



JOINT PLANNING COMMISSION/COMPLETE STREETS COMMISSION SPECIAL MEETING AGENDA

7:00 PM - Thursday, March 23, 2023

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

Members of the Public may call [\(253\) 215-8782](tel:2532158782) to participate in the conference call (Webinar ID: [893 0459 9675](https://us02web.zoom.us/j/89304599675)) or via the web at <https://tinyurl.com/43u9ajd8> (Passcode: [418623](https://us02web.zoom.us/j/89304599675)) Public testimony will be taken at the direction of the Commission Chair and members of the public may only comment during times allotted for public comments. Members of the public are also encouraged to submit written testimony prior to the meeting at PCPublicComment@losaltosca.gov. Emails received prior to the meeting will be included in the public record.

ESTABLISH QUORUM

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

CONSENT CALENDAR

1. **Planning Commission Minutes**

Approve the minutes of the regular meeting of February 16, 2023.

PUBLIC HEARING

2. **Bicycle Parking Regulations**

Consideration of Zoning Ordinance Text Amendments adding bicycle parking regulations. The proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines since there would be no possibility of a significant effect on the environment. *Project Manager: Zornes*

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 City Clerk 72 hours prior to the meeting at (650) 947-2720. Agendas, Staff Reports and some associated documents for Planning Commission items may be viewed on the Internet at <http://www.losaltosca.gov/citycouncil/online/index.html>. Commission Meetings are televised live and rebroadcast on Cable Channel 26. On occasion the Planning 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 Office of the City Clerk's Office, 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. If you wish to provide written materials, please provide the Community Development Department with 10 copies of any document that you would like to submit to the Planning Commission for the public record. If you challenge any planning or land use decision made at this meeting in court, you may be limited to raising only those issues you or someone else raised at the public hearing held at this meeting, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing. Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure. For other questions regarding the Planning Commission meeting proceedings, please contact the Community Development Department at (650) 947-2750.



**PLANNING COMMISSION
MEETING MINUTES**
7:00 PM - Thursday, February 16, 2023
Telephone/Video Conference Only

CALL MEETING TO ORDER

At 7:00 p.m. Chair Mensinger called the meeting to order.

ESTABLISH QUORUM

PRESENT: Chair Mensinger, Vice-Chair Ahi, Commissioners Beninato, Disney, Roche and Steinle

ABSENT: Commissioner Doran

STAFF: Development Services Director Zornes, Planning Services Manager Williams, and City Attorney Houston

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

ITEMS FOR CONSIDERATION/ACTION

CONSENT CALENDAR

1. Planning Commission Minutes

Approve the minutes of the regular meeting of January 5, 2023.

Action: Upon motion by Commissioner Steinle, seconded by Commissioner Disney, the Commission recommended approval of the minutes from the January 5, 2023 Regular Meeting as written.

The motion was approved (6-0) by the following vote:

AYES: Mensinger, Ahi, Beninato, Disney, Roche and Steinle

NOES: None

ABSENT: Doran

PUBLIC HEARING

2. Housing Element implementing ordinance for certain provisions of Housing Program 3.H of the Adopted 6th Cycle Housing Element

Approve the Draft Planning Commission Resolution recommending approval of the City Council Ordinance. *Project Manager: Zornes*

Development Services Director Zornes gave the staff report presentation and answered Commissioner questions.

Chair Mensinger opened the public comment period.

Residents Anne Paulson and Albert Lustre provided comments.

Chair Mensinger closed the public comment period and Commission discussion proceeded.

Action: Upon a motion by Commissioner Beninato, seconded by Commissioner Roche, the Commission recommended approval of the Draft Planning Commission Resolution recommending approval of the City Council Ordinance.

The motion was approved (6-0) by the following vote:

AYES: Mensinger, Ahi, Beninato, Disney, Roche and Steinle

NOES: None

ABSENT: Doran

COMMISSIONERS' REPORTS AND COMMENTS

Commissioners Steinle and Roche made comments. Development Services Director Zornes answered questions about the VMT (Vehicle Miles Traveled) Policy.

POTENTIAL FUTURE AGENDA ITEMS

Chair Mensinger reminded the Commission that this was the final fully virtual meeting and that the next meeting will be in-person, but hybrid for the public.

ADJOURNMENT

Chair Mensinger adjourned the meeting at 8:27 PM.

Stephanie Williams
Planning Services Manager



JOINT PLANNING COMMISSION AND COMPLETE STREETS COMMISSION AGENDA REPORT

Meeting Date: March 16, 2023

Subject: Consideration of Zoning Ordinance Text Amendments adding bicycle parking regulations. The proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) (Commonsense Exemption) of the California Environmental Quality Act (CEQA) Guidelines since there would be no possibility of a significant effect on the environment.

Prepared by: Nick Zornes, Development Services Director

Initiated by: Adopted 6th Cycle Housing Element 2023-2031

Attachments:

A. Draft Bicycle Parking Regulations

Recommendation:

Provide recommendation of Zoning Ordinance Text Amendments adding bicycle parking regulations.

Environmental Review:

The approval of the Zoning Ordinance Text Amendments adding bicycle parking regulations is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to Section 15061(b)(3) (Commonsense Exemption) since there would be no possibility of a significant effect on the environment.

Background

Bicycle parking is a critical strategy for promoting bicycling for transportation and recreation. Convenient, easily used, and secure bicycle parking encourages people to replace some of their car trips with bicycle trips and helps legitimize cycling as a transportation mode by providing parking opportunities equal to motorized modes. The City currently does not have codified regulations pertaining to the requirement for bicycle parking in private development projects. Past review of projects have used sources such as the Santa Clara Valley Transportation Authority’s (VTA) Bicycle Technical Guidelines, Association of Bicycle and Pedestrian Professionals (APBP) Bicycle Parking Guide, and professional best practices to incorporate bicycle parking into projects as part of the development review process.

The recently adopted 6th Cycle Housing Element 2023-2031 includes Program 3K - Standardize Multimodal Transportation Requirements - which requires streamlining the Development Review process for multi-family housing projects by adoption of development standards for multimodal transportation such as bicycle, pedestrian, parking traffic and public transportation issues by May 2023. Therefore, these bicycle parking and storage regulations are a required implementation item from the adopted current Housing Element.

Subject: Zoning Ordinance Text Amendments Adding Bicycle Parking Regulations

The Los Altos Complete Streets Master Plan adopted in 2022 also includes a recommendation for an interdepartmental effort to develop a bicycle parking requirement ordinance based on land use to help support a full suite of multimodal improvements which these regulations would assist in implementing.

Discussion/Analysis

The intent of the proposed regulations is to provide regulations for consistent review and implementation of bike parking in all development projects. A “development project” includes the construction or substantial reconstruction of:

- A multifamily housing development project of four or more units,
- Any facility wherein four or more employees will be regularly employed, or
- Any parking lot or other parking facility not dedicated to another use.

The draft standards are adapted from the Santa Clara Valley Transportation Authority’s Bicycle Technical Guidelines: A Guide for Local Agencies in the Planning, Design and Maintenance of Bicycle Facilities and Bicycle-Friendly Roadways (Revision No. 3), March 3, 2022. Both long-term (also known as Class I) and short-term (also known as Class II) bicycle parking space design standards are provided as well as the number of spaces based on land use. Number of spaces based on land use without regard to the zoning or general plan designation of the site is similar to how vehicle parking spaces are calculated and required in development projects.

Next Steps

The recommendation from the Complete Streets Commission and Planning Commission on the draft bicycle parking regulations will be forwarded to the City Council for consideration at their meeting tentatively scheduled in April 2023.

Public Notification

For this meeting, a public hearing notice was published in the *Town Crier*.

DRAFT ORDINANCE AMENDMENTS

Section 14.74.210 – Bicycle Parking Requirements

- A. Short-term bicycle parking space design standards (Class II bicycle parking).
 - 1. Shall be located on a hard and stable surface such as concrete, asphalt, or pavers.
 - 2. Shall be securely anchored to the ground so they cannot be easily removed and shall be of sufficient strength to resist vandalism and theft.
 - 3. Shall support bicycles by at least two contact points on the bicycle to prevent the bicycle from pivoting and falling over, such as the inverted U-rack design.
 - 4. Shall be composed of stainless steel or steel with any of the following finishes: galvanized, polyester-powder coat paint, thermoplastic, or PVC jacket.
 - 5. Shall be located in a convenient, highly visible, and well lighted area near building entrances on private property.
 - 6. If located within vehicle parking areas, shall be separated by a curb or other physical barrier to protect bicycles from damage by automobiles and other moving vehicles.
 - 7. Short-term bicycle parking provided at educational facilities including, without limitation, primary schools, secondary schools, and post-secondary schools (including trade schools), whether public or private, shall be provided in locked, gated spaces.

- B. Long-term bicycle parking space design standards (Class I bicycle parking).
 - 1. Long-term bicycle parking provided through bicycle lockers shall meet the following requirements:
 - a. Shall not be intended for use by more than two bicycles per locker.
 - b. Shall not be stacked on top of each other.
 - c. Shall have minimum dimensions of 42 inches wide, 72 inches deep, and 54 inches high.
 - d. Must be able to withstand a load of 200 pounds per square foot and opened doors must be able to withstand a 500-pound minimum vertical load.
 - e. Shall not be coin operated or require any charge for use.

 - 2. Long-term bicycle parking provided through locked storage rooms shall meet the following requirements:
 - a. Long-term parking shall be a fully enclosed or located indoors. These enclosures could be located inside a building or parking garage.
 - b. Any windows shall be made of shatterproof glass to prevent vandalism and theft.
 - c. Doors shall lock automatically and shall be equipped with deadbolt locks. Only metal doors shall be used, and entryways shall comply with disability access laws.
 - d. Users shall be able to secure their bikes to racks located inside the space with user-provided U-locks.

DRAFT ORDINANCE AMENDMENTS

- e. Ceiling heights must be at least 8 feet.
- f. Minimum aisle widths shall be 72 inches to provide space for maneuverability.
- g. A minimum of one electric bicycle charging station shall be provided per project. If twenty or more long-term bicycle parking spaces are required to be provided, then an additional charging station shall be provided for every twenty long-term bicycle parking spaces required, or fraction thereof. Signage shall be provided to direct individuals to charging outlets.

C. Number of bicycle spaces required.

1. The minimum number of short-term and long-term bicycle parking spaces shall be provided for each development or use as shown in the following table. Any use requiring five-tenths or more parking space shall be deemed to require a full space.

| Use | Short-Term Bicycle Parking | Long-Term Bicycle Parking |
|--|---|---|
| Cultural or Recreational (Includes Theaters, Museums, Religious Institutions, Private Clubs, and Gyms) | 1 space per 1,000 sq. ft. | 1 space per 10 employees |
| Day Care Facilities | 1 space per 25 children | 1 space per 10 employees |
| Emergency Shelters and Transitional Housing | 0.2 space per bed | 1 space per 10 employees |
| Government and Institutional | 1 space per 3,000 sq. ft. | 1 space per 20 employees |
| Hotels and Motels | 1 space per 15 rooms | 1 space per 10 employees |
| Hospitals, Residential Care Homes, Convalescent Homes | 1 space per 30 beds | 1 space per 10 employees |
| Industrial | 1 space per 5,000 sq. ft. | 1 space per 5,000 sq. ft. |
| Medical & Dental Clinics | 1 space per 2,000 sq. ft. | 1 space per 10 employees |
| Multifamily Residential | 1 space per 20 units | 1 per unit |
| Offices | 1 space per 10,000 sq. ft. or a minimum of 2, whichever is greater. | 1 per 2,000 sq. ft. or a minimum of 4, whichever is greater. |
| Personal Service | 1 space per 2,000 sq. ft. | 1 space per 10 employees |
| Retail/Commercial | 1 space per 2,000 sq. ft. | 1 space per 10 employees |
| Restaurants | 1 space per 800 sq. ft. | 1 space per 10 employees |
| Schools | 1 space per 8 students | 1 space per 10 employees |
| Other Uses | Same as most similar use listed as determined by the Development Services Director | Same as most similar use listed as determined by the Development Services Director |

DRAFT ORDINANCE AMENDMENTS

Agenda Item 2.

From: [caroline.horn](#)
To: [Public Comment - PC](#)
Subject: Public comment on Agenda item 2, 3/16/2023 Mtg
Date: Thursday, March 09, 2023 9:41:51 PM

To whom it may concern in the Planning Commission and Complete Streets Commission:

I would like to express my support for more high quality bike parking in the city. While I bike to shop and dine in Palo Alto or Mountain View, I rarely visit downtown Los Altos because of its poor bicycle infrastructure.

I am a resident of Los Altos and a member of the Los Altos High School PTSA Sustainability Committee. One of our current goals is to increase the number of students biking or walking to the high school. As many of you know, children who bike to school arrive in a more receptive mental state and a better mood than those who are driven. Of course, the more children using active transportation, the fewer cars on the road!

I'm excited that the proposed regulations will consider bike parking and storage as more than an afterthought! I hope that there will be more covered bike parking and secure storage areas, too.

Thank you,
Caroline Horn
Los Altos, CA

From: [REDACTED]
To: [Nick Zornes](#)
Subject: Joint Session Comments
Date: Thursday, March 23, 2023 11:40:38 AM

Hello Mr. Zornes

I am writing this to express my full support regarding the ordinance being considered tonight at the joint session.

As a person who regularly rides my bikes to and from several places in LA, MV, and PA, I would love to see more places to be able to lock up my bike. I think the use of the regulations that were developed by VTA only make sense for us to locally apply in Los Altos, there is no need to reinvent the wheel when the bicycles are already rolling.

Planning Commission and Complete Streets Commission please recommend adopt of these regulations tonight!

Thank you,

James Donovan

*Please read this comment into the public record as I cannot attend this evening's meeting. For privacy purposes please redact my email address.

From: Stacy Bruzek Banerjee <stacybbanerjee@gmail.com>
Sent: Thursday, March 23, 2023 3:05:44 PM
To: Marisa Lee <mlee@losaltosca.gov>
Cc: Nick Zornes <nzornes@losaltosca.gov>
Subject: my comments on bike parking

Marisa,

I have a schedule conflict - as you know - with tonight's meeting. I did though take the opportunity today to review the meeting packet. I wanted to share the things I noted.

I did re-review the VTA guidelines comparing them to what city staff is proposing. Below is a list of what stood out to me as notably different or missing.

- 2g. Electrical outlets. City staff proposes a minimum of one electric bicycle parking station. The VTA guidelines actually say 'at least one quad outlet'. VTA also notes that people must be able to lock bikes while charging (city staff proposal does not mention that).
- A7. Schools. Having locked cages/gates is good. The VTA guidelines also suggest providing some flexibility/alternatives for kids who arrive late or have to leave early for whatever reason and can't find the janitor to open the secure cage. Ditto for parents doing a bicycle drop-off/pick-up at an elementary school, coming in the middle of the day to volunteer in the classroom for an hour, to attend a PTA meeting at 10am, etc. -- they need a place to park too.
- B1c. VTA guidelines said the depth should be 75 inches. City staff is saying 72 inches. Why? Should it be 75?
- B2a. VTA guidelines mention well-light. City staff has not included lighting for long-term bicycle parking guidelines.
- C1 Table. I compared it to the VTA table, and note city staff made some adjustments, but overall largely used VTA goals (top end) for most requirements, except for the following: Multifamily Residential: City staff has the VTA minimum of 1 per unit for long term parking, not the VTA goal of 1 per bedroom. Also VTA had a bike parking usage category for Parks and Rec Fields in their chart, city staff has dropped that from the chart.
- VTA has some suggestions to include space for oversize bikes. As well as, if using stacking racks (a) use hydraulic lifts or springs for double-decker bike racks, AND (b) save 10-20% parking spaces for floor. City staff mentions none of this.
- Bus stop guidelines. VTA had guidelines for storage at bus stops and transit stations in their guidelines. I recall when we have reviewed some dev projects in the past that if it was by a bus stop I thought there were cases a dev would have to redo the bus stop. Isn't that still the case, where does that fit in?

Thank you,
Stacy