<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>Have CSC discussion to scope the traffic calming program (2022) 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</b>	<b>At least 10% of Transportation CIP projects advance</b>	Review Annual Street Resurfacing program to advance priority CIP projects	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

	<b>Program to CSC Work Plan</b>	<b>CSMP and CSC priorities each year</b>	Annual Transportation CIP project selection	Review and prioritize annual transportation CIP selection by March each year at CSC mtg
			Conduct biannual review of CIP transportation projects	Receive biannual update report in February and September
<b>1F</b>	<b>Coordinate Regional Transportation to Advance Los Altos interests</b>	<p><b>Attendance at regional forums</b></p> <p><b>Meetings and communications with nearby jurisdictions</b></p> <p><b>Initiate inter-jurisdictional partnerships</b></p>	<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 proactively (example projects in 2022 include Hetch Hetchy trail crossing, County/VTA led Homestead Rd SR2S project, Caltrans El Camino Real resurfacing/bike lanes project, County led Measure B Foothill Expy widening from Homestead Rd to I-280) and monitor adjacent cities bike/ped/active transportation planning/implementation near jurisdictional borders</p> <p>Coordinate traffic signal timing and regional transportation projects with adjacent and regional jurisdictions</p> <p>Provide input on regional multimodal plans in 2022</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> <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> <li>- Others?</li> </ul>

<b>1G</b>	<b>Enhance Multimodal Parking Facilities</b>	<b>Increase multi-modal parking stock by 10%</b>	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	(2022 Pending CSMP Adoption)
	<b>Future Interests</b>		Build Transit plan	
			Consider Scooter share and Ebike program	Partner with adjacent Cities to explore regional bike/scootershare program
			Adopt bicycle and pedestrian technology enhancements	Consider technology enhancements and digital traffic controls such as wave push buttons

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

No	Initiative	KPIs	Projects & Programs	Deliverables
<b>2A</b>	<b>Utilize Citywide Traffic Model to Monitor Traffic Trends and Impacts</b>	<b>Maintain Citywide traffic data model - update biannually</b>	Collect traffic data regularly to identify changes in traffic patterns	Count traffic semi-annually citywide (88 locations) and add new data to model after independent data collection
			Provide developers traffic model for utilization in traffic analysis of qualifying developments	Receive update presentation on city-wide traffic model (what the model is/how it works) in 2022
			Monitor and track changes in Bicycle/Pedestrian stress level on local roads	Develop Bike-Ped Stress Measures

<b>2B</b>	<b>Create Transportation Policy and</b>	<b>Adopt consistent policy and study methodology by 2022</b>	Establish a Vehicle Miles Traveled (VMT) and updated Level of Service (LOS) Policy	Adopt VMT/LOS Policy (Spring 2022)
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	<b>Programs to Advance Los Altos goals and visions</b>		Finalize Transportation Analysis Checklists for consultants by land use type to ensure consistency in study methodologies, including TDM incentives and transportation network improvements reqd for dev	Finalize Transportation Analysis Checklists for transportation consultants by land use type
			Develop CSC Development Review Questionnaire to streamline commission participation in private development approval process	Finalize CSC Development Review Questionnaire and circulate to developers and planning dept
			Develop transportation-related Objective Standards for development projects	Upcycle some of the Development Review Questionnaire into creation of Objective Standards (e.g. queuing at development parking garage entrances)
<b>2C</b>	<b>Develop Streetscape Plans to Provide Holistic Area Planning</b>	<b>Develop Streetscape Plan in 2022 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 identify any other areas that may require streetscape plans in the future (Sherwood Triangle, Woodland, Foothill Crossing)</p>	Hire consultant to develop the First St Streetscape Plan in 2022
<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 (do not review/update until 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 including a CSMP review for completeness and housing-need designation/prioritization, and

				identification of complete list of parking data collection locations (see 2F)
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: - Study inventory and baseline utilization data at key locations (Downtown, ECR, LAHS area, Loyola Corners, future housing development areas) - Define parking policy and initiatives - Set methodology for future data collection and projection - Consider technology applications for future use	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	Advise planning commission/city council on transportation related aspects of all development projects assigned to CSC

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

No	Initiative	KPIs	Projects & Programs	Deliverables
3A	Develop Effective Outreach Strategies to Promote Public	Measure community satisfaction with level of engagement	Identify Better Methods of Engaging with Residents	Evaluate lessons learned from CSMP engagement

	<b>Participation in Transportation Projects</b>	<b>Increase community participation in CSC projects by 5%</b>  <b>Pre and post engagement surveys by 2025</b>		Develop plan for efficient community outreach and engagement - methodology, function, and effectiveness  Conduct Annual Survey on transportation related priorities
			Increase online communication and engagement	Use Los Altos Complete Streets Website as informational portal that residents may look to for updates on all transportation projects
			Incorporate Public Input into each Project Evaluation	Capture and share/summarize public input received while planning projects (from surveys, comment cards, emails, etc.)  Develop online post construction surveys and summarize public input on construction projects
			Include Post-Project Data Collection to Monitor Project Effectiveness	Introduce post construction reporting in CSC Bi-Annual Reports. (2022)
<b>3B</b>	<b>Integrate with City-School District School Issues Subcommittee</b>		Keep subcommittees informed of and collect their feedback on relevant projects related to school routes, and education and encouragement programs	Present (staff) at subcommittee meetings  Share feedback from meetings at CSC meetings
<b>3C</b>	<b>Promote Walking and Bicycling in the Community</b>		Determine Bike to Work/Wherever Day plans	Make annual plans to support Bike to Wherever Day (5/20/22) including activities/promotions
			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 studies/design	Secure 1-2 grants in 2022  Establish annual or regular grants for complete streets funding	Establish CSC Grant Subcommittee to create grant application strategy and support the grant application process	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.)
			Identify available grants and create priority list of strategic projects that correlate with available grants and likely funding success	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.)  Identify list of 1-2 projects (see CSMP) for which to seek funding for project study and/or design
			Establish team to create and write successful grant applications  Seek VTA funding and other outside funding	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)  Formulate plan to get identified projects in state of grant application readiness, and create grant applications for key grants



				Track grant/funding sources - establish tracking spreadsheet or system for funding and grants
<b>4B</b>	<b>Identify and apply for grant funding to implement CAAP Transportation Plans</b>	<b>Implement 1 Transportation Action per year as identified by the CAAP</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>Identify available grants and create a priority list of strategic projects that support both CSMP and CAAP</p>	<p>Review available grants (see list of grants identified in the CAAP transportation strategy), and list key submission details (see goal 4A)</p> <p>Coordinate grant priority transportation-related projects into a single list (see goal 4A)</p>

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.

Month	Proposed Meeting Topics* for 2022
January	<p>Consent/Update Items</p> <ul style="list-style-type: none"> <li>- Work plan review</li> <li>- Annual CSC Letter to City Council for council priorities (with CSC workplan attached)</li> </ul> <p>Discussion Items</p> <ul style="list-style-type: none"> <li>- Hetch Hetchy crossing (public noticing)</li> <li>- St Joseph update (public noticing) (update sign &amp; striping plan, update on parking data collection, update about sidewalk, schedule for design)</li> </ul>
February	<p>Update Items</p> <ul style="list-style-type: none"> <li>- City Attorney update / training presentation (1 hr)</li> <li>- Biannual transportation CIP update report - status update on transportation projects in the works (45 min) Gaku: Fremont, El Monte, Resurfacing 2021 Jaime: Almond (bollards, striping update, and signal), Fremont Ped Bridge, Guard Rail, El Camino</li> <li>- Annual Street Resurfacing project list/program recommendations (10 minutes) (request feedback by email) (post list and map)</li> </ul> <p>Discussion Items</p> <ul style="list-style-type: none"> <li>- School Drop-off Safety Concern at LAHS</li> </ul> <p>Consent Items/Staff Report items</p> <ul style="list-style-type: none"> <li>- Subcommittee creation for school improvement plans review (5 min)</li> <li>- Subcommittee creation - Bike to Work/Wherever Day (5/20/22)</li> </ul>
March	<p>Consent/Update Items</p> <ul style="list-style-type: none"> <li>- Chair/Vice-chair election (10 min)</li> <li>- VTA BPAC representative</li> <li>- Consent item: Transportation Analysis: VMT / LOS Checklists and updated TDM Measures after Subcommittee Meetings (10 mins)</li> <li>- Informational item: St Joseph Sidewalk Gap Closure Update (10 mins)</li> </ul> <p>Discussion Items</p> <ul style="list-style-type: none"> <li>- Hetch Hetchy Trail Crossing Design Follow-Up (Marisa) (30 mins)</li> <li>- Citywide Pedestrian Activated Flashing Beacon System Maintenance/Replacement (Jaime)</li> </ul> <p>Staff Report Items including:</p> <ul style="list-style-type: none"> <li>- Almond Ave @ San Antonio, k-71 bollards to be installed notice sent to residents</li> <li>- ECR updates from Caltrans - March 22 council meeting update</li> <li>- Annual transportation CIP Program recommendations status (Jim)</li> </ul>
April	<p>Consent Items</p> <ul style="list-style-type: none"> <li>- Annual CSC letter to City Council in advance of joint meeting (with updated CSC Work Plan attached)</li> </ul>

Los Altos – Complete Streets Commission  
Proposed Schedule of Activities 2022

	<ul style="list-style-type: none"> <li>- CSMP support letter to City Council</li> </ul> <p>Update Items</p> <ul style="list-style-type: none"> <li>- Annual Education and Encouragement update including Safe Routes to School education and encouragement programs (Andre-Anne) Including bike to work/wherever day, video challenge contest, crossing guards appreciation day, school curriculum, advisory committee), and (Jaime) schoolroutes app</li> <li>- Attorney presentation</li> <li>- St Joseph Ave Sidewalk Gap Closure - update item (Nafis)</li> <li>- Subcommittee List</li> <li>- Annual transportation CIP Program recommendations (Jim)</li> </ul> <p>Discussion Items</p> <ul style="list-style-type: none"> <li>- Almond Ave/ LAHS update (Marisa/Andre-Anne)</li> <li>- Fremont Ped Bridge - workshop (Nafis)</li> </ul> <p>Staff Report Items including:</p> <ul style="list-style-type: none"> <li>- First Street Streetscape Plan update</li> </ul>
Tuesday, May 3rd	Annual Joint Meeting with Commission and City Council
May	<p>Consent Items</p> <ul style="list-style-type: none"> <li>- UPDATED VTA bike parking guidelines (informational item)</li> </ul> <p>Update Items</p> <ul style="list-style-type: none"> <li>- Hetch Hetchy update</li> <li>- Update on School Route Improvements (Signage &amp; Striping Plans) with Public Noticing, after school community and subcommittee approval, circulate to commissioners in advance of CSC meeting and ask for specific feedback, use subcommittee comments to facilitate CSC approval</li> <li>- City-wide Traffic Model overview and status. Receive explanation/ review city-wide traffic model. (what the model is, how it works, when to use it, what data has been collected/how do-will we use it?) (Jaime)</li> </ul> <p>Discussion Items</p> <ul style="list-style-type: none"> <li>- Cuesta Drive</li> <li>- St. Joseph Ave</li> </ul> <p>Staff Report Items</p> <ul style="list-style-type: none"> <li>- OBAG grant application plan</li> </ul>
June	<p>Update Items</p> <ul style="list-style-type: none"> <li>- Electric mobility/ebike guidelines/regulations for usage on roads, bike lanes, trails, etc. (informational item) (PD/Liz)</li> <li>- Homestead Rd SR2S Design Phase</li> <li>- ATP Application Update</li> </ul> <p>Discussion Items</p> <ul style="list-style-type: none"> <li>- Transportation-related Objective Standards Review</li> <li>- Traffic Calming Project Scoping</li> </ul> <p>Staff Report Items</p>

Los Altos – Complete Streets Commission  
Proposed Schedule of Activities 2022

	<ul style="list-style-type: none"> <li>- OBAG grant application submission summary (applications due 7/8/22)</li> </ul>
July	<ul style="list-style-type: none"> <li>- Sidewalk / shoulder policy (current policy re: stormwater/permeability, proposed policy re: maintenance responsibility)</li> <li>- Citywide Open Streets</li> <li>- Community engagement discussion/brainstorm/workshop</li> </ul>
August	<ul style="list-style-type: none"> <li>- General Plan Circulation Element Review</li> <li>- Climate Action Plan Committee Coordination</li> <li>- TIF review</li> </ul>
September	<ul style="list-style-type: none"> <li>- Biannual transportation CIP update report</li> <li>- Form annual work plan subcommittee</li> <li>- First Street Streetscape</li> </ul>
October	<ul style="list-style-type: none"> <li>- School route improvement plans phase 2, civil improvements (curb ramps, speed feedback signs, etc)</li> <li>- Bicycle Friendly Community Application</li> <li>- Schoolroute App update</li> </ul>
November & December (combined)	<p>Consent/Update Items</p> <ul style="list-style-type: none"> <li>- Work plan review</li> <li>- Annual CSC Letter to City Council for council priorities (with CSC work plan attached)</li> </ul>
To be scheduled	<ul style="list-style-type: none"> <li>- County of Santa Clara - Active Transportation Plan, and Expressway Bicycle Design Guidelines</li> <li>- Housing Element Site Inventory Presentation</li> <li>- PD update on school traffic and crossing guard program</li> <li>- CIPs</li> <li>- Annual Bike/Ped access improvements</li> <li>- City-wide Pathway rehabilitation project</li> <li>- El Camino Real resurfacing update (bike lanes)</li> <li>- Streetscape Plan for Loyola Corners</li> </ul>
Proposed	<ul style="list-style-type: none"> <li>- Form Grant subcommittee</li> <li>- Grant subcommittee report (and any follow-on work)</li> <li>- Curb Management and Parking Management policy/plan</li> <li>- TIF review</li> <li>- Community Outreach best practices</li> </ul>
Joint CSC/Planning Commission mtgs - Proposed	<ul style="list-style-type: none"> <li>- Parking Management policy</li> <li>- Transportation-Related Development Objective Standards</li> </ul>
Future	<ul style="list-style-type: none"> <li>- Measure B Project, Foothill Exp Widening (Homestead to I-280) (pending city funding to county for design phase - \$150K)</li> <li>- Joint meeting with Mountain View BPAC</li> </ul>

Los Altos – Complete Streets Commission  
Proposed Schedule of Activities 2022

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	<b>Notes:</b> Tie each item into a goal/initiative
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\* Development project reviews will be added to CSC meetings based on Planning Department schedules

*DRAFT*

*City Council Letter from CSC in support of CSMP adoption*

April 27, 2022

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

After nearly three years of considerable effort and extensive outreach with the Los Altos community to create the Complete Streets Master Plan, the Complete Streets Commission provided feedback this past fall on the final draft of the Complete Streets Master Plan (CSMP) and recommended the advancement of the final draft to City Council for review and thereafter adoption. City Council provided thoughtful and detailed feedback on the final draft during its study session on November 9, 2021. Staff working in conjunction with the vendor on this project, Alta Planning and Design, incorporated the feedback. On March 22, 2022 at its second study session for the CSMP, City Council provided additional feedback to staff/vendor on the updated final draft, and deferred the adoption to a consent item at a future city council meeting.

The Complete Streets Commission writes this letter in full support of the adoption of the Complete Streets Master Plan. This Commission notes that an unanimous vote by City Council would convey a message of unity for our future planning and advancement of complete streets initiatives in the city.

This Commission would like to emphasize that the Complete Streets Master Plan is not a design document or construction plan. Every individual project will always go through the City's standard and extensive review process – including opportunity for public input, engineering attention, and thorough review by the Complete Streets Commission – after the Complete Streets Master Plan is adopted.

The City needs to have an adopted Master Plan to support and be successful in transportation-related grant applications. In addition, the City recently completed development of new Transportation Analysis and infrastructure improvement guidelines for private development that reference the Complete Streets Master Plan. The CSMP needs to be adopted before these guidelines can be required of developers.

After adoption of the Complete Streets Master Plan, the Commission supports future on-going development of the plan to add other topics including transit, traffic calming, and congestion management. The Commission recognizes that the current plan is purposely focused on bicycle and pedestrian modes; this was done to prioritize suggested routes to school, community connectivity, and safety. Research shows that streets that are safer for people walking and biking are safer for motorists as well. The Commission's work plan already includes future initiatives to update the 2008 Neighborhood Traffic Calming Plan and the 2011 Collector Traffic

Calming Plan, continue to develop the citywide traffic model, and develop Transportation Analysis and VMT policy and implementation to address congestion management.

Thank you for this opportunity to advise the City Council on complete streets solutions. We remain committed to provide Complete Streets that are streets for everyone: streets that are planned, designed and operated for the safe mobility for all users including pedestrians, bicyclists, motorists, and transit users of all ages and abilities. We look forward to the immediate, unanimous, adoption of the Complete Streets Master Plan.

Stacy Banerjee  
Los Altos -- Complete Streets Commission, Chair



DATE: April 27, 2022

AGENDA ITEM # 4

**TO:** Complete Streets Commission

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

**SUBJECT:** Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055

**ATTACHMENTS:** Draft Design Drawings for Fremont Avenue Pedestrian Bridge

**RECOMMENDATION:**

Review and Approve Draft design for Fremont Avenue Pedestrian Bridge, Provide Input on Selection of Lighting Alternatives

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**INTRODUCTION**

The Fremont Avenue Pedestrian Bridge over Permanente Creek is scheduled as routine maintenance due to age and exposure to the elements. The purpose of this rehabilitation is to ensure public safety and to improve the service life of the structure. Work includes replacement of the following:

- Timber deck and railing,
- Support blocks under the bridge,
- Drainage, and
- Backfilling behind the bin-abutment wall.

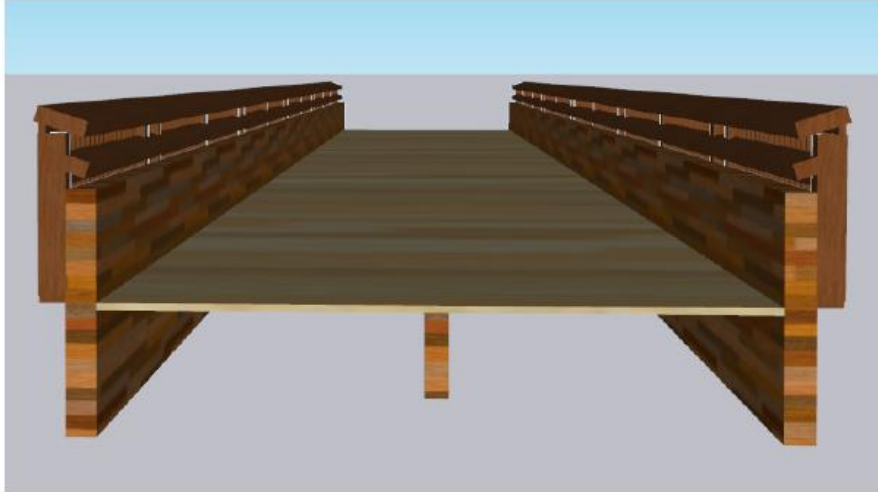
The Consultant, Dewberry Engineering Inc., has completed 65% submittal for the PS&E design package. With the City’s comments and public input, the City will move to 100% design.

**BACKGROUND**

A feasibility study for rehabilitation of the Fremont Avenue Pedestrian Bridge was completed by Drake Haglan and Associates in 2016 and they concluded that rehabilitation is the most cost-effective option with minimum environmental effects. City staff conducted temporary safety improvements in 2020 due to community concerns regarding bridge deterioration at that time.

A Design Professional Consulting Services agreement was executed with Dewberry Engineering Inc. and the City in February 2021. City staff recently received the 65% design package for the project and it is being presented to the Complete Streets Commission in efforts to provide a community outreach opportunity.





*Figure 1:  
Proposed Bridge Deck Improvements*

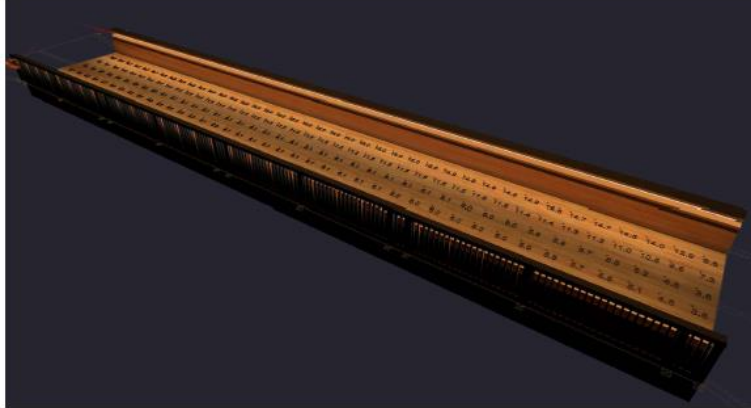
## **DISCUSSION**

This is an opportunity for the Complete Streets Commission to review the design for the Fremont Avenue Pedestrian Bridge Rehabilitation over Permanente Creek. In addition to the proposed bridge rehabilitation improvements, the City also plans to introduce lighting improvements. There are two types of lighting improvements to discuss:

1. Pedestrian-scale, streetlight type lighting fixtures at each end of the bridge. These would replace the existing lights at each end of the bridge, which are old and becoming unsightly. The City plans to incorporate this type of lighting based on past community input.
2. Low-level lighting across the span of the bridge, imbedded into the bottom side of the railing, shining down at the bridge deck across the span of the bridge. Deck lighting options across the span of the bridge are possible with the following options: across the whole bridge span, just in the center of the bridge, or alternating blocks across the bridge span. All three options would be in conjunction with the light fixtures at each end of the bridge. As shown in Figure 2, the deck lighting will only shine on the decking within the designed angle with low level lights, and therefore, will not have a wildlife impact.

Figure 3 presents the proposed lighting fixtures for commission and public input. These light fixtures are selected to begin the conversation, not as final selections, and to receive direction on shape, lighting directionality, and aesthetic. These fixtures were selected with the intention of fitting the rural aesthetic of the Los Altos community.

*Figure 2:  
Rendering of bridge deck lighting, embedded in the underside of the railing, shining at low levels onto the deck surface. The rendering shows lighting across the entire bridge span, but we may also choose to light only portions of the span (to be discussed).*





*Option A  
Industrial*

*Option B  
Historic*

*Option C  
Rustic*

*Figure 3:  
Options for AESTHETIC, LOOK & FEEL of Light Fixtures at Ends of Bridge*



*Option D  
Decorative*



*Option E  
Modern*



*Option F  
Modern/Rustic*

*Figure 3 – Continued  
Additional Options for AESTHETIC, LOOK & FEEL of Light Fixtures at Ends of Bridge*



DATE: April 27, 2022

AGENDA ITEM # 5

**TO:** Complete Streets Commission

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

**SUBJECT:** Los Altos High School (LAHS) Drop-Off and Pick-Up Traffic

**ATTACHMENTS:** Los Altos High Observation Summary and Recommendations Memo

**RECOMMENDATION:**

Receive presentation from the City's SRTS Consultant, Andre-Anne Cadieux from Alta Planning + Design, regarding peak-hour site visit and programmatic and infrastructure recommendations to facilitate a smoother drop-off and pick-up window at Los Altos High School

**INTRODUCTION**

The City's Safe Routes to School Consultant, Alta Planning + Design, was commissioned by the City to conduct a site visit during peak periods at Los Altos High School on Wednesday, March 30, 2022. This site visit followed a presentation by a local resident at the February CSC meeting that resulted in Commissioner, resident, City staff, and school administrator discussion about the ongoing issues around school drop-off and pick-up, and potential programmatic and infrastructure improvements to alleviate drop-off and pick-up traffic in the neighborhood.

**BACKGROUND**

Staff has been monitoring drop-off and pick-up traffic at Los Altos High School (LAHS), especially after the installation of the new two-way bicycle cycletrack. Staff, the Commission, and the school have received complaints about ongoing traffic issues, as well as driver behavior, in the neighborhood during drop-off and pick-up periods. A resident was invited to give a presentation of her observations at the February CSC meeting, which initiated a discussion between commissioners, residents, school administrators, and City staff regarding the ongoing issues and a multi-pronged approach to alleviate the issues including Transportation Demand Management (TDM), a holistic look at transportation in the neighborhood, and infrastructure improvements. These topics will be expanded upon in today's presentation.

**DISCUSSION**

Andre-Anne Cadieux of Alta Planning + Design will give a presentation covering a summary of observations from the site visit, which was conducted with the LAHS assistant principal and a teacher. She will go on to present various best practice programmatic

recommendations for the school to consider for implementation, including TDM, drop-off procedure, and incentive programs. She will also lead discussion on a holistic approach to the neighborhood's transportation system, and infrastructure improvements to facilitate better operations as well as improved driver behavior. The City is available to collaborate and support in these improvements as feasible.

We invite the CSC and the public, as well as LAHS school administrators, to participate in this discussion with City staff and Consultants to select the best options for the LAHS campus and surrounding area.

To: Marisa Lee, City of Los Altos  
From: Andre-Anne Cadieux & Courtney Wood, Alta Planning + Design  
Date: 4/14/2022  
Re: Los Altos Safe Routes to School Program | Technical Assistance for Los Altos High School Drop-off /Pick-Up

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## Los Altos High Student Travel

### School Information and Background

Los Altos High School is located along Almond Avenue in the City of Los Altos and serves 2,200 students from the cities Los Altos and Mountain View. The front entrance is the main car access with a parking lot for the school staff and the students. The morning bell is at 8:40 am every day and the afternoon bell is at 3:37 pm on Mondays, 3:16 pm on Tuesdays and Thursdays and 2:19 pm on Wednesdays and Fridays.

The school has noticed a significant increase in students biking to school from both Los Altos and Mountain View. The school administration estimates that approximately half of students are dropped off to school and the other half bike, walk or drive (student driver). Los Altos High encourages student drop-off and pick-up along Jardin Drive (north of the campus), where there are two pedestrian and bicycle entrances. Drop-off and pick-up also happen on Alicia Way and Valencia Drive. Residents of Valencia Drive and Alicia Way have complained to the City about heavy traffic in the morning and bad driver behaviors (unsafe U-turns, double-parked cars). The School Administration has mentioned to City staff that their main concern has been the intersection of Jardin Drive and Casita Way (east entrance to the campus) as there is a lot of bicycle and pedestrian traffic coming from Mountain View. The drop-off/pick-up situation has been discussed between the City, the school administration and the Los Altos Complete Streets Commission.

As part of the Safe Routes to School Program (SRTS), observations were conducted on Jardin Drive during the morning arrival period, on March 30th, 2022. This memo summarizes the existing conditions and the observations. It also includes planning level assessment and recommendations.



*Left: west entrance on Jardin Drive, near the intersection with Panchita Way  
Middle: east entrance on Jardin Drive, near the intersection with Casita Way, with the vehicle gate open.  
Right: The Assistant Principal closed the vehicle gate at 8:00 am.*



## Existing Conditions

### Almond Avenue

Los Altos High is located on 201 Almond Avenue in Los Altos., between Valencia Drive and Alicia Way. Jardin Drive runs along the north side of campus on the north side of the campus. The main vehicular entrance is at the front entrance of campus on Almond Ave. The staff and student parking lot is also located on the Almond Ave side of the campus . In 2021, a cycle track (Class IV protected bikeway) was installed on Almond Avenue, between San Antonio Road and Gordon Way.

### Jardin Drive/ Pedestrian and Bicyclist School Entrances

There are two pedestrian and bicycle entrances on Jardin Drive. The west entrance is located near the intersection Jardin Drive/Panchita Way, between the tennis court and the baseball field, and the east entrance is at the intersection of Jardin Drive/Casita Way. There is a Class II bike lane on Jardin Drive. Parking is allowed on the south side of the road only. The red curb paint in front of the east entrance (at the intersection with Casita Way) is faded.

### Alicia Way and Valencia Drive

Alicia Way and Valencia Drive are two-lane residential streets. There is no sidewalk on either of these streets and no pavement marking to designate the lanes.

There are parking restrictions on both sides of Valencia Drive, between Almond Avenue and Biarritz Cir and on Alicia Way, between Almond Avenue and Jardin Drive, during school hours (8 am to 2 pm). These streets were identified as potential Park & Walk locations on the Suggested Routes to School Map, created in 2021 as part of the Los Altos Complete Streets Master Plan.

## Observation Summary

The observation was conducted on Jardin Drive by the school Assistant Principal, one teacher and the SRTS Coordinator on Wednesday, March 30<sup>th</sup>, 2022 from 8:00 am to 8:45 am. The group stationed in front of the pedestrian and bicyclist entrance near the intersection with Casita Way. The peak activity began around 8:25 am. The gate to vehicle access at the east bike and pedestrian entrance was closed. The school administration mentioned that this gate is often open during school hours to let the construction trucks enter the campus. The group observed lots of conflicts between the bicyclists, pedestrians and drivers at Casita Way and Jardin Drive as the east entrance to the campus is heavily used in the morning and is also used by construction trucks to access the campus.

### Bicyclist behaviors

- Many bicyclists were observed riding on the sidewalk and in the crosswalk.
- The majority of the bicyclists were wearing a helmet.
- Most of the bicyclists were coming from Casita Way (Mountain View).
- Some bicyclists coming from Casita Way on Jardin Drive continued their route to enter the school on Almond Avenue.
- Bicyclist coming eastbound on Jardin Drive rode the wrong side of the road in the street and in the bike lane to access the school entrance.
- The intersection at Casita Way/ Jardin Drive is very wide and is challenging for bicyclists who want to make a left turn on Jardin Drive.

### Pedestrian behaviors

- Students being dropped off at mid-block on Jardin Drive walked around and between the cars to cross the street.





*Left: Bicyclists riding in the wrong side of the road to reach the school entrance. Drivers stopping in the bike lane on the north side of Jardin Drive to drop-off students.  
Right: Car double parked for student drop-off.*

### Driver behaviors

- Student drivers parked on Casita Way (six parked cars at the end of the observation period). By 8:15 am all of the parking spaces on Jardin Drive, between Valencia Way and Casita Way, were filled.
- Many students were dropped off at the intersection of Jardin Drive/Casita Way. Cars were blocking the visibility for other drivers in the intersection and blocking the crosswalk.
- Many drivers stopped in the bike lane on the north side of Jardin Drive to drop off students.
- Many students were dropped off in the red curb segment in front of the east school entrance on Jardin Drive.
- Many drivers were observed doing U-turns on Jardin Drive or Casita Way after dropping off students.
- Drivers were observed double parked mid-block on Jardin Drive and on Casita Way to drop off students.
- Cars were backing up on Jardin Drive passed Alicia Way. Some drivers turned left on Alicia Way instead of waiting on Jardin Drive.



*Right and left: Students being dropped off in the intersection at Jardin Drive/Casita Way.*

**Other comments from the Assistant Principal and the teacher:**

- Student drivers speed on Jardin Drive at lunch time.
- The Assistant Principal counted 350 bicyclists leaving the school on Almond Avenue and 150 on Jardin Drive in the afternoon that same day.
- The pick-up period is more challenging and lasts longer.
- A third entrance on Jardin Drive, at the far west side of campus is closed to students because it is far from any classrooms and has sometimes created an area on campus that is hard for staff to supervise.
- Before the bike lane was installed on Jardin Drive, there was angled on-street parking that accommodated for more parking spaces. Some of the school staff also park on Jardin Drive.

**Recommendations**

This section includes programmatic recommendations and quick-build improvement recommendations to address in the short term the drop-off/pick-up challenges on Jardin Drive observed on March 30th. Alta recommends to conduct a walk audit next school year with the City and other community members (parents, residents, school staff, students) to analyze thoroughly how current infrastructure and transportation policies are working.

The programmatic recommendations are to be implemented by the school administration with the support of the Los Altos SRTS program. The infrastructure and quick-build recommendations are to be implemented by the City of Los Altos.

Below is a menu of transportation demand management (TDM) measures and best practices and examples. Transportation Demand Management (TDM) can include events and programs to encourage and educate students and families on walking, biking, carpooling or bussing to school. It is important to understand Los Altos High students and parents’ attitudes toward alternative transportation modes (e.g., through surveys) to customized the Los Altos TDM program.

**Programmatic Recommendations**

**Transit Support**

- Subsidized or free public transit
- Transit education
- Transit champions

**Transit Support Examples**

- GoPass Fareless Pass Program, Los Angeles: LA Metro launched the GoPass program in October 2021 to provide free public transit passes to K–12 and community college students in Los Angeles. School districts can sign up for the program and automatically enroll all schools in their district. Currently, 10 transit agencies, 11 community colleges, and 42 school districts are participating.
- Youth Transit Programming in Kingston (Ontario, Canada): [On-bus orientation and free passes](#) has increased high school ridership from 28,000 to close to 600,000 annually in Kingston, Ontario (2018).

**Carpool/Schoolpool/Ride-matching Support**

Develop carpool support and incentives for school staff and students. This can be with:

- Parking policy, e.g., priority carpool parking, parking permit available only to students and teachers who live more than two miles from school



- Incentives for carpooling, e.g., free breakfast vouchers, discounts at local businesses.

**Carpool Support Example**

- Brentwood School (private high school, Los Angeles): Each family must complete a Transportation Plan through an online form that outlines their choices for travel to and from school. The Brentwood School website outlines many different options beyond single driver trips to school (School bus, shuttle from remote drop-off locations, parent and student carpools, walking and biking). Several tools on their website make it simple to distinguish between these options, including The Carpool Finder tool which is part of the online Parent Directory and gives parents the opportunity to form carpools based on who lives close by. Additionally, free breakfast vouchers are provided to students in carpools with four or more students.

**Biking Support**

- Bicycle Trains: Bicycle Trains are groups of students, led by parent/adult chaperone(s), that meet at designated locations and times to gather and bike to school together. Bike Trains can be regular events, occurring daily, weekly, or monthly or occur in coordination with other events like International Walk and Roll to School Day. The SRTS Coordinator can assist schools with the planning, coordination, and execution of bike trains. Biking in groups with parental supervision can not only increase the visibility of these road users, but can reduce barriers to biking for some families while making it fun and exciting for the students.
- Secure bike parking
- Bike Shed/ Student Bike Club
- Bike Repair Workshop
- Shared Bike Fleet
- Incentives or discounts to buy a bike for students and school staff

**Biking Support Example**

- [Menlo-Atherton High School Bike Shed](#) (Menlo Park): Each Wednesday, a group of Menlo-Atherton High School students meet at the bike shed in the school parking lot to learn how to fix and care for their bike. The initiative was started by an English teacher. The group also repair donated bicycles and give them back to youth who need a bike to travel to/from school. In 2019, they have made quick fixes to about 150 to 200 bikes, and have done more extensive fixes to about 25 reclaimed and abandoned bikes.

**Smart Trips Programming**

- Park & Walk Program: review the Park & Walk locations identified in the Suggested Routes to School map and develop outreach materials to encourage parents and students to “park & walk” to the school.
- Promote the Los Altos Suggested Routes to School Map and the schoolroutes.org app
- Back-to-School Orientation (e.g., materials for new/incoming students about how to get to/from school, bike/walk champion and group ride/walk at the beginning of the school year)
- Incorporate education programs into student clubs and organizations

**Messaging and Outreach**

The school should educate parents and students on safe behaviors and habits during drop-off/pick-up periods, e.g., no U-turns, safe and appropriate crossing habits for students at crosswalks and intersections, no idling. Education and encouragement events can be student-led and include activities to engage students such as challenges, video/poster contest, etc. The SRTS Coordinator can help the school and students with messaging and outreach.

- Student-produced video and communication materials (social media campaigns, blogs, meet & greet table)

- Peer support and encouragement (communicate the benefits for themselves and the community: climate changes, health, economic and social costs related to driving, independence that provides biking, etc.)
- Rolling Drop off Zone Flyer
- Recurring Encouragement Events (Weekly or monthly Walk or Wheel to School days, Cocoa for Carpooling, etc.)

**Messaging and Outreach Examples**

- King County Metro’s SchoolPool Flagship Events: King County Metro’s SchoolPool program created [ready-to-use toolkits](#) to help schools celebrate walking and rolling all year. The toolkit includes event guides, flyer and poster templates, Digital promotions package to use in newsletters and on social media.
- Spare the Air Youth: [Youth Leadership Programs, Engaging middle and high school youth in climate changes initiatives](#). This guidebook provides information on how to promote walking, biking, transit, and carpooling with middle and high school students, how to develop a Green Team, and sample classroom activities for this age group.
- [Alameda County Safe Routes to School High School Youth Task Force](#): The SR2S Youth Task Force brings together student representatives from each high school once per quarter to organize events, learn from each other, and engage with guest speakers. Students participating in the Youth Task Force lead events and activities at their schools with support from the SR2S program.
- [High School Complete Streets Curriculum](#): The City of Chicago has developed a High School Complete Streets Curriculum that can be delivered in a class, a club or any ad-hoc gathering to teach student about transportation planning and have them analyze their transportation needs.

**Infrastructure Recommendations**

**1) Intersection Jardin Drive/Casita Way**

- Consider installing bulb-outs to create a curb extension and reduce the width of the intersection. This can prevent drivers from stopping in the intersection to drop off students and improve the safety of pedestrians and bicyclists who need to cross Jardin Drive.
- Consider installing a high-visibility crosswalk at Casita Way.
- Refresh the red curb paint in front of the pedestrian and bicyclist entrance.

**2) Jardin Drive**

- Consider installing bulb-outs along the north side of bike lane between Alicia Way and Casita Way to prevent drivers from stopping in the bike lane to drop off students.
- Consider creating a rolling drop-off zone near the west entrance (near the tennis court/baseball field) by removing parking spaces on Jardin Drive to alleviate the drop-off/pick-up traffic at the intersection of Jardin Drive/Casita Way.

**3) Alicia Way**

- Add a double yellow centerline to prevent U-turns and add No U-turn Signage.
- Consider adding pavement markings to create a walking path along the shoulder of the road (white line).

**3)Valencia Drive**

- Add a double yellow centerline to prevent U-turns and add No U-turn Signage
- Consider adding pavement markings to create a walking path along the shoulder of the road (white line).



DATE: April 27, 2022

AGENDA ITEM # 7

**TO:** Complete Streets Commission

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

**SUBJECT:** Safe Routes to School – Education & Encouragement (EE) Program Update

**ATTACHMENTS:** None

**RECOMMENDATION:**

Receive update on Safe Routes to School – EE Program Activities

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**INTRODUCTION**

The City of Los Altos has been working with Alta Planning + Design since 2021 to develop various Education and Encouragement materials and programs under the Safe Routes to Schools project. These include programs for in-school education on walking and biking, marketing campaigns for walking and biking awareness, an advisory committee of school administration professionals to coordinate EE programs across schools, and spring events aligning with Bike Month, including Bike to Work/”Wherever” Day, a family bike ride, a video challenge event, and Crossing Guard Appreciation Week.

As a separate effort, a mobile app is also being developed as a tool to assist in walking and biking to school encouragement and facilitation for schools, parents and school children.

**BACKGROUND**

The Los Altos – Safe Routes to School Education & Encouragement (SR2S - EE) Program includes Alta Planning + Design providing a half-time staff person, Andre-Anne Cadieux, who is serving as the City’s Safe Routes to School Program Coordinator. Andre-Anne also worked with the City in developing new Walk & Roll Maps as part of the Complete Streets Master Plan effort.

The SR2S EE Program has focused on developing in-class curriculum and in identifying encouragement programs to help keep students and parents engaged in walking and biking related to both school commuting and local commuting. Alta Planning + Design has been working closely with GreenTown Los Altos to gather the in-class education materials they have given at local schools in the past, as well as coordinate upcoming events. The curriculum was written to align with California State learning standards, and combine that material with national education materials. The project received positive feedback from the

school district and is now awaiting confirmation regarding the timeline of the curriculum distribution. The original delivery schedule was delayed due to Covid-19.

The EE Program is additionally developing events for the upcoming May Bike Month, promotional materials to bring safety and awareness to walking and biking, and an advisory committee of school administrators.

The City provided seed funding in the amount of \$12,000 to help develop a new Web Portal with supporting iOS and Android apps that will be branded under the name SchoolRoutes.org. The City of Cupertino is also participating in funding the program. The web portal and iOS apps are being targeted for a release date and promotion aligning with the start of the 2022 school year.

An update will be provided on the below activities.

- Completed:
  - Drive Safely Neighborhood Yard Signs - 500 signs distributed citywide with the help of five schools
  - SRTS Champion Toolkit
  - Student Hand Tallies and Parent Survey
- In progress:
  - Bike/Ped Curriculum – Pilot tentatively scheduled for May. Awaiting confirmation from the school district regarding materials and other PE teacher needs to deliver the curriculum
  - Advisory Committee meetings - number of meetings, topics, members, mission/roles
- Spring events:
  - Video Challenge - April 15 to May 15
  - Crossing Guard Appreciation Week - May 9-12
  - Family Bike Ride in May
  - Bike to Wherever Day, May 20-22



DATE: April 27, 2022

AGENDA ITEM #8

**TO:** Complete Streets Commission

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

**SUBJECT:** Informational Report  
St Joseph Avenue Sidewalk Gap Closure Project – 65% Design

**RECOMMENDATION:**

Receive Update on the 65% Design of the St Joseph Avenue Sidewalk Gap Closure Project (Robles Ranch Rd to Deodara Dr)

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**INTRODUCTION**

St Joseph Avenue is scheduled for street resurfacing improvements in the Summer 2022. In conjunction with the resurfacing project, the City plans to include various bicycle and pedestrian improvements, including a sidewalk gap closure element along the north side of St Joseph Avenue between Robles Ranch Rd and Deodara Drive. The City is providing update on the 65% design of the typical raised sidewalk within the gap closure area.

**BACKGROUND**

The Complete Streets Master Plan (CSMP), currently under final adoption consideration by the Los Altos City Council, included an assessment of walking and biking routes around the City along with recommended infrastructure improvements to support walking and biking activities. The infrastructure improvement recommendations for Montclair Elementary School, located on St Joseph Avenue, include a recommended sidewalk gap closure project on St Joseph Avenue between Robles Ranch Road and Deodara Drive. This improvement will improve safety and user experience for children walking to Montclair Elementary, as well as for the neighborhood at large.

St Joseph Avenue is scheduled for street resurfacing improvements as part of the Annual Street Resurfacing Program in the Summer of 2022. The City initiated discussions with the St Joseph Avenue community as part of the CSMP development in anticipation of the street resurfacing project. Community outreach efforts focused on the development of a Concept Plan Line drawing that would be used as the basis for a new Signage & Striping Plan for use as part of the street resurfacing improvements. The Concept Plan Line Drawings shared with residents from the Spring 2021 through Winter 2021 identified the proposed sidewalk gap closure project. The Conceptual plan for the sidewalk gap closure was discussed during the March 2022 Complete Streets Commission meeting.

To: Complete Streets Commission  
Subject: Information Report – St Joseph Avenue Sidewalk Gap Closure Project – 65% Design  
Date: April 27, 2022  
Page: 2 of 2

## **DISCUSSION**

During community outreach efforts on the St Joseph Avenue Concept Plan Line process, the City identified up to two sidewalk gap closure methods: 1) traditional sidewalk or 2) a shared use bicycle-pedestrian pathway at-grade with adjacent westbound St Joseph Avenue vehicle traffic.

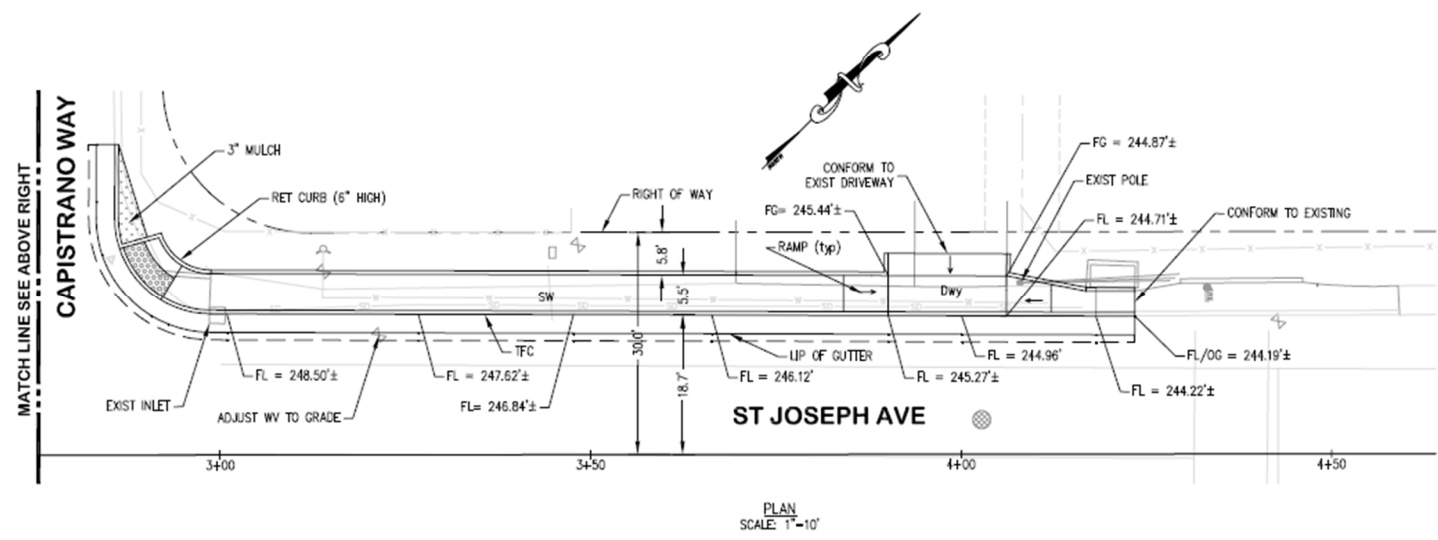
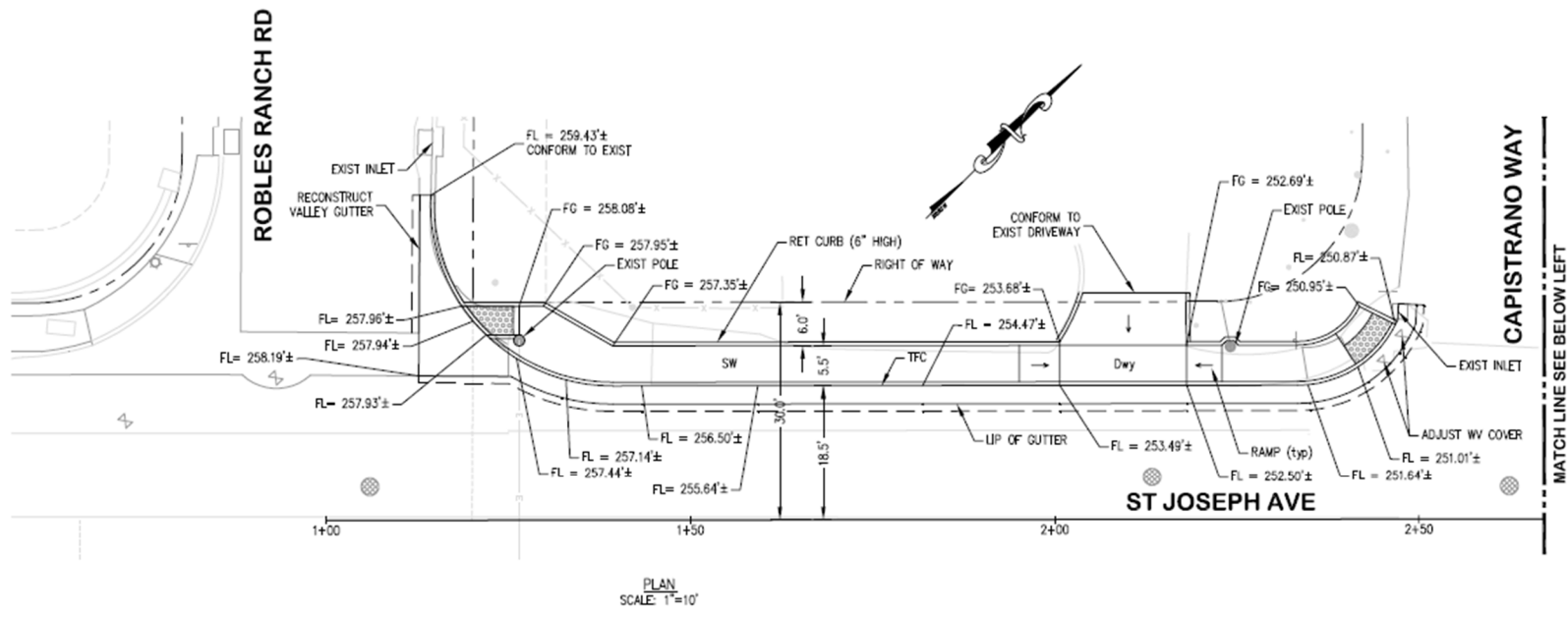
As part of initiating St Joseph Avenue sidewalk gap closure project, a topographic survey was completed and the survey shows that there is sufficient right of way to provide a traditional sidewalk within the gap closure limits, between Robles Ranch Rd and Deodara Dr. A traditional sidewalk will provide a grade-separated facility for pedestrians and is the City-preferred alternative for this project for both pedestrian comfort as well as for better stormwater drainage through the use of curb & gutter infrastructure. The additional option of a shared use bicycle-pedestrian pathway was abandoned at the time when it was determined that a sidewalk was feasible. A Class IIB - Buffered Bicycle Lane facility will also be provided as part of the resurfacing and signage and striping project.

The 65% layout of the new sidewalk is included within the Exhibit A section of this report.

This item is an informational item only. The City anticipates advancing this project to 100% by the time of the May 2022 Complete Streets Commission meeting; updated plans will be shared at that time.

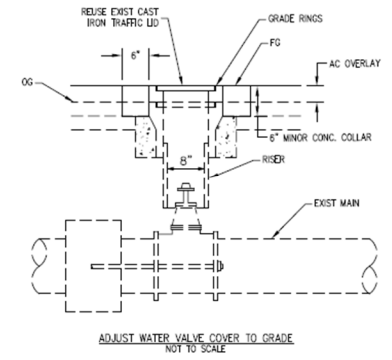
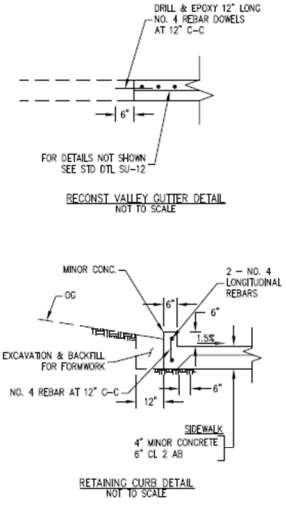
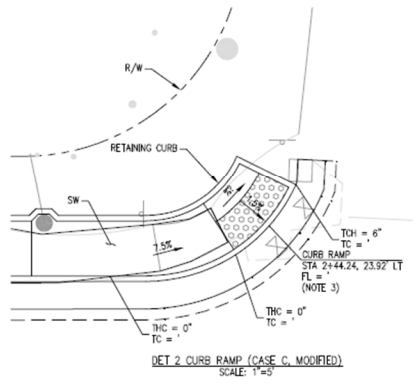
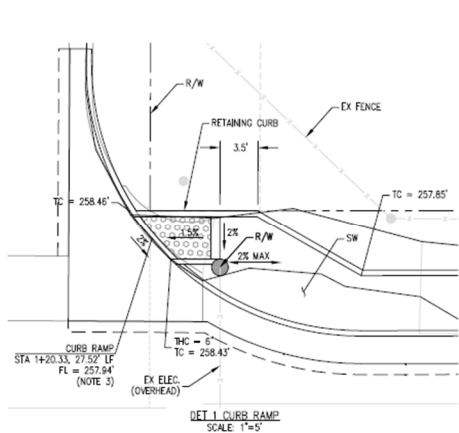


Exhibit A  
65% Design Plan – St Joseph Avenue Sidewalk Gap Closure Project

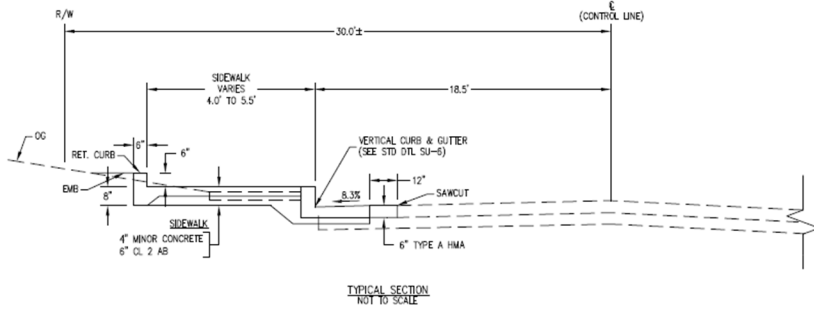
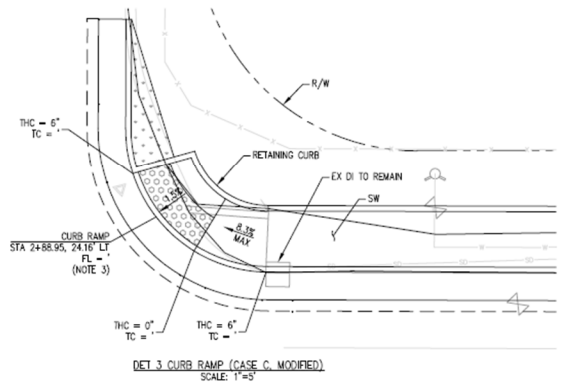


# Exhibit A

## 65% Design Plan – St Joseph Avenue Sidewalk Gap Closure Project



**LEGEND**  
 FOR ABBREVIATIONS NOT SHOWN SEE STATE STD PLAN.  
 TC - TOP OF CURB  
 TCH - TOP OF CURB HEIGHT (ABOVE FLOWLINE)



## **Complete Streets Commission List of Subcommittees, Groups & Assignments**

As of April 27, 2022

DRAFT - to be completed/reviewed at April 27 CSC meeting

### **Subcommittees**

School Route Improvement Plans Review Subcommittee

Formed Feb 2022

Tom, Suzanne, Suresh

Bike to Work/Wherever Day Subcommittee

Formed Feb 2022

Stacy, Steve

GreenTown participating

VMT/TDM Checklists/Worksheets Review Subcommittee

Need to disband the subcommittee?

Suzanne, Tom, Suresh ?

2022 Work Plan Subcommittee

Disbanded

Stacy, Suresh, Cindy

*Are there any other open subcommittees?*

### **Groups**

Los Altos Safe Routes to School Advisory Committee

Stacy, Suzanne

Hosted by Andre-Anne with school administrators, GreenTown and others participating

*Are there any other groups?*

### **Assignments**

VTA BPAC

Stacy

Traffic Safe Communities Network (TSCN), Santa Clara County Department of Public Health

Stacy

Does anyone else want to take this on?