



COMPLETE STREETS COMMISSION MEETING AGENDA

6:00 PM - Wednesday, November 29, 2023

Los Altos Council Chamber

PARTICIPATION: Members of the public may participate by being present at the Los Altos Council Chamber at Los Altos City Hall located at 1 N. San Antonio Rd, Los Altos, CA during the meeting. Public comment is accepted in person at the physical meeting location, or via email to transportation@losaltosca.gov.

REMOTE MEETING OBSERVATION: Members of the public may view the meeting via the link below, but will not be permitted to provide public comment via Zoom. Public comment will be taken in-person, and members of the public may provide written public comment by following the instructions below.

Meeting ID: 882 4422 7773 | Passcode: 251173

<https://losaltosca.gov/zoom.us/j/88244227773?pwd=hbmwYJ5QcQ0LHq4D0ukbvXJdKkV2eK.1&from=addon>

SUBMIT WRITTEN COMMENTS: Members of the Public may only comment during times allotted for public comments. Prior to the meeting, comments on matters listed on the agenda may be emailed to transportation@losaltosca.gov. Please include a subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

All correspondence (written/digital) must be received by 2:00 PM on the day of the meeting to ensure distribution prior to the meeting. Correspondence received prior to the meeting will be included in the public record.

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

1. Public Comments Not on Agenda

DISCUSSION ITEMS

1. Jardin Drive Complete Streets Project
Opening statement from Public Works Director
2. Public Comments on Jardin

ITEMS FOR CONSIDERATION/ACTION

1. Complete Streets Commission Minutes
Approve minutes of the regular meeting of August 30, 2023.
2. Meeting Calendar 2024
Provide updates regarding the meeting calendar 2024.
3. Commission Handbook Updates
Provide updates regarding all the recent changes to commissions.
4. Election of Chair and Vice Chair
Staff will facilitate the election of Chair and Vice Chair through September 2024.

COMMISSIONERS' REPORTS AND COMMENTS**STAFF ANNOUNCEMENTS/UPDATES****REQUESTS FOR POTENTIAL FUTURE AGENDA ITEMS****ADJOURNMENT****SPECIAL NOTICES TO THE PUBLIC**

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2720. Please leave a voicemail should no one answer.

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

*If you wish to provide written materials, please provide them to the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order to for it to become part of the public record.*

Art Williams

From: Jim Wing <jameswing@msn.com>
Sent: Saturday, November 25, 2023 7:12 AM
To: Transportation
Subject: PUBLIC COMMENT ITEM NOT ON AGENDA MEETING 11/29/2023

CSC Chair Banerjee and Distinguished Commission Members

CSC 11/29/2023 Meeting Public Comment

First Street Streetscape Design CIP CD 01017

I recommend you change subject of this CIP to only focus on correcting existing pedestrian crossing safety problem at First and Main Post Restaurant Corner. Use funds in FY 2023/2024 budget [\$338,000] to move Post Restaurant to Chevron Gas Station pedestrian crossing to in line with Main sidewalk [approx. 14 feet] This will correct an existing pedestrian safety problem caused by Main and State Streetscape. High-density housing developers are already doing Streetscape at no cost to Los Altos. Following are details of pedestrian crossing safety problem

- Right turn lane for northbound 1st traffic turning right to Main causes narrow pedestrian sidewalk for 55 feet along 1st Post Restaurant corner building
- First Street pedestrian crossing [Post Restaurant to Chevron Gas Station] is set back from Main and restricts driver's visibility of pedestrian's as they turn right to 1st going to Draeger's.
- Narrow sidewalk and set back causes pedestrians at Post corner waiting to cross being hit by car passenger side extending rearview mirror.
- Due to setback, cars at Post corner turning right on red to Main block crosswalk while waiting for gap in Main traffic.

When this very old CIP was first approved, First had retail. We now know that First retail Whitney to San Antonio is dead and is being replaced with multistory high-density housing. First Street does not need Streetscape design to attract retail customers, it only needs to provide safe sidewalks with lighting / landscaping for residents walking to Main and State. Only three adjacent small west side lots 382,392,394 [total width 193 feet] that do not have development plans, would interest developers. All new housing developments are providing some streetscape / landscape / lighting at no cost to Los Altos. First west side lots require developers to provide 50% landscaping in 10 feet zone along their street property line. Draeger's already has Council approved Streetscape design [landscaped bulb outs, eliminate midblock crosswalk, entrance driveway relocation and lighting].

Following comments are items that would have restricted any Streetscape design.

- First Street right away is only 50 feet. Not enough space to add bicycle lanes
- Centerline of 1st travel lanes are offset 25 inches at Main crossing.
- Difficult for westside of 1st pedestrian's to cross Chevron gas station 21 feet wide driveway cut that has heavy inlet / outlet traffic.
- Four closely spaced Plaza 1 high traffic volume driveway cuts.

- Draeger's has westside of 1st restricted hour "no parking" easement alongside of store building for delivery trucks. Also, wide truck loading driveway cut at rear of store.
- Fire hydrant blocking sidewalk at rear of Draeger's.
- Both Skips Tire [317 First] and Reitmeirs Werkstatt [309] have 1st street inlet / outlet service driveways. Both stores have drive-thru to alley buildings that are lightly used.
- Westbound Whitney drivers turning left to southbound 1st have restricted visibility of oncoming traffic due to cars parked on 1st. First Street traffic accident avoidance reaction time to car pulling out of Whitney is less than 2 seconds. Planning and Traffic Commission members questioned making Whitney one-way.
- New and existing multifamily housing [174 units] will need delivery truck loading zone near their front entrances.
- Total of Eighteen driveway cuts are safety hazards for pedestrians and cyclist in 3 blocks of 1st. Cyclist must share traffic travel lanes. Visibility of cyclist is restricted for drivers exiting driveway cuts.
- Daily, large semitrailer trucks starting at 1st / San Antonio and going to Draeger's, and Safeway. Sysco semitrailer restaurant food supply trucks use 1st for delivery to downtown Restaurants and need at least 12 feet travel lanes. Fire truck access with also need 12 feet travel lanes.
- VTA 40 bus route right-away on 1st, Lyell to San Antonio
- What little retail that is left, needs street parking. When Streetscape CIP was approved in 2016 there were 36 stores, now almost are gone. Eleven remain in Draeger's block.
- Only one westside stormwater drain inlet near Chevron corner, none on east side. Stormwater run-off mostly drains to side streets [Lyell, Whitney, Main] that slope down to 2nd stormwater drain inlets. I have seen very heavy stormwater run-off backup on 2nd during walks during rain. Bulb outs must allow drainage.
- First, San Antonio to Whitney have 77 parking spaces with 37 eastside and 40 westside. Draeger's block: 11 eastside / 16 westside. 300 block: 17 eastside / 13 westside. Los Altos Hardware block: 9 eastside / 13 westside.
- Right turn lane for northbound 1st traffic turning right to Main causes narrow pedestrian sidewalk for 55 feet along 1st Post Restaurant corner building
- First Street pedestrian crossing [Post Restaurant to Chevron Gas Station] is set back from Main and restricts driver's visibility of pedestrian's as they turn right to 1st going to Draeger's.
- Narrow sidewalk and set back causes pedestrians at Post corner waiting to cross being hit by car passenger side extending rearview mirror.
- Due to setback, cars at Post corner turning right on red to Main block crosswalk while waiting for gap in Main traffic.

Thank you for your consideration, Jim Wing, Milverton Road, Los Altos

Art Williams

From: Wagner, John <jwagner@one80.com>
Sent: Wednesday, November 22, 2023 3:02 PM
To: Aida Fairman; Art Williams
Cc: David Sauerhaft
Subject: Jardin Drive

Dear sirs:

I understand that there is a meeting of Complete Streets Commission on Wednesday November 29. Unfortunately, I have a dinner that evening and will not be available to express my concerns about the safety of the present design on Jardin in person. Hence, I am sending this email to you in the hopes that you will pass it onto the commission.

I have lived at 233 Jardin, just behind the tennis courts, for 50 years. There have been a few changes in the parking and bike lanes during that period, but none so radical as the recent one. And none so confusing and unsafe. I'd like to express some general and personal concerns.

1. I have read that this design was chosen to increase the foot and bicycle traffic going to the high school. It appears that it has failed in this objective.
2. Having cyclists and cars share one lane, too narrow for cars and wider than needed by cyclists, is very unsafe and causes traffic jams. A short story will illustrate this problem. One morning during the high school rush hour, two junior high school students were riding single file slowly towards Alvarado. A car was driving in the same direction. Since this combined car and bike lane is very narrow, without any shoulder, the cyclists could not pull over to allow the car to pass. (Nor did they have to since they had the same right to be in the lane as the car.) The woman driving the car could have crossed the double yellow lane to pull around them, but that would be illegal. And there were cars coming in the opposite direction, so it wasn't safe. So, the woman driving slowed down the bicyclist's speed and created a traffic jam with a long line of cars behind her.
3. On a personal note, I can no longer safely park my cars in my driveway. When I back out, I cannot see cars coming in either direction until I fully block the lane closest to my house and partially block the lane in the other direction. (I also must be very careful not to hit a car parked in the middle of the road.) I'm afraid that I will be broadsided one of these days by someone not seeing me quickly enough. An accident will open the town to potential lawsuits for the unsafe design of Jardin. I now don't park my everyday car in the driveway, but on Distel, to avoid this danger. There is still some danger, especially when it's dark, to walk from the car to my front door frequently with my dog, as the road has no shoulder. I and my dog are walking in the combined bike/car lane.
4. The lanes are too narrow, especially for the garbage trucks and other large vehicles. They are usually driving on or over the double yellow lines.
5. People still walk along the combined bike/car lane. As there is no shoulder, so it's dangerous for both the cars and bicyclists.
6. Parking in the middle of the street creates multiple dangers.
 - a. There is no room for the driver to open the car door and exit. The driving lane is too narrow, so the door takes up much of the lane. At some time, a car is going to hit the door and very possibly the exiting driver.

b. Cars not familiar with the new design are very confused by cars parked in the middle road. I've seen many drive in the wrong lane. (Shortly after the new design was operational, I even saw official Los Altos town vehicles drive in the wrong lane..)

7. With no shoulder on Jardin, the placement of garbage cans can block part of the lane.

In conclusion, I find the new design for Jardin very dangerous both for myself and others. I suggest you return to one of the earlier designs and simply designate certain parking spots by the tennis courts as pick up and drop off zones during the school time or designated morning and afternoon hours.

I'm happy to talk to the commission, city administrators or the council further is needed.

John Wagner

Managing Director | CA License #0776072

One80 Intermediaries

In California DBA One80 Programs & Insurance Agency, License #0H40842

jwagner@one80.com

5050 El Camino Real, Suite 300 | Los Altos, CA 94022

One80.com

The information contained in this electronic message and any attachments hereto are intended for the exclusive use of the addressee(s) and may contain confidential, proprietary and/or privileged information. If you are not the intended recipient please notify the sender immediately, do not copy or disclose the information to anyone and destroy all copies of this message and any attachments. You may not rely on e-mail communication to report a claim or to give us instructions to place, bind, change or terminate coverage unless we have subsequently confirmed to you in writing that we have received your message and will be taking the action you requested.

Art Williams

From: Day Hsu <dayhsu@gmail.com>
Sent: Wednesday, November 22, 2023 9:39 PM
To: Art Williams; Aida Fairman
Cc: Tim Hsu
Subject: Jardin Drive is dangerous!

Dear Los Altos Street Commission,

Unfortunately, we will be out of town when the Complete Streets Commission meets. Please forward this note to the members of the Complete Streets Commission.

The new design of Jardin Street has been bothering us since Day 1. The design is extremely confusing which easily causes accidents. There were a few times we almost collided with cars parked in the middle of the street. The new design also took away space for pedestrians to walk. We used to walk around the block every day. But, the street is now so narrow. Nor is the sidewalk a good answer. The sidewalk is too short and nobody crosses over to it when walking around the block. We now feel very unsafe walking and driving! Additionally, the current design has caused traffic jams and inconveniences for the nearby residents. It becomes very difficult for us to get out of the area during school start and ending times.

Please, let's fix it! Thank you,

Day & Tim Hsu
519 Distel Drive

Art Williams

From: Eileen O'Pray <eopray@yahoo.com>
Sent: Saturday, November 25, 2023 12:49 PM
To: Aida Fairman; Art Williams
Cc: David Williams; david.sauerhaft@gmail.com
Subject: Jardin Drive redesign - resident comments

Dear Members of the Complete Streets Commission:

We are writing to express our concerns about the unsafe recent redesign of Jardin Drive behind Los Altos High School. We will not be able to speak at the meeting on Wednesday, November 29th, and request that you share this letter with all members of the Commission.

We have lived at 279 Jardin Drive, behind the tennis courts and on the corner with Casita Way, since 2011. We have a child with whom we walk to Almond Elementary School regularly, and are very familiar with morning traffic patterns in the neighborhood surrounding both schools. We originally chose this neighborhood for our family due to the excellent neighborhood schools, and appreciate their value to the community.

We have observed significant confusion and dangerous conditions involving pedestrians, bicyclists, and motor vehicles since the street markings were changed earlier this year. Contrary to statements by Transportation Manager Marissa Lee, these allegedly "tried and true safety measures" are unfamiliar to Los Altos drivers, despite her assertion that they are "used nationwide and all over the world". (See *Los Altos Town Crier*, Aug. 2, 2023, p.5). Our specific observations and concerns are below.

1. Having cyclists, motor vehicles, and pedestrians share one narrow westbound lane is unsafe, particularly since there is no shoulder or sidewalk along that side of Jardin Drive. We have seen pedestrians and bicyclists nearly hit by vehicles driving too quickly and not paying enough attention in the shared lane. Even for attentive drivers, the congestion in the shared lane, particularly during morning and after school busy periods, increases the risk of accidents.
2. It has become increasingly dangerous to park our cars in our driveway or even step out of our driveway. When we back out, we cannot see cars coming in either direction until we fully block the westbound lane closest to our house and partially block the eastbound lane. We also must be very careful not to hit cars parked in the new parking lane in the middle of the street. The number of cars turning right onto Jardin Drive from Casita Way and dropping off or waiting for students exacerbates this problem. Similarly, a single step out of our driveway now places one in a fast-moving traffic lane shared by motor vehicles and bicycles since there is no sidewalk, shoulder, or bicycles-only lane, as there was previously.
3. The new parking lane in the middle of the street creates multiple dangers.
 - a. There is little room for a driver to open a car door and exit. The driving lane is so narrow that the door takes up much of the lane. A vehicle travelling eastbound may hit a car door and the exiting driver.

- b. Drivers not familiar with the new design are confused by cars parked in the middle of road. In the past few months, we have seen many drive in the wrong lane and into oncoming traffic.
- 4. With no shoulder on westbound Jardin Drive, garbage and recycling bins can block part of the lane.
- 5. The crosswalk on Jardin Drive at Verano remains confusing. Although signposts are present and appear to be quite new, the crosswalk paint has faded. Since the other markings on Jardin Drive, just a few hundred yards away by the high school, are so bold, the faded crossing markings become dangerous because drivers cannot tell the crossing is there. We have seen drivers drive through oblivious to the crossing.
- 6. The new stop signs at the intersection of Jardin and Casita are welcome additions. Placing additional stop signs on Almond Avenue would also improve safety in the neighborhood, particularly during the concurrent morning drop-off period for Almond Elementary and Los Altos High School. Right now, the left turn from Alicia Way onto Almond Avenue is particularly dangerous due to foot and bicycle traffic heading to both schools (in opposite directions) and motor vehicles moving quickly. There is no way to easily avoid that left turn (or a comparable left turn from Avalon, Solana or Verano) for parents driving to Almond Elementary.

The drop-off/pick-up traffic on Jardin Drive became much worse once parents were no longer permitted to drop off or pick up students in front of Los Altos High School along Almond Avenue. This is one of several examples of narrowly-focused, piecemeal "solutions" that exacerbate traffic and related problems in other areas of the neighborhood. We strongly urge the Commission to approach the traffic issues thoughtfully and holistically this time, with neighborhood input. It is not in the best interest of the school and neighborhood communities to waste additional taxpayer funds on ill-considered "solutions" devised by consultants, the faults of which easily could have been predicted by neighborhood residents.

Please do not hesitate to contact us if you have any questions.

Sincerely,

Eileen O'Pray and David Williams

Art Williams

From: Denise Iwata <deniseiwata1@gmail.com>
Sent: Sunday, November 26, 2023 2:49 PM
To: Aida Fairman; Art Williams
Subject: Forward to Complete Streets Commission



Hello,

Please forward this information to the Complete Streets Commission, ideally prior to the meeting November 29th.

I live on the corner of Jardin and Valencia and have many observations following the installation of the new road markings on Jardin.

1. 90% of vehicles DO NOT STOP at any of the three stop signs on the corner of Jardin and Valencia. The signs are basically useless. Due to my location, I observe this throughout the day, every day of the week. The stop signs have become yield signs at best. Following the addition of more stop signs on Jardin, a higher frequency of cars speed through the Jardin-to-Valencia stop sign. Due to the dip in the road, these cars bottom out and scrape as they turn from Jardin onto Valencia.
2. Student bikers often bike in the car lane going East on Jardin (this means they ignore the specified bike line and rather ride in the car lane).
3. Students regularly drive in the middle of the road going East on Jardin from the high school towards Clark with disregard to cars. I have been stuck behind them many times.

4. The addition of the loading zone during school hours on Jardin is working, and many parents use this area for their kids. The double and triple parking along that stretch of road has greatly reduced. That said, I observe cars parked in the loading zone during school hours.
5. I regularly observe cars PARKED in the bike line across from the tennis courts on Jardin, usually under or in front of the No Parking signs. Please refer to the attached photo. Similarly, in the afternoons, cars park in the red zone by the tennis courts while waiting for their kids after sports rather than park in the loading zone.
6. Cars park "under" the No parking signs on Jardin heading towards Valencia.
7. Cars Park on the street corners blocking the view of approaching cars turning right or left onto Jardin.
8. I have observed delivery trucks getting confused with the shifting lanes by the tennis courts and drive on the wrong side of the road. (The recent Town Crier article stated residents should eventually get used to these marked lanes. What about drivers who are NOT local residents?)
9. Often people stop me and ask what to do, where to ride their bike, where to walk, etc.

I look forward to hearing/receiving updates about improvement plans and hope resident input is taken into consideration.

Thank you
Denise Iwata

Art Williams

From: ROBERT SUTIS <bobsutis@pacbell.net>
Sent: Sunday, November 26, 2023 3:28 PM
To: Art Williams; Aida Fairman
Subject: Jardin Drive - Opportunity for Input to the Streets Commission

Please forward the following letter to the Complete Streets Commission:

Dear Council and Streets Commission,

If I venture a guess Jardin redesign might have started after loading and unloading for LAHS on Almond was prohibited.

However, the answer was not to seek redesign of Jardin without hearings and input from the local residents. And for studies on the problems and actual usage.

Those preferred processes remain needed.

To step back in time, years ago a very few residents of Jardin complained about speeding on Jardin. So, Los Altos and Mountain View roughly 7-10 years ago decided to canvas the neighbors. However, they sought input from only 17 residents.

Jointly, the cities put in speed bumps, an especially favored solution for any street by Mountain View which loves them.

One speed bump on Avalon and Jardin did not even seek the input from the homeowners on Avalon in front of which it is installed!

The promise was to revisit the speed bumps one year from the date of installation. That was never done; I inquired and never received a reply.

The speed bumps are a nuisance. And there is high school traffic only for a couple hours a day weekdays for less than nine months a year.

The speed bumps should be reviewed and hopefully removed if all the residents nearby agree.

The impact on residents who use Jardin but not for high school deserves attention.

But I digress.

The redesign of Jardin by the high school is an even worse decision.

What is the history of accidents over the last ten years, both in the nature of the accidents and the consequences of them?

What is the volume of traffic on Jardin daily? Is it not true that there is only mild traffic other than for the high school students' coming and going?

Have alternate solutions like occasional, unannounced police motorcycle patrols been considered?

Have signs been considered and tested prohibiting U-Turns instead of redesign of Jardin?

Why did the redesign make it more dangerous for pedestrians and cyclists who want to use the side of Jardin opposite the high school?

What other designs were considered and why were they rejected?

For example, red zones created at the corners of the cross streets where cars still park making it dangerous for those trying to turn on to them should have been one consideration.

And flashing cross walk signs instead of stop signs which operate when needed but not 24/7 - 365?

What is the purpose of the red loading strip? It is not needed if cars returned to parking next to the curb, which would leave room for a bike and pedestrian path on the side of Jardin opposite the high

school. A better solution both for safety — and for clarity of drivers not all of whom live in the neighborhood and may just be visiting or delivering goods.

And finally, LAHS is a public high school. Has any consideration been given to limiting parking permits for students? Either a lottery, or based on need? Or better yet, preference to those who carpool with their neighboring students? It could limit the need for parking in the LAHS lot and thus perhaps also on Jardin and cross streets. I know there are limits for minors driving with other minors.

Thank you.

I look forward to your thoughtful and fulsome replies.

Bob Sutis 371 N Avalon Drive

On Nov 22, 2023, at 2:31 PM, Roberta Phillips <robertaphillips1@gmail.com> wrote:

Hi All

1. If you are at the meeting you can cede your time to another speaker for a maximum of 5 minutes. When they call on you ,you need to let them know you're ceding your time or that someone else is ceding time to you.

2 This is a good time for you to write to the CityCouncil. Up until 2 weeks ago a person could speak from home via zoom by raising their virtual hand.. The Council made a decision not to allow that anymore. It makes it more difficult for people to participate in meetings.

Their email address is :

council@losaltosca.gov

Roberta

650-941-6940

Art Williams

From: roger.nixon@embeddedcpp.com
Sent: Sunday, November 26, 2023 3:54 PM
To: Art Williams; Aida Fairman
Cc: gwen.vezin@embeddedcpp.com
Subject: Re: Complete Streets Commission: Jardin Drive Design

Please forward this to members of the Los Altos Complete Streets Commission.

We live on Jardin Drive, at its corner with Los Ninos Way, so have seen close-up the impact of the new Jardin Drive road layout. We understand, and agree with, the goals of the recent layout changes. They are positive, but could benefit from some minor tweaks to the road markings / signs (some suggestions below).

Positives:

- Narrower lanes, and added stop intersections, have slowed most fast traffic, and reduced illegal parking (North side of Jardin Drive)
- Using a parking lane to protect the (bidirectional) bike lane (South side of Jardin Drive) works
- Wide corners (double white lines) to side roads have the potential to greatly improve visibility, and, thus, safety

Potential Improvements:

- Loading Zone
 - Only every other bay is marked, and the times are on (I hope temporary) trestles
 - Not clearly delineated from normal parking bays
 - Road markings merging into the loading zone, and different marking from other parking bays, would remove confusion
- Parking and bike lane separation
 - Currently by (I hope temporary) traffic cones. Bollards would be much better, and remind pedestrians to look before crossing.
- Side Streets
 - Wide corners (double white lines) need parking restrictions
 - LAPD believes that parking on, or inside, the double white lines is legal
 - Unclear why these corners are marked differently from the corner of Almond Avenue and Valencia Drive, when we assume that the intent (increases visibility) is the same
 - Parking restrictions on side streets would encourage some to walk or cycle, rather than driving relatively short distances

Otherwise, more frequent enforcement of the stop signs, and speed limit, when students are present, and later at night, would be welcome.

Please don't hesitate to contact us, should you wish to discuss this further.

Thanks,

Roger Nixon & Gwen Vezin, 171 Jardin Drive, Los Altos, CA 94022

Art Williams

From: Laura Larghi <laura_larghi@hotmail.com>
Sent: Monday, November 27, 2023 10:02 AM
To: Transportation
Subject: PUBLIC COMMENT AGENDA Jardin Drive - MEETING DATE 11/29

Hi transportation team at Los Altos,

The new signage on Jardin Drive is very confusing and has already caused some collisions.

The signage is not clear, very unusual and impractical, also considering that a quarter of the students is new every year (i.e we have many students who have to adapt to this unusual traffic situation every year).

A crossing guard could help minimize the risk of further accidents at least in the short-term, but I have been told by the city of Los Altos that this is not possible.

The only solution I see is to change the signage.

I have two suggestions:

1. Turn both Jardin and Alvarado into one-way streets next to the school – and possibly move the parking to the opposite site of Jardin. Leave the bike lane next to the school.
2. eliminate the parking spots on Jardin and relocate them to one of the other streets (parking farther could also convince some people to leave the car home). This would leave Jardin with two lanes for the cars and a bike lane.

I really hope this will get resolved before other accidents happen.

Thank you and kind regards.

Laura

LAHS parent and co-chair of the Sustainability Committee at LAHS

To: The Complete Streets Commission
transportation@losaltosca.gov

From: Dave and Dawn Edgren
277 North Avalon Dr.
Los Altos, CA 94022

Regarding: Jardin Drive Complete Streets Project

Date: November 28, 2023

Dear Complete Streets Commission of Los Altos:

Please include the following written statement in the public record testimony at the COMPLETE STREETS COMMISSION MEETING scheduled for 6:00 PM - Wednesday, November 29, 2023:

We reside at 277 North Avalon Drive. We have resided there for 23 years. We have for these many years driven on Jardin Drive and continue to drive it frequently to this day. Our two daughters graduated from Los Altos High School so we have firsthand experience with the traffic patterns of cars, bicycles and pedestrians both when Los Altos High School is in session and during those times when the school is not in session. This longstanding experience puts us in a good position to provide an informed perspective on the recent street design project now present on Jardin Drive.

In short, the simple two-lane, two-way street configuration with a sidewalk and bike lanes and diagonal student parking that was present for many years along the back side of Los Altos High School adjacent to the playing fields and tennis courts was a much better design than the recently-installed configuration.

In particular, driving in the westbound direction on Jardin Drive is problematic because potential safety hazards abound.

Firstly, the present configuration orients cars parked on Jardin to be parallel parked in a lane dedicated for parking. The presence and placement of this parking lane shifts the eastbound driving lane nearer to the middle of the roadway. A sharp and pronounced jog exists on Jardin at the intersection of Jardin and Casita Way. The effect of this jog and the placement of the parking lane is that vehicles traveling eastbound can appear as oncoming vehicles to drivers traveling in the westbound direction. This situation is confusing, disorienting, and unsettling to westbound drivers. Moreover, this problem is particularly acute for drivers at night not familiar with this unusual and unexpected street design configuration.

Secondly, let's simulate a drive on Jardin traveling westbound starting from North Clark Avenue: The four-block span between North Clark and Alicia Way has a lane for cars but there is no lane marked for bike traffic. At Alicia, a dedicated bike lane suddenly and abruptly appears. This dedicated bicycle lane spans only a single block up to Casita Way. Then, at Casita, the dedicated bike lane abruptly vanishes and cars and bicycles are directed to merge into a common lane marked for both. This shared lane continues

until reaching Panchita Way at which point, the cars and bicycles are directed to unmerge back into separately dedicated lanes. These two dedicated lanes continue to Valencia Drive. This choppy, convoluted flow of car and bicycle traffic merging and unmerging back and forth between shared and unshared lanes over short spans is, frankly, a serious accident waiting to happen.

We urge you to restore Jardin Drive to the previous pedestrian-friendly, bicycle-friendly, and car-friendly configuration that worked so well to move traffic safely for so many years.

Thank you,
Dave and Dawn Edgren

Dave Edgren
Dawn Edgren

Art Williams

From: Paul & Kellie Keifer <pandkkeifer@att.net>
Sent: Sunday, November 26, 2023 10:21 PM
To: Art Williams; Aida Fairman; City Council
Cc: David.sauerhaft@gmail.com; Gabriel Engeland; Kellie Keifer
Subject: Resident concerns about Jardin Dr. - Keifer
Attachments: 231121_JardinDriveLetter_PAKeifer.docx

Letter about Jardin Dr., sent to:

awilliams@losaltosca.gov

afairman@losaltosca.gov

council@losaltosca.gov

cc: David.sauerhaft@gmail.com

cc: gengeland@losaltosca.gov

I would like this letter to be forwarded to the members of the Complete Streets Commission (CSC).

I detest most (but not all) of the Jardin Dr. design debacle.

We are long-time residents of Distel Drive in Los Altos. We have lived here for almost 20 years, and have lived in the area for almost 40 years. The current configuration of Jardin beside the tennis courts is a debacle, and has not been a success.

It is clear that the planners demoted concerns of residents and made a huge gift of a public street to school concerns. From my perspective, half of the street was gifted to the school. I regard the result to be wildly unsafe to all (residents, students, and parent-drivers dropping off).

I travel along that section of Jardin typically 2-12 times per day, at all hours of the day and night. I do not believe that the road is currently any safer than in the past, and I actually consider it far less safe than before. I have family members who don't like to drive that section anymore, and some go far out of their way to avoid it.

1. The one bit of good news is that the three sets of new stop signs around the unsafe section are a good thing (on Casita Way, Panchita Way, and the extra stop signs on Valencia). But even after the first month of "acclimatization", I have seen 4 cars run the stop signs at Casita and Panchita at full speed; I could see that two of the cars were driven by students.

2. I still see parents dropping off their kids by pulling off and stopping on westbound Jardin. The redesign was clearly intended to stop the many parents who parked on what used to be the bike land on westbound Jardin (before and especially after school), but it still happens, and now it is even LESS safe.

3. Pedestrians still walk on the north side of westbound Jardin – both residents and students. Only now it is less safe, for pedestrians and drivers alike.

4. There are not sufficient sight lines to safely pull out from southbound Distel onto Jardin anymore, to go either east OR west. All you can do is “creep out” into the intersection and hope and pray that you don’t get hit. I haven’t gotten hit yet, but there have been many close calls.
5. Student pedestrians behave even worse now in the current Jardin configuration. Now that the school concerns take up half of Jardin, the student pedestrians walk more freely across and along the remaining traffic lanes. But we can’t see them as well anymore. Traffic engineers will say that “cars drive slower on narrower lanes”; but we now can also see that “student pedestrians wander more carelessly across narrower lanes”.
6. I have yet to see any bikes EVER using the new dedicated and protected bike lane on the south side of Jardin. (This street never had significant student bike traffic. Who thought it was a good idea to engineer this street so radically for a non-existent population?)
7. And all the orange cones now? First, they are ugly and are a visual blight upon the neighborhood. Second, if they need to be there, then the street design must not work well (which we all already know is true).
8. “No Parking” signs are erected, but they are never enforced, and some do not make sense. In particular I reference the “No Parking” sign on the south end of Casita Way on the west side of Casita (between 426 Casita Way and the stop sign; the “No Parking” sign points northeast, but to where? How far does it extend? The student parkers act like it only extends a few feet. Why is this never enforced by police?)
9. And the big picture question: why has the school been allowed to push all their traffic woes from Almond Ave. (where the drive-through in front of the school was specifically designed for dropoff) to Jardin? Why all the No Parking signs/areas on Alicia and Valencia, so as to push all the congestion to Jardin, Panchita, Distel, and Casita? This doesn’t seem right.

Paul Keifer
636 Distel Dr.
pakeifer@gmail.com

The attached Word document contains the same text that is in this email.

Art Williams

From: David Sauerhaft <david.sauerhaft@gmail.com>
Sent: Monday, November 27, 2023 2:27 PM
To: Art Williams; Aida Fairman
Subject: Please Forward: Complete Streets Commission Meeting November 29 - Jardin Drive
Attachments: Jardin Drive - 11-29-2023 Commission Meeting.pdf

Please forward this letter to the Complete Streets Commission for the November 29, 2023 Jardin Drive discussion.

(Please see the attached .pdf which is easier to read.)

My involvement with the Jardin Drive issue came about as I and my neighbors were talking. It became the center of conversation, how dangerous it is, our near misses, our fears that someone would get hurt. We could talk but knowing what we knew, we could never live with ourselves if we didn't bring this to the attention of the city. We didn't want to stand by quietly, wait and then somebody gets hurt or worse.

Our climate and geography are ideal for biking. I am a biker. I support biking. It is good for exercise. It is good for building community. It is green. It enables independence for children/students. Our two children walked and biked to Almond, Egan and LAHS.

Essential and more important than anything as we consider biking, is ensuring that biking is safe. Unfortunately, this is where the current design of Jardin Drive fails.

I have lived on Distel Drive for 29 years. When I first moved in there was no parking on Jardin. Parking was added and continually reconfigured depending on construction projects at the high school. Neither I nor any long-time neighborhood residents with whom I have spoken are aware of any serious accidents on Jardin in prior years. But as we look at the current design, it is only a matter of time before someone is hurt.

In the simplest sense we can look at Almond and Jardin. Both streets are equal in width.

- On Almond we have two-way traffic and a dedicated bike lane, plus pedestrian walking which is well confined to the sidewalk. There is no parking and there is no drop-off. The school has even closed and blocked the Almond turn-out drop-off into the school property.
- On Jardin we have two-way traffic, a dedicated bike lane, parking and drop-off, plus a short sidewalk, limited to the length of the school which poorly contains pedestrian walking. It's one too many. It does not all fit.

Choose a dedicated bike lane or parking and drop-off. Choose – we can have one; there is not space for both. The current design tries to squeeze it all in. Lanes have been narrowed. Shoulders have been eliminated. It does not work. It is dangerous. It is why parking and drop-off is not allowed on Almond. Also, to be clear, the problem is by no means limited to

when high schoolers come and go from school. The lines on the street do not disappear when school ends. The problems created are ever-present, 24x7.

Let's iterate through some of the issues.

- With no shoulder and a narrow West bound lane,
 - Drivers turning from Distel Drive (as well as the other side streets) have extremely poor visibility of oncoming traffic.
 - All of this is made even worse as drivers park along the intersections, further impeding visibility.
 - The protected bike lane is only on the South side of Jardin Drive. Bikers on the North side are in a shared lane with cars. But that shared lane is now very narrow, and the visibility is poor. Hence, there is now a greater danger than ever for bikers on the North side of Jardin, e.g. West bound bikers.
- With the addition of center street parking, the drivable area is very narrow. Drivers who are parked and their passengers routinely open their doors and exit vehicles into the traffic lane, risking collision with oncoming traffic.
- Center street drop-off means that students leaving cars are walking right into the bicycle traffic.
- Drivers are routinely making illegal U turns along Jardin Drive to pull into / out of parking. Some of those making U turns are even worse, making 90 degree turns, pulling into the protected and biking area and then backing into a space.
- The narrow lanes and poor visibility now make it very dangerous for those who live opposite the high school on Jardin Drive as they try to back out of their driveways. Because these drivers can't see cars, bicycles, or pedestrians coming in either direction, they necessarily perform a very risky blind pull-out. In so doing they are also forced to physically block the road in both directions while backing out. In addition, the narrow lanes make it difficult to turn the intended direction when backing out. Further, with cars now parked so close in the middle of the street, they now risk backing into one of those cars when exiting their driveways.
- On garbage day Jardin Drive homes must place their cans out onto the street. But now with the very narrow lanes and no shoulder this creates an additional hazard.
- Walkers as well as runners are confused where to walk and run and can be seen in the now greatly narrowed traffic lanes, the bike lane, and sometimes on the sidewalk. We should keep in mind the sidewalk only extends the length of the school, so for walkers or runners the sidewalk is an entirely inadequate solution.
- Many, many walkers continue to walk along the North side of Jardin. But there is no shoulder which makes this now very dangerous. This gets even worse at night. And even worse still, students, dog walkers, etc. routinely enter the dense foliage on the North side and then surprise pop out into the drive area.
- Those in a wheelchair use to take advantage of the shoulder or wider road on Jardin to go about the neighborhood. But with the narrow lanes and no wheelchair access to the sidewalk for individuals coming from Distel or Los Ninos, these individuals are now either locked out from being a part of the community or what we have seen are individuals pushing wheelchairs in the driving or bicycle lanes.
- Students are being dropped off and picked up all over the place, often in the middle of the road, and not limited to the assigned drop-off/pick-up area.
- Parents often wait in their cars along the road for students coming out of school. This blocks traffic, impedes visibility, and also leads students to walk into traffic.
- The bike lane markings are in many ways nonsensical.

- At the East side entrance to the school, the bike lane crossing is comical as it goes sidewalk curb. Students ignore this and instead use the walking lane which allows for entry through the East side driveway.
- There are two-way bicycle markings on the East side of the street, one way on the West side of the street. Where is the bicyclist supposed to go? And, what happens when bicycling past the school boundaries is entirely unclear.
- View of the two new stop signs on Jardin Drive is impeded and not fully visible due to the angle of sight for the driver and foliage. The angle is because there is no shoulder.

Any design should also recognize some additional realities.

- At certain times of year, the morning sun shines in a way that makes it very difficult to see when heading East on Jardin Drive. This is especially hazardous with students going to school. This includes not only high schoolers but also Almond and Egan students who walk or bicycle to school.
- High school drivers are new to driving, less experienced, and often distracted which further increases the risk of an already dangerous situation. This is not intended as a criticism of high school drivers but is an important element of the discussion and why insurance rates are so high for this group of drivers.
- Any design must also consider e-bikes. We are seeing a few e-bikes already and they are travelling fast. We must recognize e-bike use is going to grow substantially. Do e-bikes belong in the bicycle lane or the vehicle lane? What additional hazards are created by their presence? How are they to be regulated and then enforced?

We should also consider the flow of bicycle traffic.

- The vast majority of bicyclists are coming from the streets perpendicular to Jardin, particularly Casita and some on Los Ninos and Panchita.
- Very little of the bicycle traffic traverses between the top and bottom of the tennis courts. Most students enter the school at either the top or the bottom of the tennis courts. Very few continue up or down Jardin before entering or leaving the school. Almost all the bicycle traffic comes from the side streets and most of the bicycle traffic enters at the East side of the tennis courts. Ironic is how little of the bicycle traffic actually uses the bicycle lane behind the tennis courts.

Spend some time on Jardin. Visit at different times of the day and night. This is all clearly visible. We come back to where we started. The space simply is not there to safely support two-way car traffic, a dedicated bicycle lane, pedestrians, parking and drop-off. It comes down to a choice: a dedicated bicycle lane or parking and drop-off. It is also imperative that parking be disallowed on the intersections with Jardin.

Thank you.

David Sauerhaft
470 Distel Drive

Art Williams

From: Eric Chiu <emchiu@yahoo.com>
Sent: Monday, November 27, 2023 9:54 PM
To: Art Williams; Aida Fairman
Subject: Feedback on Jardin Drive Complete Streets redesign

Hi,

I am emailing to provide feedback on the Jardin Drive Complete Streets redesign for the open hearing on Wednesday 11/29. I live at 462 Los Ninos Way (between Jardin and Alvarado).

The Complete Streets redesign of Jardin has been completely dangerous and confusing. I have seen many cars driving on the wrong side of the road, pedestrians almost getting hit by cars, as well as cars making dangerous maneuvers, especially during school hours.

When the lines were initially drawn, no one could figure out how the lanes worked which caused people to drive on the wrong side of the road. In addition, the lane opposite the high school has zero clearance so pedestrians regularly put themselves in danger when walking on the side of the road (I walk my dog around the block and have had cars come very close to hitting me and have heard similar stories from neighbors). In addition, there is no bike lane on that side which makes it dangerous for cyclists (the two-way bike lane is even more dangerous because bikes have to cross to the other side and the space is too narrow for two-way traffic).

Lastly, the school drop off on Jardin has increased the traffic in the neighborhood 10x over the past few years. It was originally supposed to be temporary until the new high school buildings were finished. There is plenty of parking at the high school and drop off really should be on Almond Avenue which was designed as the front entrance for the school. Teenage drivers regularly hit 60mph driving down Los Ninos and Panchita. Parents are even worse, sometimes making illegal u-turns on Jardin as well as driving way too fast early in the morning because they are running late for drop off. There is also no attendant from the school directing traffic so the situation becomes a free-for-all.

I would like Jardin returned to its original design because the new design is dangerous. Also, I would like school drop off to move back to Almond Avenue because Jardin was never designed to handle that much traffic.

Thank you,

-Eric Chiu

Eric Chiu 650-291-8394 emchiu@yahoo.com

Art Williams

From: Anita Enander <anitae@atanda.com>
Sent: Wednesday, November 29, 2023 1:44 PM
To: Aida Fairman; Art Williams; Complete Streets Commission
Subject: CSC - PUBLIC COMMENT AGENDA ITEM 1 - November 29, 2023

Dear Commissioners, Ms. Fairman, and Mr. Williams:

The changes made along Jardin, including the new stop sign location on Panchita, the new recessed cross-walk across Panchita, and the corner striping at the intersections of Panchita/Los Ninos/Distel with Jardin are dangerous. I will limit my comments to the Panchita intersection, as I have lived in the block of Panchita closest to Jardin for 45 years.

Full disclosure: I was on City Council when we approved the Complete Streets Master Plan and was familiar with the potential changes discussed at the staff outreach meeting on March 31, 2021, although I did not attend that meeting. I did thoroughly review the plan prior to its adoption.

Here is my assessment of the specific problems at the intersection of Panchita and Jardin. I hope this will contribute to improvements.

1. Parking on the southeast corner of Panchita (and Los Ninos and Distel) has always been periodically problematic. Placing the parallel lines has apparently made things worse. Vehicles occasionally parking illegally used to hug the curb; now, people believe that as long as they are "inside" the white lines, they are legal to park there (I've talked with several). These corners are now routinely parked, and the parked cars and new striping contribute to the problems below.
2. The shift in the eastbound lane on Jardin means cars travel on the former shoulder – virtually in the gutter. This results in two problems:
 - a. If a driver wants to turn right on Panchita, he/she must travel farther on Jardin before beginning the turn (to go around the new striping).
 - b. Because the vehicle is already "closer" to the right side of the street on Jardin, the driver must execute a more acute turn with a much smaller turning radius to complete a safe turn onto Panchita (note: this is NOT a 90-degree intersection; it is almost 120 degrees). Also, rather than decelerating to make the right turn onto Panchita, the driver is now ACCELERATING from the stop sign as they enter the turn. Practically, MANY cars making this right turn drift into the southbound lane on Panchita. This contributes to the third problem.
3. A wide crosswalk was installed across Panchita, resulting in having the stop sign and limit line for cars wanting to turn from Panchita onto Jardin being back at least 15 feet from the "corner" and previous limit line. Cars traveling west on Jardin don't see the car stopped or approaching the stop on Panchita (see 2a above) – this is especially problematic if there is a car parked on the apex of the corner ("inside" the new double white lines – see #1 above).

My estimate is that visibility has been reduced at least 100 feet compared to when the stop limit line on Panchita was closer to the corner (as it remains on Los Ninos and Distel). The Panchita driver could see traffic approaching on Jardin, and the Jardin driver could see the car on Panchita. If the driver on Jardin isn't aware of the car on Panchita or if the driver fails to make the now very tight, acute turn onto Panchita (see 2b above) while accelerating away from the stop sign, the car will drift into the southbound lane on Panchita.

I have almost been hit twice while at or approaching the Panchita sign when drivers failed to negotiate the turn from Jardin onto Panchita. This is a problem whether or not there is a car parked on the corner, as the driver turning onto Panchita is trying to drive around the painted lines. Also, because the Panchita car is set farther back when stopped because of the new crosswalk, it is at the apex of the turn being executed by the Jardin driver, whereas previously the Panchita car was farther toward Jardin and out of danger. Now, someone at the Panchita stop has no place to go!

I hope the above is helpful in describing the specific, new dangerous conditions so effective corrective design can be implemented. Although I have not addressed pedestrian and bicycles, you can be certain that the dangers posed by driving are applicable to walkers/bikers as well. As an aside, the Complete Streets Master Plan called for NO changes on Panchita. The residents thus were surprised to see the new cross-walk and changed location of the stop sign, and the new corner markings, place us at greater risk. I do not believe we were given any notice or opportunity to comment on these deviations from the Master Plan.

Thank you for your continuing service to our city and for working to improve safety for all users of our streets.

Anita Enander

517 Panchita Way

P.S. I will drop off an annotated "Google Earth" map for staff prior to the meeting.



— old line of sight
 — new line of sight

Google maps shows "old" Jardin striping but new corner and stop sign lines in addition to old stop limit line

From: Anita Evander

old line to rail blo —
new line to rail wgn —



Art Williams

From: PETER SZALAY <pgszalay@me.com>
Sent: Wednesday, November 29, 2023 1:41 PM
To: Juno Szalay
Cc: Art Williams; Aida Fairman
Subject: Re: Traffic disaster surrounding Los Altos High School

Hi,

I would like to reiterate my wife's concerns below. I've witnessed the dangerous situation as cars don't have a proper drop off lane which the high school has closed. I believe reopening that and/or creating a different drop off lane (such as the road connecting the front to the back of the high school that is parallel to Alicia Way adjacent to the houses would be a good remedy. I believe there is a way to route bicycle traffic to keep them out of harms way. I've witnessed several near misses between cars and bicyclist at the Alicia / Almond intersection. This can all be avoided with some intelligent planning and would be happy to provide inputs on a plan.

Thank you for your attention on this matter, Peter Szalay

Sent from my iPhone

> On Nov 29, 2023, at 1:17 PM, Juno Szalay <JuPeLi@comcast.net> wrote:

>

> Please forward this email to the members of the Complete Streets Commission (CSC).

>

> I have lived at the corner of Alicia Way and Almond Avenue for the past 24 years and have witnessed the traffic situation surrounding the high school go from bad to worse. We are now at the point where it's just a matter of time before someone is seriously injured.

>

> With the recent bike track confusion, vehicle rerouting, and closing of the high school drop off loop, the number of near misses and crazy stunt driving has increased exponentially!

>

> I see cars turn the corner from Almond onto Alicia and stop – sometimes three abreast – to drop students off in the morning. Meanwhile, heading the other direction on Alicia, there are also cars stacked up, going left, right, and just stopped in middle of the road to drop off students.

>

> Once the students have gotten out of the car, drivers often perform illegal U-turns right at that intersection – with all of the traffic- despite the new signage.

>

> So now we have students dropped off in the middle of the street crossing at irregular spots, cars three breast each direction on a one lane road, illegal maneuvering, pedestrians, and cyclists in the mix.

>

> Wednesdays are especially scary! With Egan's late start, many students come down Almond and cut over on Alicia on their bikes, adding even younger cyclists to the mayhem.

>

> I invite you to grab a cup of coffee and come to my house in the mornings to see for yourself. As a side note, the craziness is not just limited to morning drop off – afternoon pick up can get just as wild.

>

> I look forward to hearing your solutions to this problem.

> Sincerely,

> Juno Szalay

>

> Pictures available upon request.

>

Art Williams

From: Juno Szalay <JuPeLi@comcast.net>
Sent: Wednesday, November 29, 2023 1:17 PM
To: Art Williams; Aida Fairman
Cc: PETER SZALAY
Subject: Traffic disaster surrounding Los Altos High School

Please forward this email to the members of the Complete Streets Commission (CSC).

I have lived at the corner of Alicia Way and Almond Avenue for the past 24 years and have witnessed the traffic situation surrounding the high school go from bad to worse. We are now at the point where it's just a matter of time before someone is seriously injured.

With the recent bike track confusion, vehicle rerouting, and closing of the high school drop off loop, the number of near misses and crazy stunt driving has increased exponentially!

I see cars turn the corner from Almond onto Alicia and stop – sometimes three abreast – to drop students off in the morning. Meanwhile, heading the other direction on Alicia, there are also cars stacked up, going left, right, and just stopped in middle of the road to drop off students.

Once the students have gotten out of the car, drivers often perform illegal U-turns right at that intersection – with all of the traffic- despite the new signage.

So now we have students dropped off in the middle of the street crossing at irregular spots, cars three abreast each direction on a one lane road, illegal maneuvering, pedestrians, and cyclists in the mix.

Wednesdays are especially scary! With Egan's late start, many students come down Almond and cut over on Alicia on their bikes, adding even younger cyclists to the mayhem.

I invite you to grab a cup of coffee and come to my house in the mornings to see for yourself. As a side note, the craziness is not just limited to morning drop off – afternoon pick up can get just as wild.

I look forward to hearing your solutions to this problem.

Sincerely,
Juno Szalay

Pictures available upon request.

Art Williams

From: Atossa Shafa <atossashafa@gmail.com>
Sent: Wednesday, November 29, 2023 1:17 PM
To: Transportation
Subject: Public comment agenda Item 1, Meeting date 11/29/2023

Hello. I am a parent at LAHS. I use the Jardin drop-off/pick-up areas daily and have been doing so for the last 2 years. Prior to that, I used to drop off on Alicia, before it was switched/recommended that we do so on Jardin Dr.

- I appreciate the signage that has been added for this school year. It is a much safer layout than last year.

- Conversely, because stopping or pulling over on Jardin is no longer possible, drop-off has to be on one of the side streets that is perpendicular to Jardin. This in itself is not the issue - rather, the issue is **the safety of the children as they cross Jardin**.

==> Currently, the crosswalk is closer to the Alicia side of Jardin, and there is none across from the tennis courts, where many, many drop-offs occur. The next one is much further down on Jardin, closer to the Valencia side. Therefore, my daughter has to zig zag her way through cars to cross at the tennis courts.

==> In addition, when they are crossing crosswalks, it's almost as if none of the drivers have taken the DMV test, and don't remember that you cannot drive through a crosswalk as a pedestrian is crossing. I see this happen so, so often that I now wait, blocking traffic for a second, to check in my rearview, that my daughter crossed the crosswalk safely. I would (i) appreciate that yellow familiar signage that says "State Law, stop for pedestrians" in the middle of the crosswalk and (ii) a higher motorcycle LAPD presence to start ticketing these offenders. This issue is not new - at Santa Rita, at Egan, these same issues happen - at crossing areas where there are no crossguards.

Thank you.
Atossa Shafa
LAHS Parent

Art Williams

From: Chintamaneni, Adit <100027497@mvla.net>
Sent: Wednesday, November 29, 2023 1:17 PM
To: Transportation
Subject: PUBLIC COMMENT AGENDA ITEM 1 Jardin Project- MEETING 11/29/2023

Hello,

I am reaching out on behalf of the Los Altos HS GreenTeam.

Here are a couple of issues that student bikers have observed:

- Many parents end up encroaching in or parking in the Bike Lane during pick-up, and as a result, students cannot safely access the Bike Lane. This issue is especially prevalent between East Driveway and Alicia.
- Furthermore, many parents also end up parking in the drop-off lane. It seems that they are confused because there aren't clear demarcations as to whether they can park there.

Hundreds of Los Altos HS students bike on Jardin, 2 times a day. This is a crucial road for student bikers, and the importance of keeping it a safe environment for bikers cannot be overstated.

Thank you.

Best,
Adit

MINUTES OF THE COMPLETE STREETS COMMISSION
REGULAR MEETING OF THE CITY OF LOS ALTOS,
HELD ON WEDNESDAY, AUGUST 30, 2023 AT 6:00 PM
HELD AT COMMUNITY MEETING CHAMBERS, LOS ALTOS CITY HALL

PRESENT: Stacy Banerjee (Chair), Marisa Lee (Staff Liaison), Cynthia O’Yang, Tom Gschneidner, Suresh Venkatraman (Vice Chair), Neysa Fligor (Council Liaison), Nadim Maluf, Steve Katz

ABSENT: None.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

1. A resident of University Ave neighborhood requested pedestrian shoulder enhancements.
2. A resident of Cuesta Dr stated concern regarding Cuesta Dr bollards.
3. A resident expressed concerns regarding recent school area signage and striping including cars parking on corners, vehicles speeding, and inconsistencies in traffic measure applications.

CONSENT ITEMS

1. Approve CSC Meeting Minutes:
 - a. CSC Regular Meeting of May 31, 2023
Commission Chair Banerjee motioned to approve the minutes with one minor edit, seconded by Commissioner Katz. Vote passed with 6-0.
 - b. Bike Month Memo
Commission Chair motioned to approve the Bike Month Memo with two minor edits, seconded by Commissioner Katz. Vote passed with 6-0.

ITEMS

2. VTA Community Design and Transportation Guidelines
Lola Torney from VTA provided an overview of Community Design and Transportation Guidelines and answered commissioner questions.
3. PTAP Process Update
Dr. Nafis Majd presented an update on the PCI and PTAP process and answered commissioner questions.

COMMISSIONERS REPORTS AND COMMENTS

Commissioner Banerjee announced the Caltrans District 4 Bike Survey available online.

Commissioner Malouf announced that he will be stepping down from the Complete Streets Commission.

STAFF ANNOUNCEMENTS/UPDATES

Marisa Lee, Staff Liaison, presented an update on the 2023 Signage and Striping project, internal changes to the Public Works department including introduction of the new Public Works Director, Aida Fairman, and updates from the Silicon Valley Bike Summit.

POTENTIAL FUTURE AGENDA ITEMS

Commissioners requested a single-page work plan document of monthly items, an update on the San Antonio Rd Streetscape Project, and a budget update.

ADJOURNMENT

Chair Stacy Banerjee adjourned the meeting at 8:22 PM.



2024 Complete Streets Commission Calendar

January – 1/31/2024

February – 2/28/2024

March – 3/27/2024

April – 4/24/2024

May – 5/29/2024

June – 6/26/2024

July – No Meeting

August – 8/28/2024

September – 9/25/2024

October – 10/30/2024

November – 11/27/2024

December – No Meeting



City of Los Altos Commission Handbook

September 2023

TABLE OF CONTENTS

INTRODUCTION	1
THE BASICS	1
Government in the City of Los Altos	
City Council	
Council Liaison	
Commissions/Committees	
Staff	
MEETING DAYS AND TIMES	3
COMMISSION WORKPLANS	3
MEMBERSHIP ON CITY COMMISSIONS	3
Appointment	
Reappointment	
Resignation/Removal	
Attendance and Participation	
Statement of Economic Interest	
Ethics Training	
THE BROWN ACT	6
Violations	
Types of meetings	
Agendas	
Meeting Minutes	
Adding items to a future agenda	
CONFLICT OF INTEREST	8
Incompatible Activities	
Perceived Conflicts of Interest	
COMMISSION ORGANIZATION	9
Chair and Vice Chair	
Ad hoc Committees	
Commission Liaison assignments	
MEETING PROCEDURES	10
Rules of Order	
Consideration of agenda items	
Public comment	
Teleconferencing	
DECORUM	11
TRAINING	11
CONCLUSION	12
TIPS SHEET FOR CHAIRS	13

INTRODUCTION

This manual functions as an introduction to service as a Commission or Committee member in Los Altos. For the purposes of this manual, the terms Commission member and Committee member are interchangeable. For those instances not covered in this manual, refer to the City Council Norms and Procedures and the Los Altos Municipal Code for additional guidance.

If there is any conflict between the rules set forth in this handbook and the Los Altos Municipal Code or the City Council Norms and Procedures, the Code and then the Norms and Procedures shall govern.

THE BASICS

Government in the City of Los Altos

The City of Los Altos operates under the Council-Manager form of government. The City Council sets policy for the City which is then carried out by the City Manager and staff.

Commissions are integral to the City’s commitment to developing policies which reflect the needs and values of the community. Commissions work closely with staff and the Council to carry out the duties and responsibilities assigned by Council.



Figure 1: City of Los Altos organization

City Council

The City Council is elected by registered voters of the City of Los Altos and serves as the ‘Board of Directors’ for the City. The Council is the legislative body of the City. It sets policy and establishes the City’s overall priorities, direction and financial plan. The Council appoints the City Manager, who is responsible for the administration of City business, and the City Attorney.

Council Liaison

The City Council relies upon the expertise and recommendations of the Commissions and Committees in advising the Council as it sets City policy. The Council liaison function serves to facilitate and enhance this work. Their principal function is to provide a wide range of information to the advisory body, such as information about Council discussions, policies and actions. This helps provide an historical perspective and thereby place their work in context. However, the Commissions and Committees should act independently in formulating recommendations for the City Council to consider. Therefore, it is inconsistent for Council liaisons to direct, guide or unduly influence the policy making work of the City's advisory bodies. Council liaisons are not required to attend their Commission or Committee meetings. Council liaisons will meet, at a minimum with the Commission Chair and Staff liaison once per year individually and once per year at the joint meetings of the City Council and the Commission. These meetings can be more frequent and will be based on the specific Commission.

Commissions/Committees

Members are appointed by a majority vote of the City Council to serve on Commissions and Committees to advise and make recommendations to the Council and staff. Commissions focus on specific policy issues and provide additional opportunity for community participation in decision making.

From time to time, there may be instances when staff's recommendations on an issue may differ from that of the Commission. If this occurs, staff will inform the Commission of this in advance of the Council meeting and both recommendations will be presented to the Council for consideration.

As appointees of the City Council, members of Commissions are public officials and are appointed to represent all residents of the City, not individual organizations or special interest groups. Care should be taken to ensure that viewpoints expressed as public officials are consistent with City Council policy and the position of the majority of the Commission. Minority opinions are allowed but Commissioners acting in the role of a Commissioner should support actions taken by a majority of the Commission.

Unless speaking as the official spokesperson for the commission at a City Council or other public forum, commissioners should begin all written or verbal comments with "I am a commissioner for the [insert commission name here], but I am speaking on behalf of myself and my own personal beliefs."

Each Commission is established by Chapter 2.08 of the Los Altos Municipal Code, which includes the powers and duties of each Commission. Committees, both standing and ad hoc, are created by Council action and typically are assigned to focus on a specific topic for a short duration. Ad hoc Committees (sometimes referred to as Task Forces) may include Commissioners.

Staff

The City Manager serves as the 'Chief Executive Officer' for the City and implements policy set by the City Council, manages the day-to-day affairs of the City, appoints and removes employees, prepares the budget, enforces laws and ordinances, and makes recommendations to the Council on the general welfare of the City. He/she hires professionally trained staff to assist in carrying out his/her responsibilities.

The City Manager assigns staff members to assist the various Commissions in carrying out their responsibilities. These staff liaisons, by virtue of their technical training

Role of Staff Liaison

- Attend all meetings of the Commission
- Prepare agendas in collaboration with the Chair
- Work with the Commission in the development of a work plan for the coming year and a summary of accomplishments for the previous year
- Research and prepare reports for the Commission, as is consistent with the work plan and/or Council direction
- Ensure agendas and reports are posted in compliance with State law and City protocols
- Prepare action minutes for approval by the Commission
- Prepare reports from the Commission to the Council, ensuring that reports represent the majority view and recommendation of the Commission
- Serve as the liaison between the Commission and City staff
- Submit all budget requests from Commissions to cover costs associated with accomplishing its mission as well as to attend training sessions related to accomplishing the work of the Commission
- Communicate directions from the City Council to the Commission
- Stay apprised of new laws and City protocols related to their assigned Commission or Commissions generally

Figure 2: Role of Staff Liaison

and experience, are competent to provide such assistance.

Commissions shall work closely with the staff liaisons; however, they do not have the authority to supervise or direct the work of staff.

Requests by a commission or commissioner for assistance in completing research or analysis for the benefit of a commission may be directed towards the Department Head which oversees the assigned Staff Liaison.

MEETING DAYS AND TIMES

Regularly scheduled commission meeting days and times are established by the City Council. To facilitate and encourage public participation no commission meeting can be held during the same meeting time as a City Council meeting and commissions should strive to not have any overlapping commission meeting with another commission’s regular meeting. Additionally, commission meeting times are typically scheduled for later in the day to not impede on normal city business hours effectively ensuring services are available until the close of business each day.

Commission special meetings shall be held in accordance with the provisions of regularly scheduled meetings to not impede city services and operations.

With majority support of commission members any commission can request a change in the approved day and time for a commission regularly occurring meeting. A request for a change in meeting day and time shall be respective of city business hours to ensure that staff and services are provided throughout the day. Such request shall be included in an agenda report prepared by the staff liaison and placed on the Commission’s agenda as a Discussion Item.

A complete calendar of all regular commission meetings can be found on the City website.

COMMISSION WORKPLANS

When a commission workplan is necessary each commission shall discuss and prepare its annual work plan based upon the City Council annual priorities and budget, which shall be submitted and approved by the City Council. The work plan is a list of the anticipated topics, assignments and goals that the Commission will focus on over a 12-month period. From time to time the City Council may amend the approved commission work plan in order to achieve the goals of the city. Any requested modifications should be in line with the goals and objectives of the commission and the city.

MEMBERSHIP ON CITY COMMISSIONS

Unless otherwise directed, Commission members must be residents of the City of Los Altos. If, at any time during their term, a member moves to a principal residence outside the City, they shall become ineligible to continue as a member of that body and shall notify the Commission’s assigned staff liaison as soon as possible. It is expected that when a Commissioner moves to a principal residence outside the City, they will submit a letter of resignation to the assigned staff liaison and the City Clerk..

Members are appointed by and serve at the pleasure of the City Council. With the exception of Senior and Youth Commissioners, members serve for a term of four years and may serve a total of two, four-year terms, plus any portion of an unexpired term for which they have been appointed. Senior Commissioners may serve four, two-year terms. Youth Commissioner may serve two-year terms through the conclusion of their final year in high school.

No Commissioner shall serve simultaneously on two, separate Commissions. When a Commissioner ends their service on one Commission, the individual can then be appointed to a different Commission.

Ad hoc Committee members are appointed and shall serve until the task of the ad hoc committee has been completed at which time the Committee shall be disbanded. Council members and Commissioners may serve on ad hoc committees.

Two members of an immediate family, or persons residing in the same household, are not allowed to serve simultaneously on the same Commission or Committee, including ad hoc Committees. Immediate family members of City Council members are not eligible for appointment to any Commission or Committee during the term of the elected Councilmember.

Appointment

The City Council accepts applications for Commission positions during the formal recruitment period. Once per year in September, formal recruitments are conducted for those positions which are or will become vacant (including those for which an incumbent is eligible for reappointment). The City may conduct a recruitment for specific vacancies between formal recruitments if there is a vacancy that causes a commission to fall below quorum or at the direction of City Council after a request from a commission chair or commission liaison.

With the exception of the Youth Commission, all other commission recruitments will follow the same process. Youth Commission applicants are interviewed by the City Council Youth Commission Interview Committee which then makes appointment recommendations to the full City Council at a regular Council meeting.

The City Clerk announces that formal recruitment for commissioners is currently open so interested individuals should submit their application to the City for review. The City Clerk works with other City staff, City Council, and community groups to conduct as much public outreach as possible. This public outreach will include, but is not limited to posting on the City website, City social media, local newspapers, and email notifications to previous commissioners or applicants.

City Council may only review applications for appointment once the application period ends.

Interested applicants submit their complete application to City staff, where they will indicate their desired commission(s). City staff verifies that the individual lives within the City of Los Altos and may serve on the desired commission(s).

City Council holds one special meeting that will include interviews and voting on commissioners. All applicants are allotted the same amount of time to ensure that all candidates are given equal treatment.

After all interviews are completed, the City Council submits a ballot with their appointees.

Incumbent applicants will have their attendance record included as part of their application packet for review by the City Council.

Reappointment

Upon completion of the first four-year term, or an unexpired term, Commissioners shall notify the City Clerk that they have an interest in continuing on the commission and complete a new application for re-appointment to the Commission for another four-year term. In order to qualify for reappointment a Commissioner shall have met the minimum attendance requirements during the duration of their previous term. Commissioners requesting reappointment will be interviewed by the City Council. Reappointments will occur at the same time as new appointments to the Commission.

Upon completion of their service, Commissioners are encouraged to meet, either in person or by telephone, with the Council Liaison assigned to their respective Commission or another Councilmember. The purpose of this meeting is to provide Commissioners with a chance to offer feedback to the Council regarding their time on the Commission.

Resignation/Removal

In the event a member is unable to continue serving because of change of residence, health, business requirements or other personal reasons, a letter of resignation must be submitted to the City Clerk.

Members of Commissions serve at the pleasure of the City Council. The City Council shall review members' performance and fulfillment of Commission member obligations and may remove a member from a Commission based upon that review. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendaize the discipline or removal of a certain Commissioner, the item will be placed on a future Council agenda.

Commission Member Responsibilities

- Prepare for and participate in Commission meetings
- Attend at least 75% of regular meetings annually
- File Form 700 on time, if required
- Complete Brown Act Training within 60 days of beginning service
- Complete two hours of Ethics Training within 30 days of assuming office and every two years thereafter
- Attend Annual Commission Training upon appointment and every two years while seated as a Commissioner

Attendance and Participation

A majority of members is necessary to conduct business. As such, Commission members are expected to attend no less than 75% of the regularly scheduled meetings annually during their term of office. At the end of each year, the City Council reviews an annual attendance report for each Commission. A Commissioner may be removed for failing to attend the required minimum number of meetings or after a third consecutive absence. If a Commissioner must miss a meeting, they shall inform the staff liaison a minimum of two weeks notice prior to the regularly-scheduled commission meeting whenever possible. If a Commission meeting is cancelled due to a lack of quorum, that meeting will still be considered a regularly scheduled meeting for purposes of calculating attendance, and those members whose absence caused the cancellation shall be charged with an absence for that meeting.

Figure 3: Commission Member Responsibilities

Commissions benefit from the informed input of each member of the body. Each Commission member is expected to exercise judgment in formulating recommendations to the City Council. Members are expected to be prepared for meetings and to participate and vote on every issue before the Commission, unless they are legally prohibited from participating. Lack of preparation and participation can be grounds for removal from a Commission. Each commission is to keep a rotation schedule for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.

Statement of Economic Interest

The Statement of Economic Interest (Form 700) is a form on which designated employees and officials disclose certain financial interests. State law dictates that members of the Planning Commission must

file Form 700s. In addition, the City identifies those positions which are subject to the City’s Bi Conflict of Interest Code. Those individuals appointed to positions identified in the Conflict of Interest Code are required to file Form 700s. Commission members not identified in the Conflict of Interest Code are not subject to these regulations.

Commissioners are responsible for ensuring that statements are filed properly and on time. For assistance in completing the forms, contact the City Clerk’s Office or the Fair Political Practices Commission (FPPC). Non-compliant Commissioners shall receive a letter from the City Clerk notifying them of their non-compliance and are subject to monetary fines. Continued non-compliance shall be grounds for removal from the Commission.

All statements filed are maintained in the City Clerk’s Office and are available for public review.

Type of Filing	Occurrence
Assuming Office	Within 30 days of assuming office
Annual	Each year on or before April 1
Leaving Office	Within 30 days of leaving office

Table 1: Deadlines for filing Form 700

Ethics Training

All those appointed by the Los Altos City Council to serve on Commissions shall complete at least two hours of public service ethics training every two years. New members must receive this training within 30 days of assuming office. Ethics training courses must have been reviewed and approved by the FPPC and the California Secretary of State. Members shall attend training sessions that are offered locally or by completing online training. Non-compliance shall be grounds for removal from the Commission.

It is the responsibility of a Commissioner to provide proof of completion of the ethics training program to the City Clerk. These documents are public records and are subject to public review.

The City Clerk provides periodic reports of Form 700 and Ethics Training compliance to the City Council. The Council may remove any non-compliant Commissioner.

THE BROWN ACT

The Ralph M. Brown Act (Brown Act) is the State of California’s open government law. Its purpose is to ensure that deliberations and actions of local agency bodies are open to the public and that there is meaningful public access to a local agency’s decision-making process. All City Commissions are subject to the Brown Act. Staff liaisons to Commissions are versed in the elements of the Brown Act and will help Commissioners understand their obligations related to the Brown Act. In addition, certain Ad Hoc subcommittees may be subject to the provisions of the Brown Act. Commissioners should consult with their staff liaison regarding questions of the Brown Act. Ultimately, it is up to the individual Commissioner to ensure that they are complying with the Brown Act.



Figure 4: Ralph M. Brown

A major element of the Brown Act relates to meetings of legislative bodies. A meeting is defined as the coming together of a majority or more of a particular body (also known as a quorum) where the business of that body is discussed. Meetings must be properly noticed and held in facilities that are open and accessible to all. All meetings must be held within the City of Los Altos. A discussion which occurs outside of a properly noticed meeting and which involves a majority or more of a body is a

violation of the Brown Act. This includes serial discussions which involve only a portion of the Commission, but eventually involve a majority. The two most common serial discussions are daisy chain and hub and spoke.

Daisy Chain

A daisy chain is when Member A contacts Member B who then contacts Member C who then contacts Member D and so forth, until a majority of members has discussed an item within the Commission's subject matter jurisdiction.

Hub and Spoke

A hub and spoke meeting is when one individual (the hub) contacts members individually (the spokes) until a majority has been achieved. The hub could be a Commissioner, staff member or member of the public.

To attempt to avoid serial meetings, emails from Commissioners that are intended for fellow Commissioners should be sent through the staff liaison. Commissioners should take care to not 'reply all' on emails.

Violations

Penalties for Brown Act violations can range from invalidation of an action taken to prosecution as a misdemeanor offense. In addition, there may be fines and/or attorney's fees associated with a violation of the Brown Act. Commissioners who violate the Brown Act may be subject to removal.

Whenever a questionable area arises, it should be brought to the attention of the City Attorney or City Clerk so that corrective actions or "cures" may be taken. Advice from the City Attorney or City Clerk should be followed completely to ensure all actions of the City comply with the Brown Act.

Types of meetings

There are two types of meetings which Commissions hold. The first, and most common, are regular meetings. These meetings are where a Commission accomplishes the vast majority of its work. Regular meeting days, times and locations are established by formal action of the Commission.

The second type are special meetings. A special meeting is any meeting held outside of the normal meeting day, time or location. Action may be taken at special meetings and agendas for those meetings should indicate the action recommended to be taken.

Special meetings may include study sessions. Study sessions are held to provide Commission members the opportunity to discuss and better understand a particular item. Generally, no action is taken at study sessions.

Agendas

The staff liaison, in collaboration with the Chair, is responsible for preparing all agendas of a Commission. All items of business that will be considered or discussed at a meeting shall be briefly described on the agenda. The description should define the proposed action to be considered so that members of the public will know the nature of the action under review and consideration. No discussion or action may be taken by a Commission on any item not on the agenda.

The Chair, or a majority of the Commission, may decide to take matters listed on the agenda out of the prescribed order.

All agendas and meeting materials are posted to the City's website as set forth in the Brown Act and the City's Open Government Policy. All Commissioners should sign up to receive meeting notices and associated agenda materials for their specific Commission through the City's website.

Meeting Minutes

Written minutes of all regular and special meetings are kept as the official record of business transacted and are taken by the staff liaison. Minutes are modeled after the City Council form of minutes known as "action minutes" and include a record of the legislative actions from the meeting. They do not include summaries of comments or discussion made by Commissioners or members of the public. The staff liaison will endeavor to distribute draft minutes within 10 days of the meeting. Action minutes will state the text of a motion voted on by the Commission, the result of the vote, identify which Commissioners voted "aye", "no", abstained, recused, or were absent. Action minutes will also identify whether motion passed or failed.

Any document submitted at a meeting, whether by a member of the public or a Commissioner, becomes part of the public record. The staff liaison should make a notation on the document of the date it was submitted and file it with the meeting packet. The staff liaison is responsible for posting the materials received within 48 hours of the meeting to the City's website and forwarding the material to the members of the commission.

Adding items to a future agenda

Commissioners may request that items be placed on a future agenda. This is done by requesting an item during the "Potential Future Agenda Items" portion of the meeting or by emailing a request to the staff liaison. Requests must be for items that are under the purview of the Commission. One less than a majority of members is required to place an item on an agenda. The staff liaison will work with the Chair to determine the best meeting to place an item on an agenda. Any background materials or information should be provided to the staff liaison for inclusion in the agenda packet. Future agenda items must be consistent with the Commission's Approved Work Plan.

CONFLICT OF INTEREST

Commission members are subject to all aspects of the Political Reform Act. Commission members must not make, participate in making, or attempt to influence in any manner a governmental decision which he/she knows, or should know, may have a material effect on a financial interest.

It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest. The City Attorney should be consulted as early as possible on any matters regarding incompatible activities or perceived conflicts of interest.

A Commission member should disclose any perceived conflicts of interest prior to any discussion of the Commission. A Commission member should recuse themselves for a conflict of interest.

Incompatible Activities

Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.

Perceived Conflict of Interest

A perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner's private interests impact the official duties of the Commissioner, or influence his/her decision-making.

If a Commission member is appointed to an agency or body that has shared or overlapping subject matter, after their service on a City Commission has started, the Commission member will notify the Council liaison and staff liaison.

A Commission member who has a conflict of interest shall, immediately prior to the consideration of the matter, do all of the following: 1) publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address is not required; 2) recuse himself or herself from discussing and voting on the matter; and 3) leave the room until after the discussion, vote, and any other disposition of the matter is concluded. Notwithstanding this, a Commission member, not in the member's capacity as a Commissioner, may speak on the issue during the time that the general public speaks on the issue.

If a Commission member has obtained a letter or other documentation from the FPPC to discuss and vote on an item, then the member shall provide the letter to the staff liaison and the City Clerk upon receipt of the letter and disclose at the next Commission meeting the existence of the letter or other authorization, briefly describe the circumstances of why the member sought clarification, the basis for the FPPC's conclusion, and the file number or other unique identifier so that members of the public can request a copy from the FPPC. In addition, the member shall provide to the staff liaison a copy of the letter or other authorization no later than 24 hours after the meeting at which the letter or other authorization is disclosed, so that a copy may be forwarded to any member of the public who requests a copy.

COMMISSION ORGANIZATION

Each Commission consists of between five and seven members, except the Youth Commission which consists of eleven members. Each member has an equal voice and vote on the Commission.

Chair and Vice Chair

To facilitate meetings and the work of the Commission, each Commission appoints a Chair and Vice Chair from the members of the Commission. The positions of Chair and Vice Chair shall rotate annually. Selection of Chair and Vice Chair occurs at the first meeting in October. In the event of either's resignation or removal, the Commission shall elect another member to fill the remainder of the year. No member of a commission may serve consecutive terms as the chair, meaning that the chair must change annually.

The role of the Chair is to preside at Commission meetings and to run a timely and orderly meeting. The Vice Chair is to preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Commission may elect a Chair Pro Tem to conduct the meeting. It is incumbent upon the Chair to limit discussion and recommendations to those items on the agenda.

Ad Hoc Subcommittees

A Commission may appoint Ad Hoc subcommittees, consisting of less than a majority of the body, to work on specific tasks. Ad Hoc subcommittees should be focused on one specific topic and shall not last more than one year. These Ad Hoc subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions shall not create standing committees.

In order to establish an Ad Hoc Subcommittee, the topic of the formation of the Ad Hoc Subcommittee must be posted and noticed on the regular agenda.

Commission members currently serving on a Ad Hoc Subcommittee are not eligible to serve on another Ad Hoc Subcommittee simultaneously.

The motion of establishment must include that the Ad Hoc Subcommittee:

- Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
- Consists of less than a quorum of the Commission,
- Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
- Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
- Will not be re-established or renewed in multiple years, and
- Is advisory in nature and is not established to work on an item where continuing jurisdiction exists.

In accordance with the Brown Act, Ad Hoc Subcommittees do not need to post notice of their meetings or hold meetings in public, unless directed to do so by the City Council.

Commission Liaison assignments

Commissions may assign individual Commissioners to act, by a majority vote, as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee. The work, findings, conclusions, and any updates of the liaison should be brought back to the Commission at a regularly scheduled meeting for a report or discussion and, if applicable, action. The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic.

In the event that a Commission is not able to select a Commission member as a liaison to another board, commission, or agency and a staff member cannot serve in that capacity, the Commission may recommend an individual resident to represent the Commission upon approval by the Commission and City Council.

MEETING PROCEDURES

All Commission meetings are open to the public and should be approached in a dignified, respectful manner. It is the responsibility of all Commissioners to treat their duties and obligations seriously and to ensure that all meetings are productive and further the mission of the City.

Rules of Order

Rosenberg’s Rules of Order, with addendums adopted by the City Council, govern the conduct of Commission meetings. Information regarding the *Rules of Order* can be obtained from the City Clerk’s Office.

Consideration of agenda items

The standard procedure for considering individual agenda items shall be as outlined in Figure 5. From time to time, the prescribed order may be changed.

Consideration of an agenda item

1. Presentation by Staff, Commissioner or Ad Hoc subcommittee
2. Commissioners ask clarifying questions
3. Members of the public are given an opportunity to speak on the item
4. Commissioners discuss the item
5. If needed, a motion is made upon which the Commission votes on

Figure 5: Procedures for considering agenda items

Official action requires a majority vote of the entire Commission/Committee, not just those present.

Public Comment

Persons present at Commission meetings may comment on any item on the agenda. To facilitate an orderly meeting, each speaker is requested, but not required, to complete a Request to Speak card for each item they wish to speak on before discussion on that item begins. To ensure that all are heard, speakers are typically given three minutes to speak on each item. If there are more than 10 requests to speak on an agenda item, the Chair may limit each speaker's time to two minutes.

The Chair has the right to ask a member of the public to step down from speaking if over the allotted time or if comments are not related to the topic at hand.

During regular meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment. The Commission may not discuss nor take action on any item raised during the Public Comments on Items not on the Agenda portion of the meeting.

Teleconferencing

Commission members may participate in meetings via teleconference in accordance with State law (Gov. Code sec. 54953 and AB 2449). Members participating via teleconferencing under AB 2449 (Just Cause or Emergency Circumstances) must participate via audio and visual methods. In all other circumstances, members participating via teleconferencing shall participate via audio and visual methods, when practical. Members may participate via teleconference in no more than 20% of meetings in a calendar year (January to December), whether utilizing provisions of the traditional Brown Act or Just Cause or Emergency Circumstances. All meetings of the Commission must have a majority of members present in the physical meeting location within the City.

At the beginning of a meeting in which a member is participating via teleconference, the Chair, or the Vice Chair if the Chair is participating remotely, will ask the member(s) participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.

DECORUM

Commissioners shall render the utmost courtesy to each other, the City Council, staff and members of the public. Commissioners may be subject to dismissal for failure to observe these standards.

Members of the public attending Commission meetings shall observe the same rules of order and decorum applicable to Commission members. Los Altos Municipal Code Chapter 2.05 – Public Meetings Rules for Conduct shall apply to all meetings. To provide an environment in which all viewpoints may be expressed, noise emanating from the audience, whether in opposition or support, shall not be permitted. Continual disruption of meetings by members of the public may be grounds for removal from the meeting.

TRAINING

Commissioners are expected to stay current on issues related to their service as a public official. Members are provided brief training following their appointment regarding their duties as a Commissioner and the Brown Act. Annual trainings are organized by the City Clerk and conducted by City staff to review roles and responsibilities and to provide information on any changes in laws or policies that may be relevant to conducting the work of the Commissions. Attendance at this training is required for all Commission members and staff liaisons. Individuals who are unable to attend the

training session will be required to watch the video of the training and certify that they have completed the training.

Members of Commissions are encouraged, within budget limitations, to attend training related to their area of responsibility. It is intended that such attendance will broaden a member's knowledge and increase awareness of current developments relating to relevant areas of responsibility. The City may cover costs of registration and certain travel expenses in accordance with the City's Travel and Expense Policy. Requests for use of City funds must be approved in accordance with City Policy.

CONCLUSION

The City Council and staff appreciate your service as a Los Altos Commission member. The time and energy you expend help to make Los Altos the wonderful community it is. If at any time during your service, you have questions or concerns, do not hesitate to contact your staff liaison who can help address any issue which may arise.

Tips for Chair (and Vice Chair)

(and anyone who may have to run a meeting)

The role of the Chair of a Commission is to preside at meetings and to help move the work of the Commission forward. The Chair (and Vice Chair) does not have any extra authority or power beyond that of his/her fellow Commissioners.

As Chair, you are responsible for conducting meetings of the Commission. It is important to limit discussion to those items on the agenda. For each agenda item, it is suggested that you follow this procedure:

1. Announce what the item being considered is
2. Ask if there is a report for the item – generally, this is provided by the staff liaison but occasionally may be provided by another Commissioner
3. Ask Commissioners if there are any clarifying questions
4. Take public comment – instructions for how to take public comment are included in the “Meeting Procedures” section of the Commission Handbook
5. Facilitate discussion among the Commission – it is important that each Commissioner is given equal chance to speak and express his/her opinion
6. After discussion of the item, ensure that a conclusion is reached – this can be in the form of a motion, direction provided to staff or an Ad Hoc subcommittee, decision to continue the item to a date certain or not certain, or to take no further action.

Applications

On occasion, a Commission may receive an application from a resident or community group which the Commission is to consider. In these instances, applicants are given a total of up to ten minutes to present their position/input prior to hearing other public comments. This is done after the staff has presented its report. After the applicant(s) has presented, public comment is taken from the audience. Following public comment, the applicant is given five minutes to provide a rebuttal to any issue raised during public comments.

Announcing votes

The Brown Act requires that all votes be clearly noted, both at the meeting and in the record. It is the Chair’s responsibility to ensure that the vote is noted during the meeting. This is done by announcing how each member voted on a particular issue. If the voting is unanimous, it is sufficient to state “passes unanimously.” The staff liaison will ensure that the minutes accurately reflect how each member voted on each issue.

Recess

It is customary to have a short recess two hours after the beginning of a meeting. The established hour after which no new items will be started is four hours after the beginning of the meeting. Remaining items, however, may be considered by consensus of the Commission/Committee.