

To: Los Altos City Council
From: Los Altos Complete Streets Commission
January 20, 2023

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

The Complete Streets Commission is interested in the City Council's annual priorities. The commission would like to share its recently updated Work Plan as the City Council considers any priority development.

The Complete Streets Commission overall goals remain the same this calendar year.

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.

In our recently updated Complete Streets Commission Work Plan, for each of the four priorities, we continue to outline specific goals and key performance indicators (KPIs) with underlying projects and programs in the attached document. This is a multi-year plan, for your review, which our commission will update annually.

The Complete Streets Commission believes it is in alignment with the City Council regarding the advancement of complete streets initiatives in the City. The Complete Streets Master Plan (CSMP) demonstrates our common interest in seeing positive transformation in street design in the City. The commission prioritizes, and is working closely with City Staff in the Engineering Services Department on, its broad implementation. The commission seeks adequate City funding commitment for the CSMP through dedicated CIP transportation projects, and continued alignment with the CIP Street Maintenance Program (i.e. street resurfacing/paving). In addition, the Commission encourages the City to proactively apply for transportation grants, and review progress towards City Council's multi-year priority of achieving a PCI (Pavement Condition Index) of 75 by 2026.

The Commission also has growing concern over pedestrian and bicycle safety on our streets including injury collisions that have taken place and near misses on our streets including along some of the busiest streets in our city.

Please let us know if you have any feedback, input, or questions as you set annual city-wide priorities and make funding decisions. In addition, we will be reviewing our priorities, goals and this plan with you in more detail during our annual Joint Session typically held in the spring.

Stacy Banerjee, Chair

Los Altos Complete Streets Commission

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.

SUMMARY OF GOALS:

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.

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

No	Initiative	KPIs	Projects & Programs	Deliverables
1A	Implement Complete Streets Master Plan - Prioritized Projects and Programs	Implement high-priority projects within 10 years	Manage bike and ped network improvements from CSMP	<i>Align with annual Resurfacing Program, see Goal 1E</i> Create additional list of Bike and Ped improvements consistent with 5-year plan for CIP, see Goal 1E
		Coordinate with Climate Action Plan (CAAP) on implementation of 1 project per year	Implement school improvement plans (Phases I and II)	Convert school improvement maps into reviewed/approved construction docs for school routes, and implement plans - Civil improvements plans - Phase II (2022-23) Identify any budget shortfall to complete city-wide improvements on school routes

Items highlighted in yellow are newly added this year
Items in Italics are ongoing projects/goals/programs

			Promote Suggested Routes to School maps, and Schoolroutes App	<p><i>Promote Suggested Routes maps to school districts annually</i></p> <p>Continue to promote Schoolroutes app to parents and students in collaboration with school districts (spring/fall of each school year)</p> <p>Deploy additional features of app as needed</p> <p>Measure use/success of the App</p>
			Develop Conceptual Plan Line Drawings (from CSMP) into plans for Priority Locations	List of plan line drawings for 2023
			Continue to pursue previous Plan Line Drawings	<i>Revisit and revise as necessary all previous/existing plan line concept drawings</i>
			Track projects that have been completed from CSC Goals and CSMP	List of completed goals/projects as addendum to Goals
			Implement CIPs as defined by City Staff prioritization process and CIP funding	List of projects and status
			Align with Climate Action and Adaptation Plan and Committee	[develop deliverable with CAAP]
1B	Align Pavement Program to Increase PCI and	Achieve PCI of 75 by 2026	Review PCI pavement program	<i>Review biennial PCI report update and progress</i>

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	Simultaneously Add Multi-Modal Safety Amenities		Implement Priority Bicycle and Pedestrian Facilities and Traffic Calming with Pavement Program	<i>Annual pavement program identifying priority streets for annual resurfacing program including minimum 2 corridor goal per year for Bike/Ped/traffic calming improvement</i>
			Expand sidewalk/shoulder policy	Enhance sidewalk/shoulder policy to include maintenance responsibility (current policy is on stormwater permeability)
1C	Develop Safe Routes to School Education & Encouragement Program with School Communities	<p>Increase share of students walking/biking to school by 10%</p> <p>Maintain advisory committee with quarterly meetings</p> <p>Survey results showing at least 20% increase in student comfort walking and biking</p> <p>10% of classrooms conduct hand tallies</p>	Continue to create and implement education programs to expand bike/ped safety knowledge with students/families	<p>Execute pilot education and encouragement program via assembly for bike safety and awareness (on pause due to pandemic) (in-class curriculum was removed based on school feedback)</p> <p>Finalize and publicize plan and curriculum</p> <p>Plan and host (with PD) a multi-school bike rodeo and/or consider other hands-on after-school training for students who currently bike to school</p> <p>Continue to develop in-school bike/ped education programs</p> <p>Continue distribution of SRTS yard signs via collaboration with other groups, the recreation team, and local events</p> <p>Continue distribution of school commute guidelines via school platforms with guidelines for carpooling, walking and biking safety, driver behavior and seasonal active transportation information</p> <p>Continue to collect data and develop methodology for evaluating effectiveness of programs</p>

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			<p>Continue to create and implement encouragement programs to increase bike/ped commuting</p>	<p>Administer school administration survey, hand tally results, number of students/families participating in program activities, parent survey, student survey</p> <p><i>Collect annual Bike-Ped counts, process the data and share trends with schools and parents</i></p> <p>Continue to solicit/incorporate feedback, adjust plan based on additional feedback from school administrators</p>
			<p>Review school traffic</p>	<p>Receive annual/biannual update from PD about school traffic and crossing guard program</p>
			<p>Engage families in events and volunteer activities</p>	<p>Develop web calendar of SRTS events and volunteer activities</p>
1D	Enhance City's Traffic Calming Program	<p>Reduce traffic speed by 10% on city streets with traffic calming measures</p> <p>Reduce congestion and cut through traffic</p> <p>Improve downtown visitors and business owners</p>	<p>Develop New Traffic Calming Plan to slow traffic speed</p>	<p>Assess speed tables on Cuesta Drive to inform future traffic calming approach</p> <p>Have CSC discussion to scope a traffic calming program with goal of identifying needs in near term and establishing programs over the long-term</p> <p>Review 2011 Collector Street Traffic Calming plan, and develop Traffic Calming Plan and Toolkit. Initiate pilot program for one corridor, and develop implementation plan including minimum 2 corridor goal per year for Traffic Calming implementation. Align with Resurfacing Program</p>

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		satisfaction with traffic flow		Revamp Neighborhood Traffic Management Program (NTMP) to be a more effective program to manage speeds and cut-thru traffic on residential streets Review enforceable speed limits especially with AB-43
			Create strategy for congestion and cut-through management	Develop plan to manage congestion and cut-through traffic Consider Residential Open Streets Program Review truck routes through City
				Recommend transportation improvements for Downtown

1E	Align CIP Transportation Program to CSC Work Plan	At least 10% of Transportation CIP projects advance CSMP and CSC priorities each year	Review Annual Street Resurfacing program to advance priority CIP projects	<i>Review Annual Street Resurfacing Program (CIP) by March each year at CSC mtg, including (ideally year in advance) street selection for bike/ped/traffic calming improvements</i>
			Annual Transportation CIP project selection	Review and prioritize annual transportation CIP selection by March each year
			Conduct biannual review of CIP transportation projects	<i>Receive biannual update report in February and September</i>
1F	Coordinate Regional Transportation to Advance	Attendance at regional forums Meetings and communications	Coordinate with partner government agencies to represent City of Los Altos multimodal transportation needs	Coordinate multimodal transportation projects at/across jurisdictional borders and collaborate on active transportation planning/implementation near jurisdictional borders -Hetch Hetchy trail crossing

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	<p>Los Altos interests</p>	<p>with nearby jurisdictions</p> <p>Initiate inter-jurisdictional partnerships</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>	<ul style="list-style-type: none"> -County/VTA led Homestead Rd SR2S project -Caltrans El Camino Real resurfacing/bike lane project -County led Measure B Foothill Expy widening from Homestead Rd to I-280 -Foothill Expressway Bike/Ped Safety Coordinate traffic signal timing and regional transportation projects with adjacent and regional jurisdictions Provide input on regional multimodal plans <ul style="list-style-type: none"> - County of Santa Clara Active Transportation Plan and Expressway Bicycle Design Guidelines - MTC Regional Active Transportation Plan and MTC Complete Streets Policy Monitor implementation of other regional plans and provide feedback when plans are updated <ul style="list-style-type: none"> - Santa Clara Countywide Bicycle Plan 2018 - VTA Bicycle Superhighway Implementation Plan 2021 - VTA Bicycle Parking Guidelines 2022 - Caltrans District 4 Pedestrian Plan 2021 - Caltrans District 4 Bike Plan 2018 - Midpen Rancho San Antonio Multimodal Access Study 2021 -VTA Visionary Network -Valley Transportation Plan 2050 -A Community Design & Transportation Manual -Caltrans Bay Area Bike Highway Study
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<p>1G</p>	<p>Enhance Multimodal Parking Facilities</p>	<p>Increase multi-modal parking stock by 10%</p>	<p>Identify/Implement EV Charging Stations for Vehicles and eBikes</p>	<p>Define policy and plan for private sector e-charging facilities (Future project Pending Funding)</p>
			<p>Expand Bicycle Parking</p>	<p>Bicycle parking plan based on CSMP</p>

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	Future Interests		Build Transit plan	Support VTA in transit planning along N San Antonio Rd
			Consider Scooter share and Ebike program	Partner with adjacent Cities to explore regional bike/scooter-share program
			Adopt bicycle and pedestrian technology enhancements	Consider technology enhancements and digital traffic controls such as wave push buttons
			Shuttle Service	Partner with adjacent cities to consider shuttle service servicing Caltrain, Rancho San Antonio, or other key destinations

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

No	Initiative	KPIs	Projects & Programs	Deliverables
2A	Utilize Citywide Traffic Model to Monitor Traffic Trends and Impacts	Maintain Citywide traffic data model - update biannually	Collect traffic data 1-2 times per year to continue to build model	<i>Conduct annual or semi-annual citywide traffic counts (88 locations) and add new data to model after independent data collection</i>
			Provide developers traffic model for utilization in traffic analysis of qualifying developments	Receive update presentation on city-wide traffic model
			Consider impacts to Bicycle/Pedestrian stress level on local roads	Utilize established Bike-Ped Stress Measures
2B	Create Transportation Policy and	Adopt consistent policy and study methodology	Establish a Vehicle Miles Traveled (VMT) and updated Level of Service (LOS) Policy	Adopted VMT/LOS Policy

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	Programs to Advance Los Altos goals and visions		<p>Develop transportation-related Objective Standards for development projects</p> <p>Gain clear/detailed definition of terms to be used when evaluating qualification during development project review</p>	Upcycle some of the Development Review Questionnaire into creation of Objective Standards
2C	Develop Streetscape Plans to Provide Holistic Area Planning	Develop Streetscape Plan for First Street	<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>	<p>Support consultant through First Street Streetscape Plan, host outreach meetings and discussions</p> <p>Consider additional future streetscape plans for areas such as N. San Antonio, Loyola Corners</p>
2D	Maintain General Plan as Required		Maintain General Plan Circulation Element - consider housing element goals, cut-through traffic/traffic calming, and all other relevant aspects	Review General Plan Circulation Element (when authorized by city council/legal)
			Review the Housing Element and provide supporting transportation plans and infrastructure	Receive Housing Element Site Inventory presentation and identify next steps for CSC
2E	Overhaul TIF to Help Fund Priority Transportation Projects	Development of report and review and implementation of Municipal Code Chapter 3.48	Align TIF with future development, Complete Streets Master Plan, and other Local and Regional Transportation Projects	Report on TIF rates and fees
			Evaluate existing TIF Rates to ensure fees reflect existing needs and construction costs	Recommend TIF increase to appropriate rate

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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	<i>Advise planning commission/city council on transportation related aspects of all development projects assigned to CSC</i>

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

No	Initiative	KPIs	Projects & Programs	Deliverables
3A	Develop Effective Outreach Strategies to Promote Public Participation in Transportation Projects	Measure community satisfaction with level of engagement Increase community participation in CSC projects by 5%	Identify Better Methods of Engaging with Residents	Evaluate lessons learned from CSMP engagement Develop plan for efficient community outreach and engagement - methodology, function, and effectiveness Conduct Annual Survey on transportation related priorities Employ CRM software that can send updates about outreach meetings, events, and projects

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		Pre and post engagement surveys by 2025	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 Update transportation website to reflect current projects and relevant info for the community
			Incorporate Public Input into each Project Evaluation	Capture and share/summarize public input received while planning projects (from surveys, comment cards, emails, etc.) Employ CRM to collect and aggregate citizen request data Consider public posting of Citizen requests that have been implemented Develop prioritization methodology for Citizen Requests
			Include Post-Project Data Collection to Monitor Project Effectiveness	Develop online post construction surveys and summarize public input on construction projects Introduce post construction reporting in CSC Bi-Annual Reports
3B	Integrate with City-School District School Issues Subcommittee		Keep subcommittees informed of and collect their feedback on relevant projects related to school routes, and education and encouragement programs	<i>Present at subcommittee meetings</i> <i>Share feedback from meetings at CSC meetings</i>

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3C	Promote Walking and Bicycling in the Community	Determine Bike to Work/Wherever Day plans	<i>Make annual plans to support Bike to Wherever Day (annually in May) including activities/promotions</i>
		Re-establish status as a Bicycle Friendly Community	Apply to become a Bicycle Friendly Community and maintain its status
		Use publicly-visible signage or technology to encourage increased biking/walking	Consider publicly-visible attractive signs that show bike routes/distances and/or count bicyclists/peds

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 annually Establish annual or regular grants for complete streets funding	Establish methodology or CSC Subcommittee for creating grant application strategy and to support the grant application process Identify available grants and create priority list of strategic projects that correlate with available grants and likely funding success	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.) 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

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			<p>Establish team to create and write successful grant applications</p> <p>Seek VTA funding and other outside funding</p>	<p>Hire a consultant to manage grant application process and write grant applications, supported by CSC Grant Subcommittee (Consultant should specialize in transportation and climate/sustainability grant writing)</p> <p>Formulate plan to get identified projects in state of grant application readiness, and create grant applications for key grants</p> <p>Track grant/funding sources - establish tracking spreadsheet or system for funding and grants</p>
			<p>Submit applications for grants</p>	<p>Measure B OBAG ATP Etc.</p>
4B	Identify and apply for grant funding to implement CAAP Transportation Plans	Implement 1 Transportation Action per year as identified by the CAAP	<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>
4C	Host/facilitate community outreach needed for grant apps	Host 1-2 Community input discussions per year	<p>Host and/or facilitate community outreach events and discussions and produce documentation required for grant applications.</p>	<p>Documented community input to be included in grant applications</p>

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