



COMPLETE STREETS COMMISSION SPECIAL MEETING AGENDA

6:00 PM - Wednesday, November 20, 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.

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.

Webinar ID: 899 0791 3444 | Passcode: 986599

<https://losaltosca.gov.zoom.us/j/89907913444?pwd=i3C8Q1Nmd1Fm96fOuAavRSh9LmCZwM.1>

SUBMIT WRITTEN COMMENTS: Verbal comments can be made in-person at the public hearing or submitted in writing prior to the meeting. Written comments can be mailed or delivered in person to the City Clerk's Office or emailed to transportation@losaltosca.gov.

Correspondence must be received by 2 PM on the day of the meeting to ensure distribution prior to the meeting. Comments provided after 2 PM will be distributed the following day and included with public comment in the packet.

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. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

CONSENT CALENDAR

1. **Minutes:** Approve minutes of the regular meeting of October 30, 2024. (~5 minutes)

DISCUSSION ITEMS

2. **Work Plan:** Discussion of the 2025 CSC Work Plan with the subcommittee. (~45 minutes)
3. **Training/Updates:** Staff to provide commission training and updates. (~15 minutes)

INFORMATIONAL ITEMS**COMMISSIONERS' REPORTS****POTENTIAL FUTURE AGENDA ITEMS****ADJOURNMENT****SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2720.

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

MINUTES OF THE COMPLETE STREETS COMMISSION
REGULAR MEETING OF THE CITY OF LOS ALTOS,
HELD ON WEDNESDAY, OCTOBER 30, 2024 AT 6:00PM
HELD AT LOS ALTOS COMMUNITY CENTER – SEQUOIA ROOM

PRESENT: Suresh Venkatraman (Chair), Steve Katz (Vice),
Scott Pietka, Wesley Helmholz (arrived at 6:10pm),
Tom Gschneidner (arrived at 6:07pm), Stacy Banerjee, Tony Li

ABSENT:

ATTENDEES: Art Williams (Staff Liaison)
Steven Son (CIP Manager)
Aida Fairman (Public Works Director)
Sergeant Mike Taylor (PD)

Chair Venkatraman first introduced the new commissioner, Tony Li, after the Pledge of Allegiance.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No public comments not on the agenda.

Chair Venkatraman moved the election of chair and vice chair to a discussion item for the end of the meeting with the commission approval. No consent necessary for the 2025 meeting calendar.

CONSENT CALENDAR

Approved minutes of the regular meeting of September 25, 2024. Commissioner Li motioned to approve the minutes; seconded by Commissioner Pietka. Unanimously passed.

DISCUSSION ITEMS

Ordinance:

Staff provided a presentation on the proposed e-bike and e-scooter policy. Commissioners asked questions and provided comments. Sergeant Taylor from PD answered questions. Public comments were made by residents.

Note: Commission took a break at 6:33pm and resumed at 6:44pm.

General:

Staff provided information on the proposal as a pilot study to reduce speeding and illegal parking along Covington Rd in front of Blach MS and Bullis Charter. Commissioners asked questions and provided comments. A resident provided a public comment.

Subcommittee:

Staff presented a list of the proposed streets for micro-surfacing for the next 4 years and updated

proposed street list for mill and overlay. Subcommittee provided an update. Commissioners asked questions and provided comments. A resident provided a public comment. The subcommittee was disbanded.

Work Plan:

Commission discussed the proposed 2025 work plan. A resident provided a public comment. A subcommittee was formed to work with staff to create the 2025 work plan. Commissioners Helmholz, Pietka, and Venkatraman volunteered to be part of the subcommittee.

Election:

Commissioner Pietka nominated Commissioner Helmholz to be the new CSC Chair, who accepted the nomination. Commissioner Li seconded the nomination. Unanimously passed.

Commissioner Helmholz nominated Commissioner Pietka to be the new CSC Vice Chair, who accepted the nomination. Commissioner Venkatraman seconded the nomination. Unanimously passed.

INFORMATIONAL ITEMS

Staff provided updates on the two new crosswalk systems installed along San Antonio Rd and the lighted crosswalk system on Homestead and Fallen Leaf has been repaired.

STAFF REPORTS

No staff reports presented.

COMMISSIONERS' REPORTS

Commissioner Banerjee provided information regarding the recent VTA BPAC meeting.

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

New Chair Helmholz adjourned the meeting at 9:41pm.

From: [Vicki Moore](#)
To: [Transportation](#)
Subject: Complete Streets 2025 workplan input
Date: Saturday, November 16, 2024 8:20:56 PM

Dear Complete Streets Commission,

Thank you for the opportunity to provide input for your 2025 work plan.

Here are my recommendations:

1. There are a number of streets in which there are relatively unsafe walking conditions. Of course the expansion of sidewalks beyond the current sidewalks near schools would be a huge improvement. If that is simply not legally or financially possible, could you explore better physical barriers on busier streets (such as Fremont Ave or Portland Avenue) to demark the car lanes from bicycle and pedestrian lanes? This could be a raised painted curb or other physical barriers. This physical separation demarcation is common in some European countries to encourage walking and bicycling while keeping them safer, particularly from drivers who may swerve a little too close to the shoulder.
2. Consider providing traffic calming for streets prone to speeding cars. This can include roundabouts, speed bumps (low and wide) and bulb outs to narrow streets. I have seen some examples in Los Altos, but traffic calming is not as common compared to Palo Alto or some other communities.
3. Continue to prioritize and enhance safe routes to school safety features on roads frequented by students to encourage students to ride bikes and significantly reduce the car traffic of parents or others dropping off and picking up their children at school twice a day.
4. Encourage planting of canopy street trees to provide visual narrowing of streets and a huge benefit of shade and reduced temperatures, particularly important with global warming and more extreme hot temperatures.

Thank you for your consideration. I am happy to provide more specifics or otherwise help in this worthwhile endeavor as safe and attractive streets are very important for our overall quality of life.

Best regards,

Vicki Moore
Oakhurst Avenue, Los Altos.

Complete Streets Commission Updates

Art Williams
Staff Liaison



Complete Streets Commission

The Complete Streets Commission shall:

- A. Submit an annual report to council providing an update on the implementation of the Complete Streets Master Plan (CSMP) as well as an update on any relevant transportation policy or programs;
- B. Review and advise on the implementation of the projects outlined in the CSMP;
- C. Annually provide recommendations to the council on transportation-related priorities to inform policy, budget, and CIP prioritization;



Complete Streets Commission

The Complete Streets Commission shall:

- D. Serve as a forum for community input and engagement; and
- E. Perform other tasks and duties as assigned by the Council.



Election of Chair and Vice Chair

- Commission appoints Chair and Vice Chair annually at the first meeting in October.
- No member of a Commission may serve consecutive terms as the chair so they must change annually



Attendance and Participation

- Majority of members required in person for meeting to take place
- Commissioners must attend 75% of regularly scheduled meetings
- Commissioner must let liaison know at least one week in advance of meeting that they will attend remotely
 - Commissioners may attend no more than 20% of meetings remotely



Reporting

- Commissions provide a workplan for approval to Council in 1st Quarter of each calendar year
- Commissions provide an annual plan to Council at joint meeting



Work Plan

2025 Los Altos Commission Work Plan

Goal	Projects	Anticipated Completion	Priority Source	Status	Assignment	Notes
Overarching goal for Commission	Name of Project	When project is planned for review	Where this project comes from	What is the current status	Who has been assigned	Further information that will be useful to know



Work Calendar

2025 Los Altos Commission Calendar

January	February	March	April	May	June
Insert items from work plan					
July	August	September	October	November	December
No meetings					No meetings



Ad Hoc Subcommittees

- Must be Ad Hoc, cannot be standing
- 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.
- Ad Hoc Subcommittees must comply with all aspects of the Brown Act, but do not require meetings to be posted or staff support.



Ad Hoc Subcommittees

- Must have specific topic and timeframe
- Cannot be an area of continuing jurisdiction
- Cannot be established in multiple years
- Must report findings out to full Commission
- Commissioners can only serve on one subcommittee at a time



Ad Hoc Subcommittees

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

1. Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
2. Consists of less than a quorum of the Commission,
3. Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
4. 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,
5. Will not be re-established or renewed in multiple years, and
6. Is advisory in nature and is not established to work on an item where continuing jurisdiction exists



Current Ad Hoc Subcommittees

2025 CSC Work Plan

- Helmholz
- Pietka
- Venkatraman



Working Pairs

- Unlike Ad Hoc Subcommittees which require a formal approval and are limited in time duration and scope, the Commission may assign Commissioners into working groups to provide research, information, fact gathering, prioritizing, or other activities related to the Commissions work plan.
- Working groups may consist of 1 or 2 Commissioners who are able to meet to discuss topics of interest to the Commission, prior to reporting back at an open meeting to the full Commission.
- The Commission may take action on the report or simply receive it.



Working Pairs

- Working groups are designed to allow Commissions to work in a more flexible manner, to respond to requests, initiatives, or direction from Council, or to move work plans forward.
- There is no limit to the amount of working pairs a Commissioner can participate in at one time.



What's the difference?

Ad-Hoc Subcommittee

- Formal
- Focused on project
- Workplan development

Working Pairs

- Informal
- Component of plan or project



Commissioner Liaisons

- Commissions may assign individual Commissioners to act as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee.
- The full Commission should be updated in public
- 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



Commissioner Liaisons

- Can appoint official commission liaisons to any external organizations
- Current liaison assignments:
 - VTA BPAC – Stacy Banerjee



Council Liaisons

- Council liaison will meet with Commission Chair and staff liaison once per year at a minimum as well as at joint meeting
- Council liaisons shall not direct, guide or unduly influence the policy making work of the City's advisory bodies



Conflict of Interest

- Perceived Conflict of Interest
- Incompatible Activities



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.



Perceived Conflict of Interest

- Commissioners must notify Staff liaison
- Commissioner must disclose perceived conflict of interest before participating in discussion
- Commissioner will seek out advice from City Attorney or FPCC



Conflict of Interest

- 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.



Conflict of 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.



California Environmental Quality Act (CEQA)

- CEQA requires government agencies to consider the environmental consequences of their actions before approving plans and policies or committing to a course of action on a project.
- Most actions by advisory bodies will not qualify as a CEQA project requiring additional steps.
- Commission liaisons will check whether projects require CEQA review prior to commission review.
- For questions, please contact the Development Services Department Deputy Director.



Questions

- If any commissioners have questions, concerns, or are unclear on anything, please contact the staff liaison or Council liaison.

