



AGENDA REPORT SUMMARY

Meeting Date: October 25, 2022

Subject: Updated Complete Streets Master Plan for Council Adoption Consideration

Prepared by: Marisa Lee, Transportation Services Manager

Reviewed by: James Sandoval, Public Works Director

Approved by: Gabriel Engeland, City Manager

Attachment:

- A. Resolution 2022-_____
- B. *Los Altos Complete Streets Master Plan: An Active Transportation Framework*
[downloadable at the following link: https://losaltoscompletestreets.com/wp-content/uploads/2022/10/LosAltos_CSMP_Final_Revised-compressed.pdf]

Initiated by: Transportation Services Division

Previous Council Consideration:

May 12, 2020, November 9, 2021, and March 22, 2022

Fiscal Impact:

The City awarded a contract to Alta Planning + Design on May 12, 2020, in the amount of \$165,426 for the development of the Complete Streets Master Plan (CSMP).

The project was reviewed at a Study Session on November 9, 2021, where the Council received an overview of the project and provided feedback. At that time, the project was on budget, with an amount of a remaining budget reserved to facilitate a final round of revisions after comments from the City Council and the public review period. The November 9, 2021 City Council Study Session resulted in feedback that required substantive changes to the structure of the CSMP, as well as an additional future Council Study Session requested by the Council, which required an additional budget outside of what was reserved for finalization of the report.

Amendment #2 for an amount of \$14,000 to make the revisions requested in the first Study Session expanded the total contract value to \$179,426 on January 11, 2022. This amount was funded by the Annual Bicycle/Pedestrian Access Improvements Project (TS-01052). Sufficient funds were available within the approved CIP budget, and a fund transfer was not requested.

Interim City Manager

GE

Reviewed By:

City Attorney

JH

Interim Finance Director

SN



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The CSMP Final Draft returned for the additional requested Study Session #2 on March 22, 2022. Staff recommended the adoption of the CSMP at that Study Session. Council requested additional edits. Staff worked with Alta Planning + Design to generate a cost estimate and scope for the additional edits, not scoped in Amendment #2.

Amendment #3 for an amount of \$10,000 was approved by Council on June 14, 2022 to make the additional revisions to the Final Draft of the CSMP. This expanded the total contract value to \$189,426. Amendment #3 in the not-to-exceed amount of \$10,000 was funded by the Annual Bicycle/Pedestrian Access Improvements Project (TS-01052). Sufficient funds were available within the approved CIP budget. A fund transfer was not requested.

Project Amendment	Project Budget
Original Contract	\$165,426.00
Amendment #1 – Schedule change only	\$0.00
Amendment #2 – Revisions to Draft CSMP	\$14,000.00
Amendment #3 – Revisions to Final Draft CSMP	\$10,000.00
Total	\$189,426.00

Environmental Review:

The CSMP project is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines §15262 – Feasibility and Planning Studies, §15301 (c) – Existing Facilities, § 15304 (e) - Minor Alterations to Land, §15306- Information Collection, §15322 – Educational or Training Programs Involving No Physical Changes. The Amendment is also exempt pursuant to CEQA Guidelines § 15061(b)(3) because it can be seen with certainty that the amendment to the Contract would have no environmental impacts, and none of the circumstances described in CEQA Guidelines § 15300.2 applies.

Summary:

Additional updates were completed on the Complete Streets Master Plan (CSMP) as requested by Council during the March 22, 2022 Study Session, following the previous round of revisions resulting from the first Study Session. The updated Plan is now eligible for adoption by Council.

Background

The Complete Streets Master Plan establishes a community-supported long-term vision for improving walking and bicycling in Los Altos by updating the previous Bicycle and Pedestrian Master Plans. The CSMP provides a strategy to develop a comprehensive bicycling and walking



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network to provide access to transit, schools, and Downtown alongside support facilities like bicycle parking and pedestrian amenities. These network improvements are paired with education, encouragement, and evaluation programs. The document identifies a plan to implement these projects and programs through prioritization and phasing to ensure implementation is manageable and fundable.

The CSMP process was initiated in May of 2020 to merge and update the City’s existing Bicycle Plan and Pedestrian Plan, as well as expand Safe Routes to School programs and infrastructure recommendations. City Staff and Alta Planning + Design received comments from the Complete Streets Commission, City Council, the Climate Action Planning Commission, as well as residents. The public comment period was open from October through December of 2021. Mailers were sent to households city-wide to solicit feedback. Ads were placed in the Town Crier, and the Draft CSMP was publicized through the City Manager’s email update. Over 150 comments were logged and most were incorporated.

Discussion/Analysis

The CSMP can be viewed and downloaded at https://losaltoscompletestreets.com/wp-content/uploads/2022/10/LosAltos_CSMP_Final_Revised-compressed.pdf. Alta facilitated the following revisions under Amendment #3, following the Second Study Session:

- Design Guidelines – fourth typology in addition to the original three scoped in Amendment #2
- Collision Maps – Creation of figures 17 and 19 at Council Request
- Title Change – Requested by Council in Study Session #2
 - The proposed updated title is *Los Altos Complete Streets Master Plan: An Active Transportation Framework*
- Street Plans – Additional language in the Executive Summary stating that the CSMP is meant as a companion document to the City’s Collector Traffic Calming Plan and Neighborhood Traffic Management Plan
- Vision – Additional language from the Introduction added to the Executive Summary
- Housing Element Update – Addition of disclaimer regarding updates that may be necessary due to forthcoming update of the Housing Element of the City’s General Plan
- Project Delivery Process – update to the graphic that shows the inclusion of Public Input at every stage
- Collision maps – addition of the word “Reported”
- New Mobility Devices – addition of statement to the effect that new mobility devices should be operated according to CA Vehicle Code
- School Maps – addition of Egan to the Bullis Charter map
- Blach School and Carmel Terrace – addition of notes regarding the 2019 planning process for these areas



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In addition to the above changes scoped as part of the amendment, the following edits were also made:

- Addition of a statement on Vision Zero, an international campaign to eliminate severe injury and fatal pedestrian traffic collisions. This was added to be in alignment with industry best practice for visioning and strategy in transportation safety, and in light of recent severe injury pedestrian-vehicle collisions in Los Altos.
- Removal of the proposed Class I trail segment on Hetch Hetchy ROW between Los Altos Avenue and El Camino Real. This segment was removed because the City received communications from the adjacent neighborhood expressing a strong lack of support for this project. This was a short segment of Class I trail, in the location where an existing informal dirt path already exists. The network was amended to accommodate this removal by suggesting alternate routes along City streets instead. The existing informal dirt path will not be impacted by this edit to the CSMP.

Staff plans to update the Los Altos Transportation Services website to incorporate all the transportation plans for the City, including the Complete Streets Master Plan, Collector Traffic Calming Plan, Neighborhood Traffic Management Plan, and the planned Congestion Management Plan. All plans and appropriate reference links would be integrated under one umbrella, including reference to how they relate to each other.

Recommendation

Staff recommends that the City Council adopt the *Los Altos Complete Streets Master Plan: An Active Transportation Framework*.