

## COMPLETE STREETS COMMISSION MEETING AGENDA

6:00 PM - Wednesday, January 31, 2024

*Los Altos Community Center - Sequoia Room*

**PARTICIPATION:** Members of the public may participate by being present at the Los Altos Community Center - Sequoia Room located at 97 Hillview Avenue, Los Altos, CA during the meeting. Public comment is accepted in person at the physical meeting location, or via email to [transportation@losaltosca.gov](mailto: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: 895 3781 4496 | Passcode: 207310**

[https://losaltosca-  
gov.zoom.us/j/89537814496?pwd=jjWeEHpbaLe15sfynv7dyGnHiGFnxt.1&from=addon](https://losaltosca.gov.zoom.us/j/89537814496?pwd=jjWeEHpbaLe15sfynv7dyGnHiGFnxt.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](mailto: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.*

**DISCUSSION ITEMS****1. Jardin Drive Redesign Project**

Opening statement from Public Works Director

Presentation by AIM Engineering Consultants, Inc.

Public Comments on Jardin

CSC Recommendation of Redesign Option

**2. 2024 CSC Work Plan**

CSC Approval of Work Plan

**ITEMS FOR CONSIDERATION/ACTION****1. Complete Streets Commission Minutes**

Approve minutes of the regular meeting of August 30, 2023.

Approve minutes of the regular meeting of November 29, 2023.

**2. Election of Vice Chair**

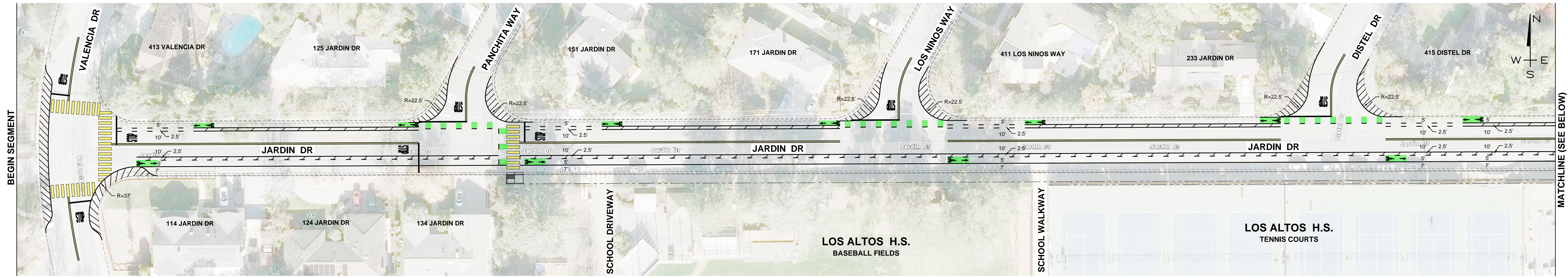
Staff will facilitate the election of Vice Chair through September 2024.

**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.*

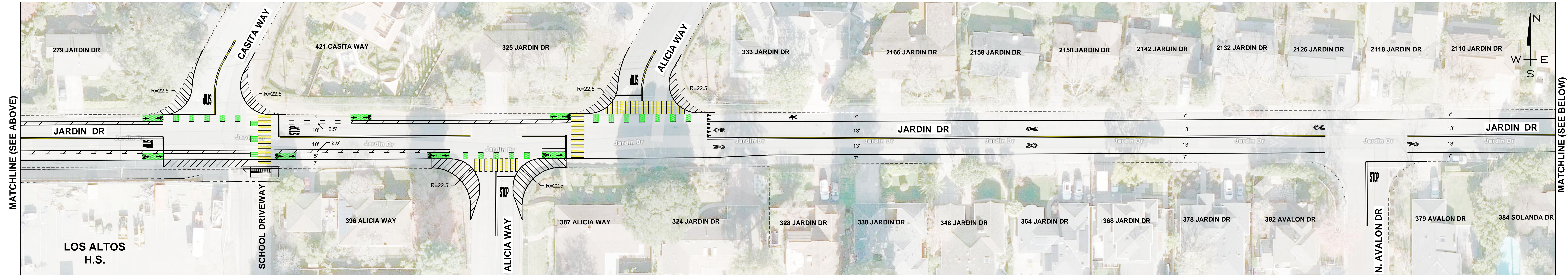
*Agendas, Staff Reports, and some associated documents for Commission meetings may be viewed on the Internet at <https://www.losaltosca.gov/cc>.*

*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.*



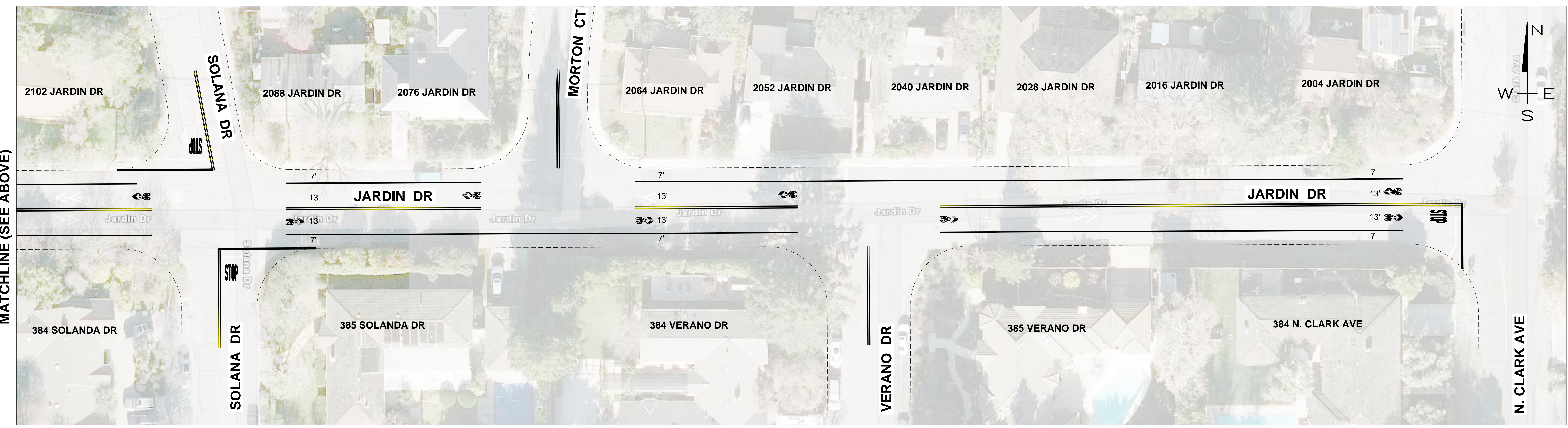
BEGIN SEGMENT

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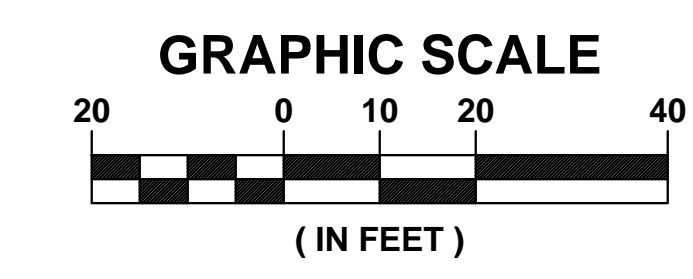
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MATCHLINE (SEE ABOVE)

END OF SEGMENT



REVISIONS

No.

LOS ALTOS COMPLETE STREETS  
JARDIN DRIVE - STREET CROSS SECTION (CONCEPT 1)

CALIFORNIA

SANTA CLARA COUNTY

LOS ALTOS

ENGINEERING SERVICES DEPARTMENT

DRAWN

CHECKED

APPROVED

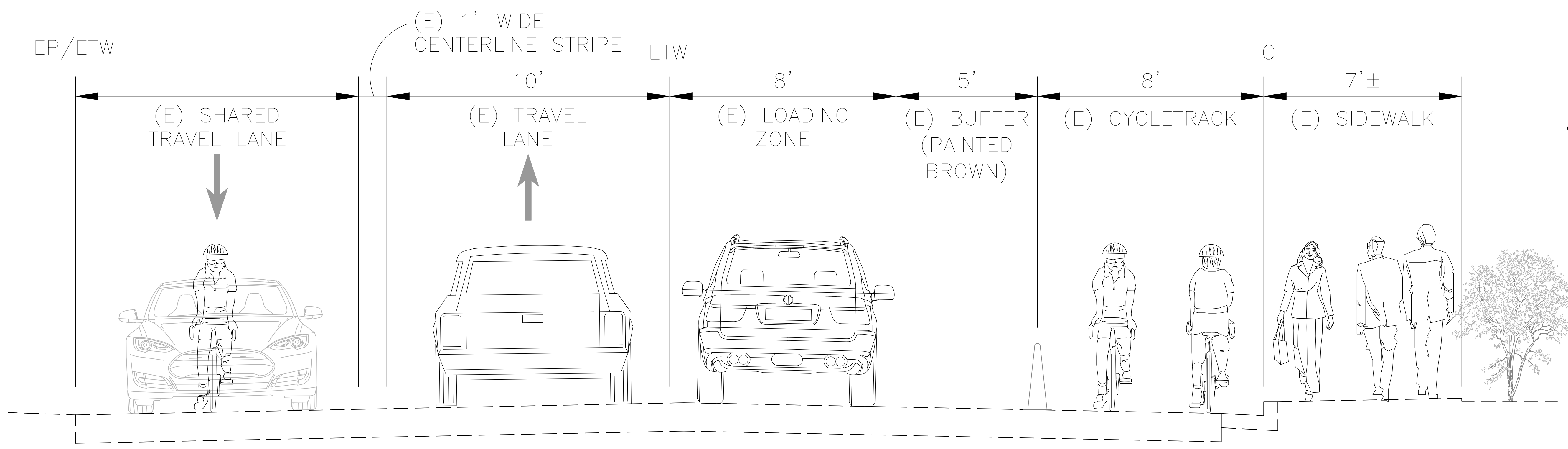
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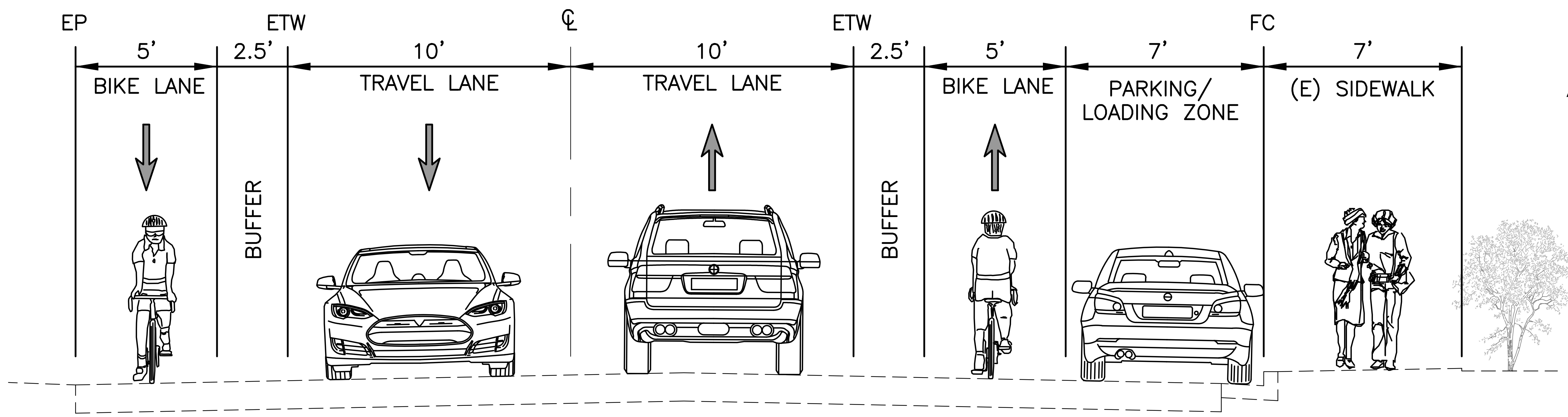
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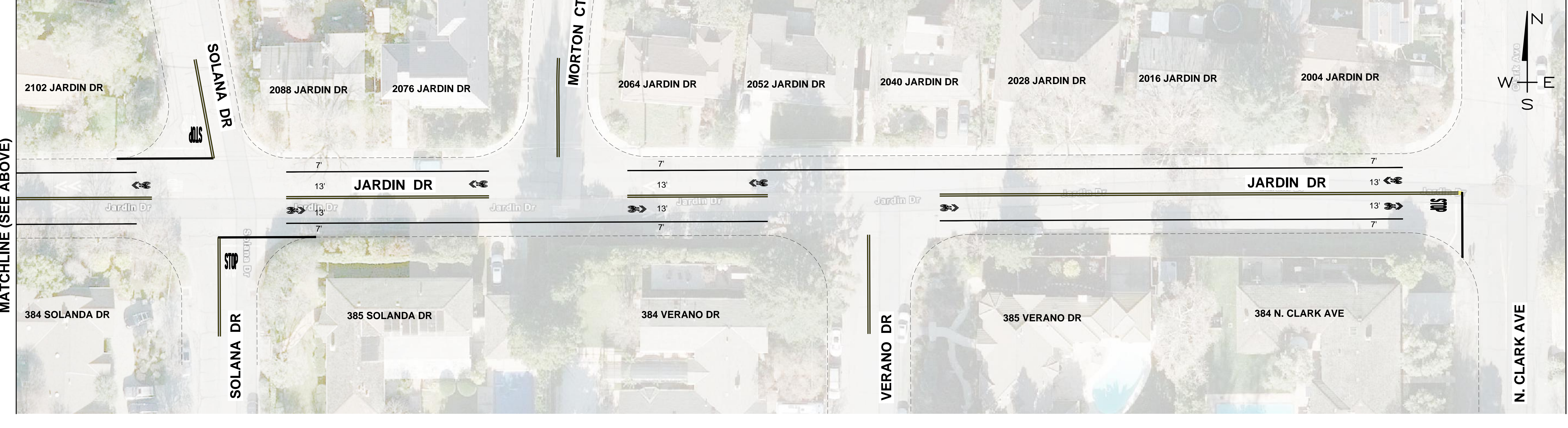
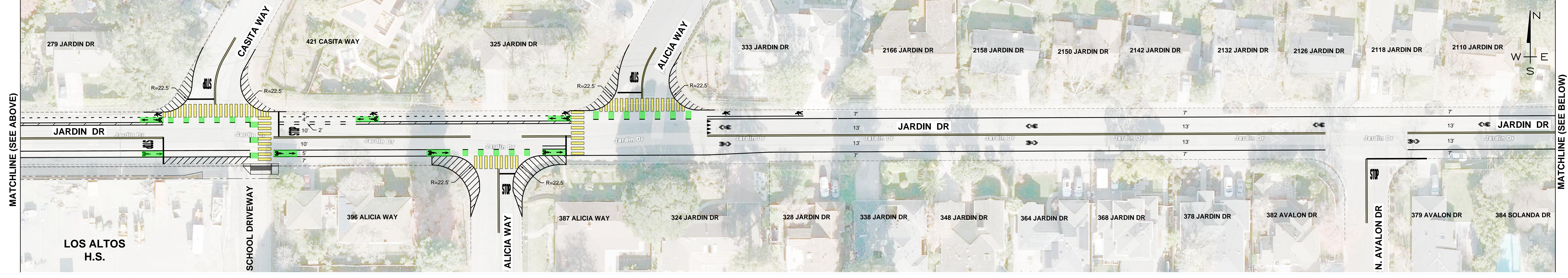
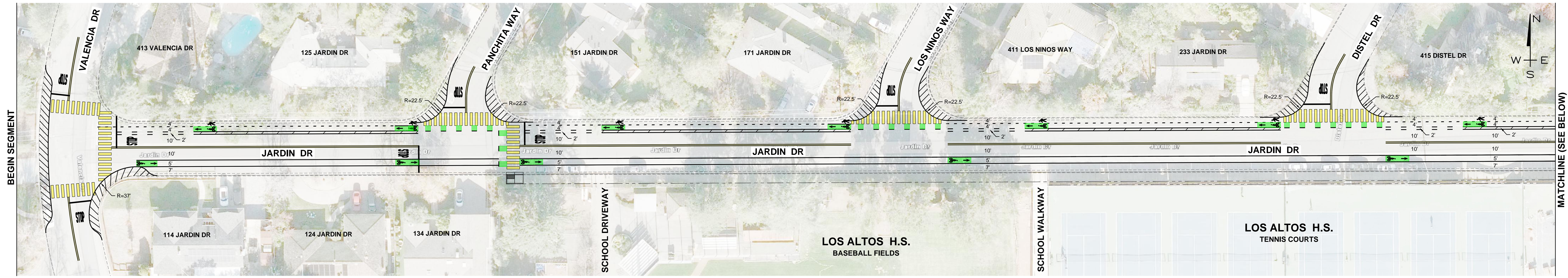
EXISTING CROSS SECTION - FACING EAST  
JARDIN DRIVE

SCALE: NOT TO SCALE



CONCEPT 1  
JARDIN DRIVE PROPOSED CROSS SECTION - FACING EAST  
(VALENCIA DRIVE TO ALICIA WAY)

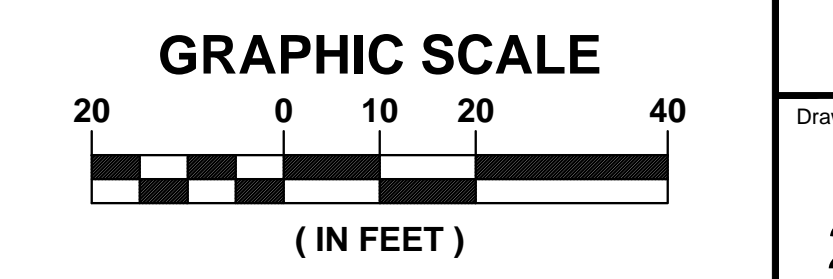
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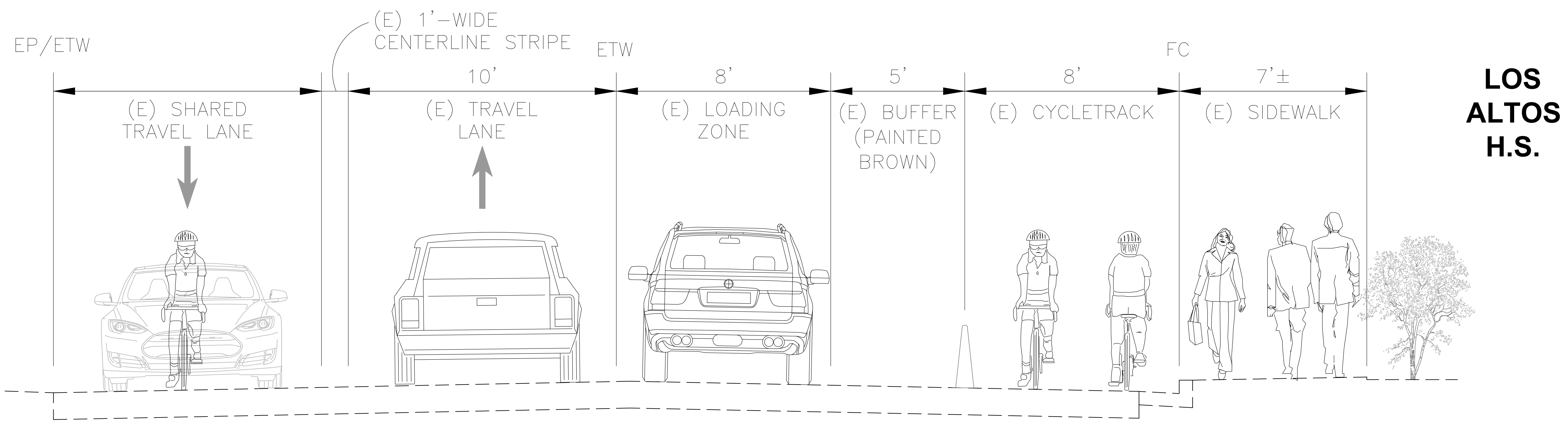


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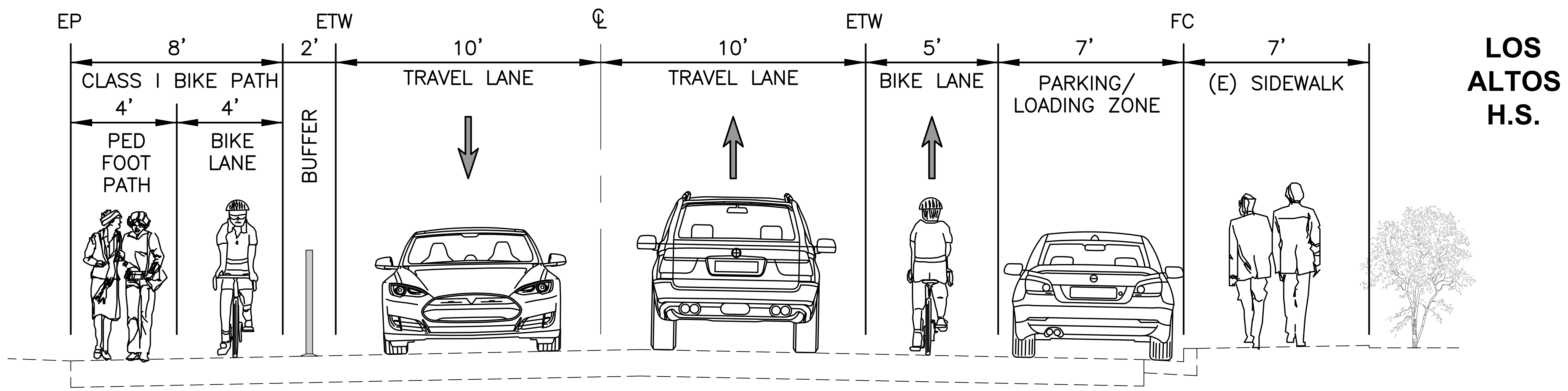
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**EXISTING CROSS SECTION - FACING EAST  
JARDIN DRIVE**

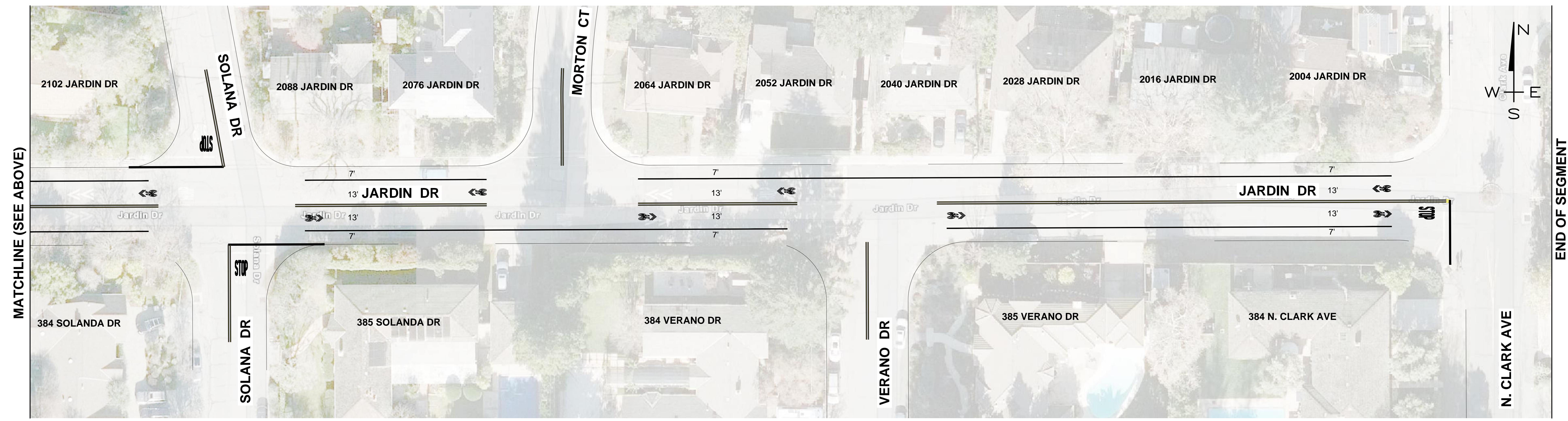
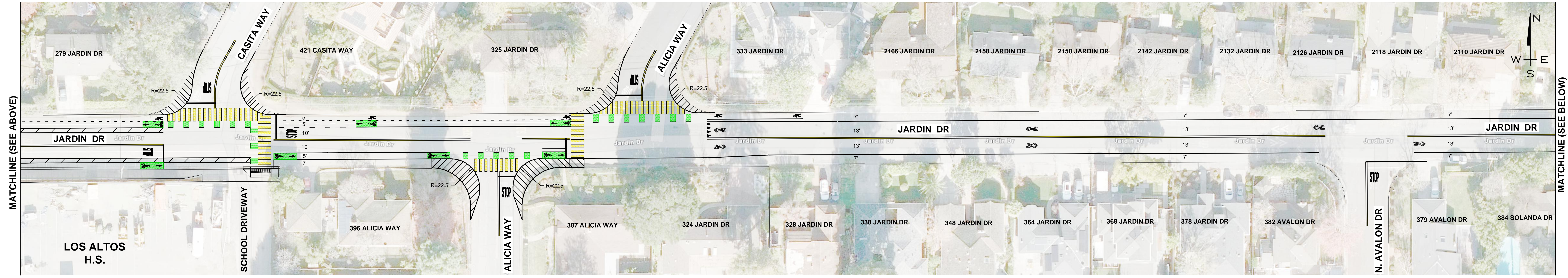
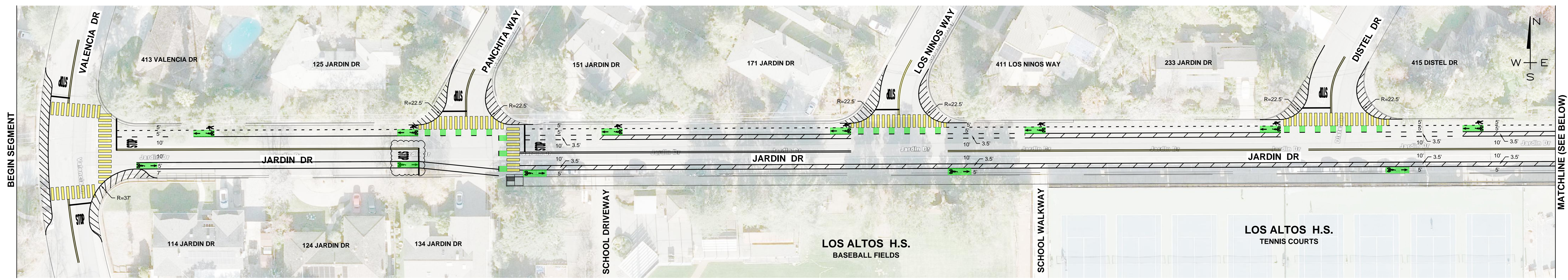
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**CONCEPT 2  
JARDIN DRIVE PROPOSED CROSS SECTION - FACING EAST  
(VALENCIA DRIVE TO ALICIA WAY)**

SCALE: NOT TO SCALE

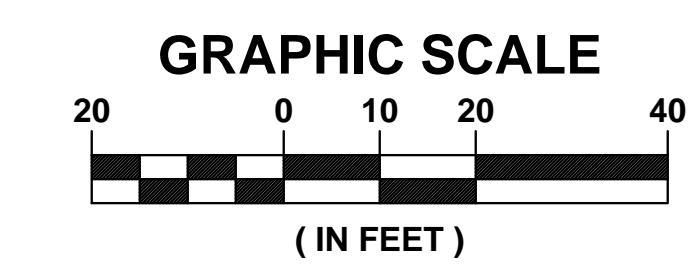
REVISIONS					
No.					
LOS ALTOS COMPLETE STREETS JARDIN DRIVE - STREET CROSS SECTION (CONCEPT 2)					CALIFORNIA
LOS ALTOS					SANTA CLARA COUNTY
ENGINEERING SERVICES DEPARTMENT	DRAWN	CHECKED	APPROVED	DATE	SCALE
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2 OF 3					ENGINEERING

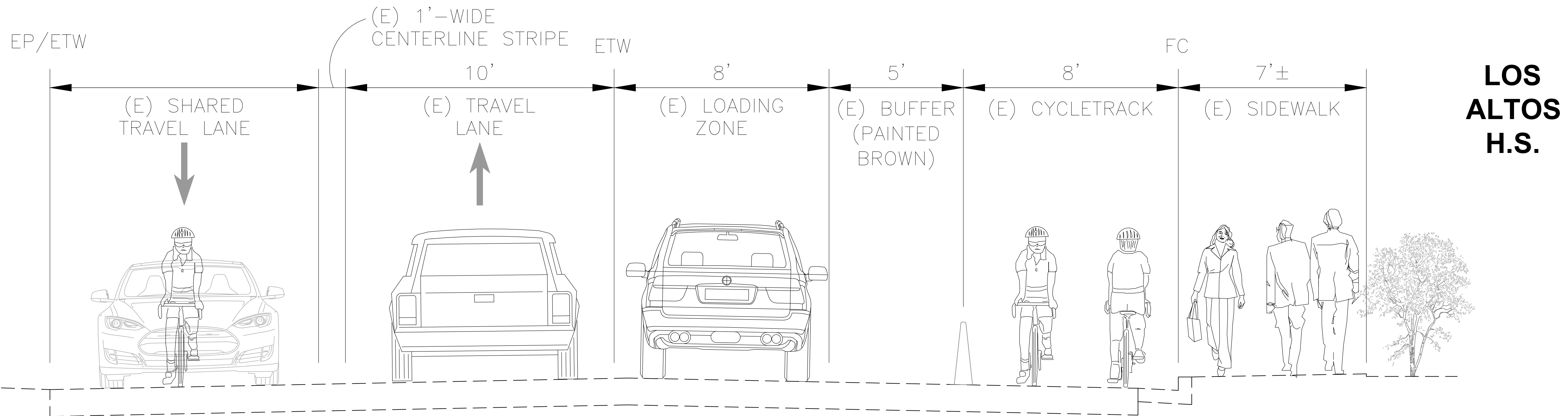


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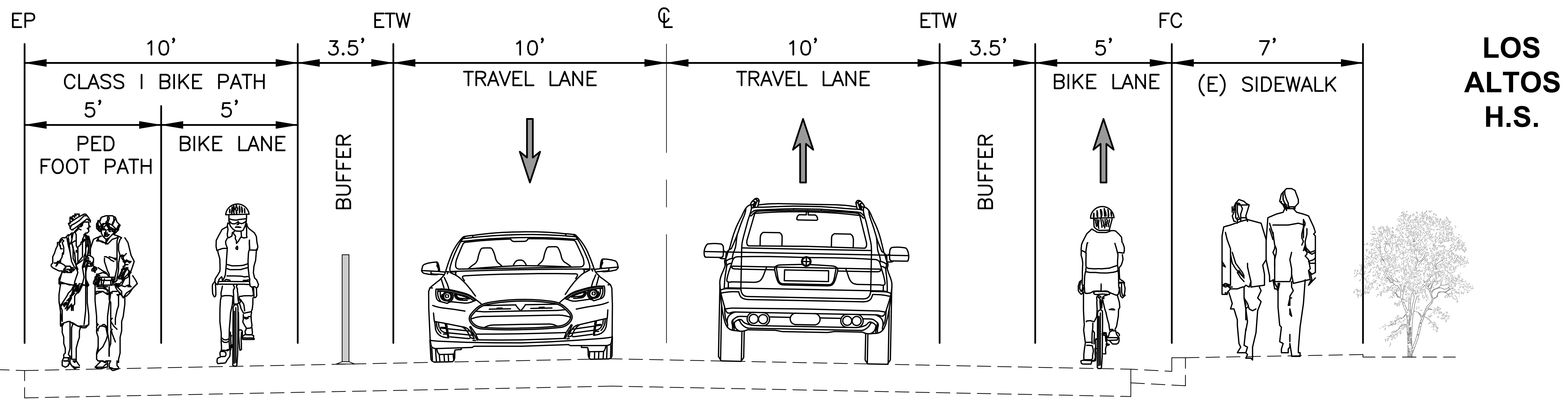
END OF SEGMENT





**EXISTING CROSS SECTION - FACING EAST  
JARDIN DRIVE**

SCALE: NOT TO SCALE



**CONCEPT 3  
JARDIN DRIVE PROPOSED CROSS SECTION - FACING EAST  
(PANCHITA WAY TO CASITA WAY)**

SCALE: NOT TO SCALE

**\*NO STREET PARKING /  
LOADING ZONE WITH  
THIS OPTION\***

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**LOS  
ALTOS  
H.S.**

REVISIONS	
No.	

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LOS ALTOS COMPLETE STREETS  
JARDIN DRIVE - STREET CROSS SECTION (CONCEPT 3)  
LOS ALTOS  
SANTA CLARA COUNTY  
CALIFORNIA

ENGINEERING SERVICES DEPARTMENT	
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DATE	
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# CITY OF LOS ALTOS PUBLIC WORKS DEPARTMENT TRANSPORTATION DIVISION

## COMPLETE STREETS COMMISSION 2024 WORK PLAN



# COMPLETE STREETS COMMISSION GOAL

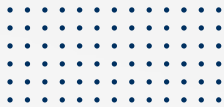
To align its goals with the City Council's Strategic Goals for 2024:

- Safe Routes to School
- Annual Street Resurfacing

Implement the City's policies as expressed in the Complete Streets Master Plan to improve circulation, safety, and efficiencies, with an emphasis on improving Safe Routes to Schools.



# GOALS

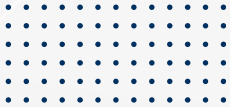


Complete Streets are planned, designed, and operated for safe mobility for all users...



CATEGORY	COMPLETE STREETS GOAL STATEMENT
Activity	Increase the share of people walking, biking, and riding transit to work to 10% by 2030 and 20% by 2040.
	Increase the share of students walking and biking to school by 10% by 2030.
Safety	Reduce the number of collisions in the community involving people walking, biking, and/or driving by 50% by 2030.
	Work to eliminate all collisions resulting in severe and fatal injuries by 2030.
	Reduce before and after traffic speeds and cut-through rates on projects aimed to address those issues.
Connectivity	Implement at least 10 high-priority projects by 2030.
	Decrease the number of gaps in pedestrian and bicycle networks by 50% by 2030.
Climate Change	Reduce the number of Vehicle Miles Traveled (VMT) per capita to meet the goals of the City's Climate Action and Adaptation Plan.
Community Input	Ensure all projects include pre- and post- engagement and evaluation with community members by 2022.
	Increase opportunities for community members to share additional feedback and insights on methods for improvement. Implement a feedback process by 2022.
Evaluation	Collect and publish multimodal transportation counts on arterials once every five years.
	Ensure all City sponsored transportation projects include before and after multimodal transportation counts by 2025.

SOURCE: LOS ALTOS COMPLETE STREETS MASTER PLAN: AN ACTIVE TRANSPORTATION FRAMEWORK\_V9, 2022

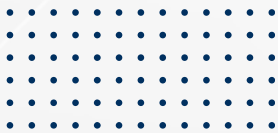


# NEW TRANSPORTATION DIVISION'S PERFORMANCE IN 2023 (OCTOBER – DECEMBER)



## DEPARTMENT ACHIEVEMENTS IN TRANSPORTATION DIVISION

1. Reorganization of the department and division.
2. Award of On-Call contract for Transportation Engineering Services.
3. Three (3) new hires for the department.
4. Evaluation of Jardin Dr completed construction and determination to develop an improved design with extensive community engagement.
5. Three (3) concept plans prepared for review and comments- sent to Santa Clara Fire Department for review (end of December 2023).
6. Damaged RRFB at San Antonio Rd and Loucks Ave scheduled to be replaced with a fully operational, double sided LED, audible system.
7. Field inspection and evaluation of all Los Altos RRFB systems to determine locations in need of immediate improvements.
8. Response and improvements to outstanding resident complaints.
9. Response and meetings with schools seeking traffic operations improvements.
10. Review of permit applications in queue and preparation of response letters to applicants.
11. Review of funded projects, additional funding needs, and determination of projects the department can focus on and deliver in 2024.
12. Preparation of the 2024 Work Plan and staff assignments.



# SAFE ROUTES TO SCHOOL

SAFE ROUTES TO SCHOOL REFERS TO A VARIETY OF MULTI-DISCIPLINARY PROGRAMS AIMED AT BOTH INCREASING THE NUMBER OF STUDENTS WALKING AND BICYCLING TO SCHOOL AND REDUCING THE NUMBER OF VEHICLE TRIPS ASSOCIATED WITH SCHOOL TRAVEL ON A NATIONAL OR STATEWIDE LEVEL.

- ALMOND ELEMENTARY
- COVINGTON ELEMENTARY
- GARDNER BULLIS ELEMENTARY
- LOYOLA ELEMENTARY
- OAK AVENUE ELEMENTARY
- SANTA RITA ELEMENTARY
- SPRINGER ELEMENTARY
- BLACH MIDDLE SCHOOL
- EGAN JUNIOR HIGH SCHOOL
- MONTCLAIRE ELEMENTARY
- STEVENS CREEK ELEMENTARY
- WEST VALLEY ELEMENTARY
- CUPERTINO MIDDLE SCHOOL
- KENNEDY MIDDLE SCHOOL
- HOMESTEAD HIGH SCHOOL
- LOS ALTOS HIGH SCHOOL
- MONTA VISTA HIGH SCHOOL



# UPDATE ON JARDIN DRIVE REDESIGN TIMELINE

## **NOVEMBER 2023**

RECEIVED INITIAL FEEDBACK FROM THE COMMUNITY AT CSC MEETING (11/29/23)

## **JANUARY 2024**

DESIGN CONCEPTS ARE SHARED WITH THE COMMUNITY, GET FEEDBACK, MAKE REVISIONS, AND PRESENT TO CSC (1/31/24)

## **FEBRUARY 2024**

CSC RECOMMENDATION OF FINAL DESIGN (2/28/24)

## **MARCH 2024**

PRESENT CSC RECOMMENDED FINAL DESIGN TO CITY COUNCIL FOR APPROVAL (3/12/24)

## **APRIL 2024**

PREPARE CONSTRUCTION DRAWINGS AND BID PACKAGE TO PUT CITY PAVEMENT PROJECT OUT TO BID

## **MAY 2024**

GO TO CITY COUNCIL TO AWARD THE CONSTRUCTION CONTRACT AND EXECUTE AGREEMENT WITH AWARDED CONTRACTOR (5/14/24)

## **JUNE 2024**

CONSTRUCTION BEGINS AFTER (6/6/24)– LAST DAY OF SCHOOL) FOR JARDIN DRIVE AND OTHER PAVEMENT REHAB STREETS

## **AUGUST 2024**

REDESIGNED JARDIN DR. OPENS TO THE PUBLIC BEFORE THE START OF SCHOOL (8/12/24)

**PREPARED BY**  
**CITY OF LOS ALTOS**  
**PUBLIC WORKS DEPARTMENT**  
**TRANSPORTATION DIVISION**  
**&**  
**AIM ENGINEERING CONSULTANTS**



**AIM ENGINEERING  
CONSULTANTS, INC.**

-  5424 Sunol Blvd, Ste 10-256,  
Pleasanton, CA 94566
-  (925) 495-1234
-  donya@aimeci.com
-  www.aimeci.com

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.

MINUTES OF THE COMPLETE STREETS COMMISSION  
REGULAR MEETING OF THE CITY OF LOS ALTOS, HELD  
ON WEDNESDAY, NOVEMBER 29, 2023 AT 6:00 PM  
HELD AT COMMUNITY MEETING CHAMBERS, LOS ALTOS CITY HALL

PRESENT: Stacy Banerjee (Chair), Suresh Venkatraman (Vice Chair), Wesley Helmholz,  
Scott Pietka

ABSENT: Cynthia O’Yang, Tom Gschneidner, Steve Katz

ATTENDEES: Art Williams (Staff Liaison)  
Aida Fairman (Public Works Director)  
Donya Amiri (Transportation Engineer Consultant)  
Angela Averiett (Chief of Police)  
Katie Krause (Police Captain)  
Iqbal Rai (Public Works Junior Engineer)  
Harun Musaefendic (Public Works Assistant Engineer)  
Neysa Fligor (Council Liaison)

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

1. Neysa Fligor (council member/liaison), appearing as resident of Los Altos, commented on new chair/vice chair and new council liaison.
2. A resident on Milverton Road wants to change the description of the old CIP 1<sup>st</sup> Street Streetscape and request for future agenda item to make a recommendation to Council to change the CIP description.
3. A resident who lives on University Avenue near Redwood Grove – crosswalk signal across West Edith hasn’t worked since April 2022. Need to repair the crosswalk signal.

DICUSSION ITEMS

1. Jardin Drive Complete Streets Project

Public Works Director Aida Fairman welcomed new commissioners, new staff liaison and introduced City hired consultant Donya Amiri. City will review public comments and will prepare options for improvements and have them reviewed by the CSC and reviewed/approved by the Council before awarding the contract.

2. Public Comments on Jardin

Several residents spoke and gave feedback.

ITEMS FOR CONSIDERATION/ACTION

1. Meeting Calendar 2024

Commissioners discussed the meeting calendar for 2024. No meetings in July and December. Meetings are held on the last Wednesday of every month. Chair Stacy Banerjee commented that the November meeting is scheduled for the day before Thanksgiving for the commission and City staff should come up with an alternate November meeting.

2. Commission Handbook Update

Staff Liaison Art Williams provided a presentation regarding all the recent changes to commissions handbook.

3. Election of Chair and Vice Chair

Chair Stacy Banerjee nominated Vice Chair Suresh Venkatraman to new Chair for 2024. Commissioners voted majority to elect the new Chair Suresh Venkatraman, (4) yes votes and (3) absent votes.

Chair Stacy Banerjee nominated Commissioner Steve Katz to new Vice Chair for 2024. However, Commissioner Katz was not present to accept nomination. Commissioner Pietka moved the motion to elect vice chair at next meeting. Commissioner Helmholz second that motion. (4) yes votes for this motion.

#### COMMISSIONERS REPORTS AND COMMENTS

Chair Stacy Banerjee provided update from Caltrans on El Camino Real paving/stripping project. Funding for ECR was discussed.

#### STAFF ANNOUNCEMENTS/UPDATES

Public Works Director Aida Fairman attended the meeting with Caltrans and emphasized the necessity of communication with the City staff. City staff will work with Caltrans PIO for updates on this project.

#### POTENTIAL FUTURE AGENDA ITEMS

- CSC Work Plan
- Jardin Drive Redesign

#### ADJOURNMENT

Chair Stacy Banerjee adjourned the meeting at 9:40pm.