



**Palo Alto Pedestrian and
Bicycle Advisory Committee**

Tuesday, May 3, 2022 at 6:00 P.M. [Note earlier start time]

Join Meeting Via Zoom

Join Online: <https://cityofpaloalto.zoom.us/j/83813305635>; Dial-in: 669-900-6833

Meeting ID: 838 1330 5635

PART I: TDA 3 – BICYCLE AND PEDESTRIAN TRANSPORTATION PLAN (BPTP) UPDATE

1. CALL TO ORDER 6:00 PM
2. Adoption of a Resolution Authorizing Use of Teleconferencing for Pedestrian and Bicycle Advisory Committee Meetings During Covid-19 State of Emergency (See attached Resolution) 6:03 PM
3. AGENDA CHANGES 6:05 PM
4. PUBLIC COMMENTS 6:07 PM
Note: Written comments submitted by email to Transportation@CityofPaloAlto.org between 12:00pm on March 21, 2022 and 12:00pm on April 21, 2022 are attached with the agenda packet.
5. DISCUSSION ITEMS
 - a. Selection of PABAC representative for 2022 BPTP Update procurement process 6:10 PM
 - b. 2022 BPTP Update Draft Scope of Work (SoW)—See Attachment A for SoW and Attachment B for the SoW Outline+PABAC Framework crosswalk 6:30 PM
6. ADJOURNMENT 7:00 PM

PART II: OTHER ITEMS

1. CALL TO ORDER 7:00 PM
2. AGENDA CHANGES 7:02 PM
3. APPROVAL OF ACTION MINUTES 7:04 PM
4. PUBLIC COMMENTS 7:08 PM
5. STAFF UPDATE 7:10 PM
 - a. Update on the California Avenue/Ramona Street street closure extension+ the upcoming May 16, 2022 City Council meeting
6. DISCUSSION ITEMS
 - a. Selection of VTA Bicycle Pedestrian Advisory Committee Appointee 7:15 PM

- b. Hoover Elementary school and temporary Greendell campus changes (Eric Holm, PAUSD)—See Attachment C for plans 7:20 PM
 - c. Review MTC Complete Streets checklist for S. Palo Alto Bikeways OBAG 3 grant application—See Attachment D for checklist 7:50 PM
7. STANDING ITEMS 8:00 PM
- a. Grant Update – S. Palo Alto Bikeways grant project quick update
 - b. CSTSC Update – See Attachment E, CSTSC Meeting Notes (March 2022)
 - c. VTA BPAC Update
 - d. Subcommittee Reports
 - e. Announcements
 - f. Future Agenda Items
 - El Camino Real (SR-82) plans from Caltrans
 - 2012 BPTP Project Status spreadsheet update and discussion for future projects
 - Reducing ministerial barriers to getting bike parking approved on established private developments
 - PABAC review of private development projects
 - Incentivize bike parking at Charleston Shopping Center
 - Muni code clean-up progress update
 - Potentially invite the Bloomington, IN BPSC to attend future PABAC meetings
8. ADJOURNMENT 8:15 PM

END OF AGENDA

NOT YET APPROVED

Resolution No. ____

Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e)

R E C I T A L S

- A. California Government Code Section 54953(e) empowers local policy bodies to convene by teleconferencing technology during a proclaimed state of emergency under the State Emergency Services Act so long as certain conditions are met; and
- B. In March 2020, the Governor of the State of California proclaimed a state of emergency in California in connection with the Coronavirus Disease 2019 (“COVID-19”) pandemic, and that state of emergency remains in effect; and
- C. In February 2020, the Santa Clara County Director of Emergency Services and the Santa Clara County Health Officer declared a local emergency, which declarations were subsequently ratified and extended by the Santa Clara County Board of Supervisors, and those declarations also remain in effect; and
- D. On September 16, 2021, the Governor signed AB 361, a bill that amends the Brown Act to allow local policy bodies to continue to meet by teleconferencing during a state of emergency without complying with restrictions in State law that would otherwise apply, provided that the policy bodies make certain findings at least once every 30 days; and
- E. While federal, State, and local health officials emphasize the critical importance of vaccination and consistent mask-wearing to prevent the spread of COVID-19, the Santa Clara County Health Officer has issued at least one order, on August 2, 2021 (available online at [here](#)), that continues to recommend measures to promote outdoor activity, physical distancing and other social distancing measures, such as masking, in certain contexts; and
- F. The California Department of Industrial Relations Division of Occupational Safety and Health (“Cal/OSHA”) has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California, including in the City, to train and instruct employees about measures that can decrease the spread of COVID-19, including physical distancing and other social distancing measures; and
- G. The City’s Pedestrian and Bicycle Advisory Committee (PABAC) has met remotely during the COVID-19 pandemic and can continue to do so in a manner that allows public participation and transparency while minimizing health risks to members, staff, and the public that would be present with in-person meetings while this emergency continues; now, therefore,

NOT YET APPROVED

The Pedestrian and Bicycle Advisory Committee RESOLVES as follows:

1. As described above, the State of California remains in a state of emergency due to the COVID-19 pandemic. At this meeting, PABAC has considered the circumstances of the state of emergency.
2. As described above, State and County officials continue to recommend measures to promote physical distancing and other social distancing measures, in some settings.

AND BE IT FURTHER RESOLVED, That for at least the next 30 days, meetings of PABAC will occur using teleconferencing technology. Such meetings of PABAC that occur using teleconferencing technology will provide an opportunity for any and all members of the public who wish to address the body and its committees and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing; and, be it

FURTHER RESOLVED, That the PABAC staff liaison is directed to place a resolution substantially similar to this resolution on the agenda of a future meeting of PABAC within the next 30 days. If PABAC does not meet under the Brown Act within the next 30 days, the staff liaison is directed to place a such resolution on the agenda of the immediately following Brown Act meeting of PABAC.

INTRODUCED AND PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

Staff Liaison

Chair of PABAC

APPROVED AS TO FORM:

APPROVED:

Deputy City Attorney

Chief Transportation Official

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

Scope of Work—Draft 4/26/22

Task 1. Prepare Detailed Work Plan and Strategy

The consultant shall meet with the City of Palo Alto Project Manager for a Project Kick-off meeting to introduce the teams and refine the Scope of Work. Key topics to be covered at this initial meeting include the following:

- Review project, project schedule, budget, and task objectives
- Determine approach to updating the 2012 Bicycle and Pedestrian Transportation Plan
- Review scope of services and data collection methodology
 - The consultant shall prepare and provide the City with a list of data needs
- Collect available data and published materials
- Establish meeting and presentation schedule
- Establish partnerships with other departments

If agreed upon changes are to be made to the Scope of Work, the consultant shall prepare and present an amended Scope of Work and Schedule to the City. The City has a preference for an in-person kick-off meeting, yet is open to a virtual meeting as well.

Task 1 Deliverables

- Final project scope of work
- Detailed meeting schedule, including touchpoints/meeting information from the Community Engagement Plan (see Task 5: Community Engagement)
- Documentation of the meetings, findings, written comments

Task 2. Review Existing Bicycle and Pedestrian Policy and Program Documents

Task 2.1. 2022 Bicycle and Pedestrian Transportation Plan Update Framework

The consultant shall review the 2012 Bicycle and Pedestrian Transportation Plan (BPTP) and prepare a framework memorandum presenting how the 2022 Palo Alto Bicycle and Pedestrian Transportation Plan will be updated. The memorandum should include a strategy to update both bicycle- and pedestrian-related elements. The consultant shall also review the adopted 2022 BPTP Framework from the City’s Pedestrian and Bicycle Advisory Committee (PABAC) and seek to incorporate PABAC’s framework into the 2022 update framework and include that as part of the memorandum (See Attachment A for Final Framework Topic Headings from PABAC). As an example, below please find the update framework from the 2012 BPTP update to the 2003 Bicycle Plan:

2003 BTP Chapter Name	Data Sources	Strategy
1. Introduction and Background	Task 2; Background planning documents and public outreach	Rewrite in response to new information since 2003 Include review of pedestrian background planning documents

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

2. Existing Conditions	Task 3; U.S. Census, American Community Survey, Historical Bicycle Counts, SWITRS, City information on programs, City GIS Data	Insert new data/information into existing chapter structure/outline Insert pedestrian existing conditions information into existing structure/outline
3. Needs Assessment and Analysis	Task 3; Task 5; Field work, Public outreach, demand model(s)	Insert new data/information into existing chapter structure/outline Insert pedestrian data and information into existing chapter structure/outline
4. Recommended Bicycle Network	Task 6; Task 7; Existing recommended facilities not yet constructed, Public input, Field work, Prioritization matrix	Insert new recommendations and revisions into existing chapter structure/outline
Recommended Pedestrian Improvements	Task 6; Task 7; Public input, Field work, Prioritization matrix	Insert pedestrian recommendations into new chapter
5. Bicycle Support Facilities and Programs	Task 3; Palo Alto Municipal Code, Caltrain, VTA, MTC, Palo Alto PTA, Palo Alto Unified School District, Field work	Revise title to Support Facilities and Programs Insert new bicycle and pedestrian recommendations and revisions into existing chapter structure/outline
6. Implementation Plan	Task 8; Grant program descriptions/current cycle information, Existing secured/programmed funding, Documentation of city resources	Rewrite in response to new information since 2003 and inclusion of pedestrian improvements
7. Appendices	Task 2; Task 7; Public input, Background planning documents, Field work,	Rewrite in response to new information since 2003 and inclusion of pedestrian improvements

Task 2.2. Review Existing Bicycle & Pedestrian Policy and Program Documents, and Other Planning Documents

The 2012 BPTP was developed, and is supported by numerous goals, policies, and programs within the existing Transportation Element of the City of Palo Alto Comprehensive Plan (Comp Plan). At the same time, the 2012 BPTP responds to and incorporates a number of policies and issues that are not yet included within the Comp Plan but have been adopted by the City more recently through other efforts. The consultant shall review the Comp Plan with specific emphasis on the Transportation Element, Goal T-3: *Facilities, Services, and Programs that Encourage and Promote Walking and Bicycling* and identify where the identified Policies and Programs have been implemented since the adoption of the Comp Plan, are consistent with the existing 2012 BPTP, and where Policies and Programs need to be carried forward into in this 2022 BPTP Update. The consultant shall also review Chapter 2: *Land Use and Design* and identify where specific Policies and Programs need to be carried forward into 2022 BPTP Update.

In addition to identifying the goals, policies, and programs from the 2012 BPTP, the consultant shall also review and evaluate the top recommended projects by category from the 2012 BPTP and

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

include information on the project status as part of this task deliverable. The consultant may use and further develop the information from the existing spreadsheet provided by the City (see Attachment B, BPTP 2012 Evaluation and Project Status spreadsheet).

In addition to a review of the Comp Plan and the 2012 BPTP, the consultant shall also review other relevant existing local and regional planning efforts and documents to understand how they complement or contradict the 2022 BPTP update effort, and review best practices regarding bicycle and pedestrian facilities. Relevant local/county/regional/state plans and policies can include, but not limited to:

- City of Palo Alto Comprehensive Plan Elements (Transportation, Land Use, & Housing Element Update)
- City of Palo Alto Sustainability/Climate Action Plan
- City of Palo Alto Rail Corridor Study
- City of Palo Alto Parks Master Plan
- City of Palo Alto Green Stormwater Infrastructure Plan
- City of Palo Alto Expanded Community Advisory Panel Final Recommendations
- City of Palo Alto Public Art Master Plan and the California Avenue Public Art Plan
- SB 743 and using VMT in development review (Countywide or locally)
- Adjacent city bicycle plans including Los Alto, Menlo Park, East Palo Alto, and Mountain View. Also, identify the Regional Bicycle Network, Countywide Bicycle Network and connecting community facilities in order to aid in prioritization of recommended facilities.
- Relevant regional/County plans, such as Plan Bay Area 2050 and what the recently adopted Plan does for walking and biking in Palo Alto
- Other Countywide and regional documents related to bicycle plans and policies, including but not limited to: VTA Countywide Bike Plan, VTA's Bicycle Technical Guidelines, VTA Valley Transportation Plan (VTP) 2040, MTC's Regional Bicycle Plan for the San Francisco Bay Area 2009 Update, and Bicycle Plan/Safe Routes to School Plan/Pedestrian Safety and Circulation Plan from the neighboring jurisdictions.
- Other plans of note include: Peninsula Bikeway Study, VTA Bicycle Plan 2018, VTA Bicycle Technical Guidelines 2012, VTA Bicycle Superhighway Feasibility study, Caltrans District 4 Bike Plan 2018, Caltrans District 4 Pedestrian Plan, and Caltrans District 4 Bike Highway.
- The Consultant shall be familiar with the relevant state and national standards, research reports, California MUTCD, Caltrans' Highway Design Manual and other publications from National Cooperative Highway Research Program (NCHRP), American Association of State Highway and Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE), Caltrans, and National Association of City Transportation Officials (NACTO). All the proposed improvements must conform to the established design guidelines and standards.
- Bay Trail and Ridge Trail Master Plans, Santa Clara County Countywide Trails Master Plan, High Speed Rail documents, and Caltrain documents

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

Also, as a part of this task, the consultant shall work with City staff to define the purpose and intent of the plan, define the audience, and identify the principles that guide the development of the Plan, including but not limited to those of Complete Streets, Safe Systems, Vision Zero, and Sustainability. The consultant shall also establish performance measures to measure the success of the 2022 Plan Update and begin to identify the existing policies that may need to be revised for a successful Plan Update. This includes a review of the City of Palo Alto Zoning Code in order to identify specific standards influencing pedestrian and bicycle accommodations at the site and building level including but not limited to bicycle end of trip facilities, bicycle parking, bicycle site access, pedestrian site access, pedestrian amenities in private property setbacks and other elements.

Lastly, the consultant shall understand the City's Pedestrian and Bicycle Advisory Committee and the role they play in the City as well as the role they will play in the development of 2022 BPTP Update. The consultant shall include this information in the task deliverable.

Task 2 Deliverables

- Memorandum that includes the 2022 Bicycle and Pedestrian Transportation Plan Update Framework including the incorporation of PABAC's Framework/Topic Headings, Plan and Policy Review, including an evaluation of the 2012 BPTP projects, information on the 2022 Update purpose, intent, and principles, a report out on the findings from the review of other relevant existing local and regional planning efforts and documents, plus information on PABAC and their role as an advisory committee to staff and their involvement in the development of the 2022 Plan Update.

Task 3. Inventory Existing Bicycle Facility Conditions

Task 3.1. Bicycle Existing Conditions

The consultant shall update the inventory of existing and proposed facilities and programs identified in the 2012 BPTP. The consultant may rely on existing data provided by the City of Palo Alto and partner agencies to document existing bicycle facilities (Class I, II, III, and IV), bicycle support facilities, and bicycle parking locations. The consultant shall work with the City and PABAC to identify areas where existing bicycle facilities are substandard and require modification to meet current standards. The consultant shall develop comprehensive existing bikeway and support facilities maps in an online or electronic GIS and database format. Please note, the City did include an optional task for additional data collection to survey existing bike parking at key locations throughout the city (see Optional Task 13: Bike Parking Survey).

Task 3.2. Pedestrian Existing Conditions

The consultant shall update the inventory of existing pedestrian conditions identified in the 2012 BPTP. The consultant may rely on existing data provided by the City of Palo Alto and partner agencies to document existing pedestrian conditions such as curb extensions, streets without sidewalks, alleys/lanes, multi-use paths and shared facilities, and streets with rolled curbs. The consultant shall work with the City and PABAC to identify areas where existing sidewalk facilities are substandard and require modification to meet current standards and identify deficiencies in unique or major pedestrian facilities. The consultant shall review existing city crossings, sidewalk and curb

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

ramp inventory data and prepare a GIS map illustrating existing deficiencies and gaps, based on existing data. The inventory of existing conditions shall note major geographical and infrastructure barriers and shall identify Americans with Disabilities Act (ADA) complaints relative to bicycle and pedestrian issues.

Task 3.3. Shared Micromobility Services Existing Conditions

In addition to biking and walking, new mobility technologies such as e-bikes and e-scooters represent a newer way to support and bolster the overall transportation network of Palo Alto. The consultant shall research, review, and report on new mobility technologies and services that focus on active transportation that exist or existed recently in Palo Alto or nearby cities. This may include shared micromobility services such as e-bikes programs, e-scooter programs, and other micro transportation services. The existing conditions shall highlight any local or regional program successes, best practices, and items to consider when developing a program. If data is publicly available, the consultant shall develop maps that include origin and destination usage data that may help inform how to best include new mobility programs and services into the 2022 BPTP Update.

Task 3.4. Bicycle and Pedestrian Programs Inventory

The consultant shall work with Office of Transportation staff, Palo Alto Police Department staff, Palo Alto PTA, Palo Alto Unified School District, Palo Alto Transportation Management Association, SRPGo, and VTA to document existing bicycle and pedestrian programs and information, such as incentive programs geared towards the general public and the City's Safe Routes to School Program. The consultant shall prepare program documentation including lead agency or organization, target audience, staffing and budget information (where available), program resources including websites and published materials, and information on long-term program sustainability. The information should also include a route map (or maps) with crossing guard positions and describe best practices. Based on this compilation and review of information, the consultant shall be prepared to recommend continuation of existing programs and initiation of new programs where required to address unmet education, enforcement, and evaluation needs.

Task 3 Deliverables

- Existing Bicycle, Pedestrian, and Shared Micromobility Conditions Memorandum including existing facility inventory maps and tables, and programs inventory

Task 4. Needs Assessment

Task 4.1. Develop Needs Assessment Criteria and Metrics

With guidance from the consultant, this task shall begin with the development of the criteria and metrics for the needs assessment. The criteria and metrics developed shall be categorized by project, facilities, and programs, and a description of how each criterion will be measured and

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

scored. Criteria may include, but is not limited to accessibility, cost, gap closure, and Greenhouse gas reductions.

Task 4.2. Collision and Safety Analysis

The consultant shall review pedestrian and bicycle collision data compiled by Palo Alto or California Highway Patrol (from the SWITRS or TIMS database) for the most recent available five years or another appropriate period given pandemic effects on transportation patterns. This includes a review of collision volume and location, bike/ped collision trends (including information on collision types, location types, street types, time of day, demographics of the cyclists, and common causes), and other safety factors analysis. Information derived from this analysis shall be used to identify specific locations for field review that require improvement, and possible enhancements in motorist, bicyclist, and pedestrian awareness and educational programs. The consultant shall prepare separate thematic maps, as available data allows, illustrating bicycle and pedestrian collision history and shared micromobility collision history, where available. This should include an identification of the high-injury network.

Task 4.3. Future Activity Levels and Benefits Analysis

The consultant shall project existing and future bicycle commuter volumes based on a nationally accepted methodology. The consultant shall incorporate existing available count data provided by the City of Palo Alto or regional partners. Additional count data may be collected by the Consultant at a few key locations if deemed necessary or as an optional task.

Using local, regional and national data, the consultant shall estimate the number of people bicycling in Palo Alto, the bicycle commute mode share, and describe any trends.

Data sources may include:

- U.S. Census
- American Community Survey
- National Household Travel Survey for California
- Any additional local bicycle counts to be conducted for this Plan
- Big data transportation sources acceptable to the City

Additionally, the City is open to investigating the use of anonymized big data collection efforts to better understand current numbers, origins, and destinations of people biking and walking in the city, the mode share, and to forecast future trends. The consultant may propose newer methods of data collection as a part of this task.

Task 4.4. Field Review of Barriers, Constraints and Site Specific Hazards

The consultant shall follow up with targeted field work to verify existing conditions and to analyze key barriers and gaps in the existing bicycle and pedestrian network. The consultant shall document significant barriers using a combination of base mapping, digital photography, site measurements and important safety characteristics/criteria in order to aid in later prioritization for improvement. The consultant may conduct the field visit independently or invite City staff and/or stakeholders, such as PABAC or CSTSC members, to come along and share their input and perspectives. This can

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

include a combination of field visits, walking tours, and bike rides to various areas, as well as take the form of smaller neighborhood meetings.

Task 4 Deliverables

- Needs Assessment Memorandum including:
 - Information on the development and establishment of the Needs Assessment criteria and metrics
 - Bicycle and pedestrian collision historical information and maps
 - High-injury network map
 - Existing and future demand model outputs and narrative
 - Field review data and report-out
- Field visit(s)

Task 5. Community Outreach

The following staff meetings, community meetings and presentations provide for staff-consultant team interaction, structured community input, and formal adoption of the 2022 BPTP Update. The consultant shall assume the community meetings and street-level engagement will be held in person, however, the PABAC, CSTSC, Planning and Transportation Commission, and City Council meetings are hybrid meetings. The consultant should suggest and budget both in-person and remote meetings.

Task 5.1. City Staff Meetings

The consultant shall conduct standalone meetings with City staff at the City of Palo Alto offices or online up to three (3) times at key points in the schedule in order to review key deliverables, conduct project management strategy sessions, and in order to prepare for PABAC, CSTSC, Planning and Transportation Commission and City Council meetings as required. In addition to these in person meetings, the consultant shall conduct weekly or biweekly (as desired by the City) scheduled conference calls as described under the project management task.

The consultant shall also conduct separate meetings with City staff from other City Departments, such as Public Works, Parks, Utilities, the Police Department, at the City of Palo Alto offices or online up to three (3) times at key points in the schedule to build internal support for the project effort, get assistance in the review of key deliverables, and for them to provide their input, particularly on the recommendations of the Draft Plan.

Task 5.2. Pedestrian and Bicycle Advisory Committee (PABAC) and City School Traffic Safety Committee (CSTSC)

The consultant shall attend at least four (4) meetings of each of the Pedestrian and Bicycle Advisory Committee and City School Transportation Safety Committee. These meetings will facilitate structured input from these two groups at the following suggested key junctures in the project: framework and policy & program documents review, existing conditions and needs, candidate project list, and prioritized project list and program recommendations.

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

Task 5.3. Public Meeting Materials, Agendas, Summaries

The consultant shall prepare the public meeting presentations, display boards, maps, and other materials such as agendas, handouts, questionnaires, sign-in sheets, and comment cards. The consultant shall include printing costs in the budget and provide these materials prior to the workshops for City review and input. The consultant shall also prepare written summaries of each public meeting. The consultant shall be responsible for inviting members of the area advocacy and bicycling groups including Silicon Valley Bicycle Coalition and other recommended organizations.

Task 5.4. Community Meetings and Notification

The consultant shall collaborate with City staff on media and a press release advertising the 2022 BPTP Update process and inviting public participation. The consultant shall prepare one press release for each public outreach event, as well as social media collateral for the City to use and publicize the events on City social media channels. The City is open to other traditional and newer methods of notifying the community, such as sandwich boards located at key destinations around the city and purchased online ads.

Community Meeting #1

Community Meeting #1 shall occur early in the planning process and focus on describing the project purpose, goals, scope, schedule, bicycle/pedestrian planning and design concepts; and identifying strengths/weaknesses of the current bicycling and walking network, and opportunities for system improvements. The consultant shall prepare meeting materials including PowerPoint and poster presentations, prepare the meeting format and agenda, provide no less than two (2) staff for the meeting, lead and facilitate the meeting, and provide meeting summary and documentation. City staff envisions this meeting to be interactive for attendees and can include an open house format.

Community Meeting #2

Community Meeting #2 shall occur following development of the Draft Plan, and provide an opportunity for public review and comment. This meeting shall include a presentation summarizing Plan recommendations, with supporting maps and display boards highlighting infrastructure and programmatic recommendations. The consultant shall prepare meeting materials including PowerPoint and poster presentations, prepare the meeting format and agenda, provide two (2) staff for the meeting, lead and facilitate the meeting, and provide meeting summary and documentation.

Understanding the post-pandemic environment, the City will incorporate forms of community outreach beyond the traditional community meeting, including field visits, walking tours, and bike rides to various areas, as well as smaller neighborhood meetings at parks and local sites. The City is looking to the consultant to suggest new, innovative, and effective community engagement tools in this new post-pandemic engagement context. City staff envisions this meeting to be interactive for attendees and can include an open house format.

Planning and Transportation Commission

The consultant shall present to the Planning and Transportation Commission at four (4) meetings. Meeting #1 shall be a kickoff meeting to introduce the project, schedule, project goals, and the

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

approach. Meeting #2 shall include a study session to present the safety analysis from Task 4.2: Collision and Safety Analysis. Meeting #3 shall follow development of the Draft 2022 BPTP Update and include a brief presentation summarizing Plan recommendations, with supporting maps and display boards highlighting infrastructure and programmatic recommendations. If the meeting is held in person, and if feasible in the context of the overall meeting agenda, the consultant shall develop a meeting that will have the opportunity for public attendees to walk around the meeting space in an open house format to view boards with the Plan's infrastructure and programmatic recommendations. And meeting #4 shall include a presentation of the Final BPTP Plan and highlight how the Commission's feedback from prior meetings was incorporated into the final document. At this final meeting, City staff will seek a formal recommendation for Plan adoption from the Commission to the City Council.

Please note, the consultant shall support City staff in preparation of a staff report and other narrative and presentation material prior to the meeting, as well as assist with the presentation.

City Council Kick-off Meeting

Following the project kick-off meeting with the Planning and Transportation Commission meeting, the consultant shall take the lead on a project kick-off meeting with the City Council to introduce the project, schedule, project goals, and the approach. The consultant may repurpose material from the Commission kick-off meeting, yet the consultant shall support City staff in preparation of staff report and other additional narrative and material prior to the meeting, as well as assist with the presentation.

City Council Meeting Draft Plan

The consultant shall present to the City Council at one (1) meeting following development of the Draft 2022 BPTP Update. This meeting shall include a brief presentation summarizing Plan recommendations, with supporting maps and display boards highlighting infrastructure and programmatic recommendations. The consultant shall support City staff in preparation of staff report and other narrative and presentation material prior to the meeting.

City Council Meeting Final Draft Plan

The consultant shall present the Final Draft 2022 BPTP Update to City Council at one (1) meeting for adoption. The consultant shall support City staff in preparation of staff report and other narrative and presentation material prior to the meeting.

Task 5.5. Street-level Engagement

The consultant shall plan to conduct street-level engagement at various locations and events throughout the Plan development process. This can include tabling to introduce the project and seek input on community needs and recommendations at key locations such as farmer's markets, City fairs, community events, and pop-ups during peak lunch, dinner, and drop-off/pick-up hours on site (downtown, California Ave., middle and high schools).

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

Task 5.6. Digital Engagement and Development of a Project Website

The consultant shall integrate into the community engagement plan a strategy for digital engagement which may include but is not limited to webinars, surveys, videos, and a project website. The project website will be used to provide general information about the 2022 BPTP Plan Update development process, announce public meetings and events, solicit feedback from the general public, and also serve as a format to present key documents and data. This will enable all stakeholders to better access and understand the available information and analysis and allow the City to present information in a broad range of formats including data visualization, interactive webmaps, photographs, and videos. The website should also provide a means for the public and other stakeholders to access online surveys and provide comments and feedback to the project team outside of in-person or online meetings. The consultant shall be responsible for updating the website on a frequent basis to include fresh content throughout the Plan development process.

Task 5.7. Development of a Project Logo

The consultant shall develop a project logo for the 2022 BPTP Update to be used in all marketing and social media material, presentations, and on the project website. The consultant shall present draft concept logos to City staff before finalizing the logo.

Task 5.8. Development and execution of community surveys

The consultant shall develop a survey (with City review) to determine the community's general needs and concerns surrounding walking and bicycling. The consultant may use several survey methods including email tree surveys, intercept surveys, mail out surveys, bike shop surveys, and online surveys. The consultant shall provide the City with multiple ways to distribute the survey, both digitally and via hard copy, so that it may be accessed via the project website or by QR code on City mailings. In addition, the consultant shall make copies of the survey available for distribution at all project workshops, in civic locations, and in local bicycle shops and public spaces.

This survey should ask specific questions about current and desired levels of biking and walking, primary concerns, and types of improvements desired by the community. The survey should also ask for current areas of deficiency; public awareness of bicycle and pedestrian safety issues; knowledge and opinion of existing conditions for bicycle and pedestrian travel; and self-categorization of bicycling confidence and ability levels. A visual survey that allows respondents to view and rate types of pedestrian and bicycle facilities desired will be required as part of this task. The expected results of this component of the project are an understanding of specific community needs. The consultant shall be responsible for data management and data entry.

The consultant shall also develop a second community survey to gather input on the recommendations of the Draft Plan. The second survey shall be distributed in the same manner as the first community-wide survey. Whenever feasible, the consultant shall attempt to gather input from the community in a dynamic way, including using the project website and visuals, maps, graphs, and crowdsourcing voting methods to collect feedback.

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

Task 5 Deliverable

- Community Engagement Plan that includes:
 - Purpose, Process, including schedule, potential stakeholders, and different forms of outreach and engagement, plus desired outcomes
 - Street-level engagement
 - Attendance at up to three (3) City staff meetings and preparation of agendas and minutes. This does not include the Project kick-off meeting from Task 9: Project Management & Oversight.
 - Attendance at a minimum of four (4) PABAC and CSTSC meetings, each
 - Includes the preparation and delivery of presentation and providing any material and narrative for the meeting report ahead of time.
 - Attendance at up to two (2) of Community Meetings/Workshops and preparation, attendance, and facilitation. Includes the following materials:
 - Press release and social media collateral for each community workshop
 - Agendas, sign-in sheets, handouts, presentations, maps, display boards, comment cards
 - Post-community workshop written summaries
 - Memorandum summarizing stakeholder and community input
 - Project kickoff at one (1) Planning and Transportation Commission meeting
 - Includes the preparation and delivery of presentation and providing any material and narrative for the meeting report ahead of time.
 - Presentation of the Collision and Safety Analysis at one (1) Planning and Transportation Commission meeting
 - Includes the preparation and delivery of presentation and providing any material and narrative for the meeting report ahead of time.
 - Presentation of the Draft Plan at one (1) Planning and Transportation Commission meeting
 - Includes the preparation and delivery of presentation and providing any material and narrative for the meeting report ahead of time.
 - Presentation of the Final Plan at one (1) Planning and Transportation Commission meeting
 - Includes the preparation and delivery of presentation and providing any material and narrative for the meeting report ahead of time.
 - Project kickoff at one (1) City Council Meeting
 - Includes the preparation and delivery of presentation and providing any material and narrative for the meeting report ahead of time.
 - Presentation of the Draft Plan at one (1) City Council meeting
 - Includes the preparation and delivery of presentation and providing any material and narrative for the meeting report ahead of time.
 - Presentation of the Final Draft Plan at one (1) City Council Meeting
 - Includes the preparation and delivery of presentation and providing any material and narrative for the meeting report ahead of time.
 - Digital engagement strategy and project website
 - Project logo
 - Community surveys strategy, development, and execution

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

Please note: the deliverable for this task shall be provided at the start of the project, and subject to change throughout the project timeline.

Task 6. Develop Pedestrian Network and Bicycle Network Enhancements

The consultant shall develop a recommended citywide bicycle and pedestrian network based on selection criteria generally consisting of needs, connectivity, safety, and meeting the objectives as outlined in the City's Comprehensive Plan and directed by City Council. The criteria will consist of a list of metrics recommended by the consultant and finalized by City Staff. The following subtasks outline the required steps to arrive at the recommended active transportation network.

Task 6.1. Recommended Policies and Best Practices

The consultant shall develop a set of recommended policies supportive of an enhanced bicycling and pedestrian friendly environment. The consultant shall incorporate a review of design best practices for bicycle and pedestrian facilities. The best practices will include specific technologies including detection at signalized intersections, dedicated bicycle signals, leading pedestrian intervals, pedestrian crossing signals, etc.

This task shall include a recommendation for the development of a Vision Zero policy, outlining the program needs and resources required to develop and manage such a program. The consultant shall specify the data management needs, metrics required, mapping tasks, and other Vision Zero program needs, such as costs and staffing resources required.

Task 6.2. Bikeway System Development

The consultant shall develop a bikeway system designed to move Palo Alto from its status as a Gold Level Bicycle Friendly Community to a Platinum Bicycle Friendly Community as designated by the League of American Bicyclists (LAB). The consultant shall assist the City of Palo Alto in specifically responding to the criteria outlined by the LAB for Platinum ranked communities.

The existing bikeway conditions evaluation, PABAC and CSTSC meetings, public meeting events and user needs assessment, relevant planning documents, and community engagement shall inform development of the proposed Palo Alto bikeway network. The recommended system shall also be based on a comprehensive review and analysis of available infrastructure data provided by City staff and partner agencies. Network development shall also take into account issues such as directness of route, barriers, system connectivity. The network shall include a variety of bikeways for various skill levels and ages, sidewalk improvement projects, and other bicycle capital improvement projects (e.g., traffic calming, bicycle parking, etc.). The network shall incorporate previously proposed and planned facilities and residential neighborhoods and bicycle and pedestrian attractors. The plan should include a discussion and mapping of where protected bicycle facilities and protected intersections are most appropriate.

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

In addition, per Council direction, the development of the proposed bikeway network shall include:

- Consideration of the merits of Seale Avenue versus Kellogg Avenue for crossing the Caltrain corridor ¹
- Consideration of bike improvements on the north side of Embarcadero Road ²
- Evaluation of a S. Palo Alto bike/ped crossing in the vicinity of Adobe Creek consistent with the 2013 Rail Corridor Study. ³
- Consideration of the grade crossing plans at the proposed Meadow Drive and Charleston Road Caltrain Crossings. The consultant shall work with the staff in the Office of Transportation working on grade separation to consider “construction time and interaction with grade crossing plans.” ⁴ For example, the consultant could recommend infrastructure phasing or other strategies to ensure a continuous connection for bikes and pedestrians is maintained during grade separation construction.

Task 6.3. Pedestrian Guidelines

The consultant shall define representative pedestrian districts with City Staff, PABAC, CSTSC and community input. The consultant shall identify and map pedestrian district areas based on a combination of inputs including: Comp Plan, 2012 BPTP, Housing Element, Specific Plan and other area plan definitions, neighborhood boundaries, and specific input provided during the development of this 2022 BPTP Update. Pedestrian improvement zones may be defined as prototype corridors, locations (such as intersections), or districts (such as Downtown or Neighborhood improvement projects).

Typical pedestrian district types include:

- Downtown Palo Alto
- Commercial/Corridor Area
- Neighborhood Area
- Safe Routes to School Area

For each pedestrian district, the consultant shall develop a design guideline incorporating a range of pedestrian infrastructure improvements and pedestrian environment enhancements. Based on the findings from the existing conditions analysis and needs analysis, the consultant shall develop specific infrastructure and amenities to improve and enhance the representative pedestrian

¹ Palo Alto City Council Meeting, November 29, 2021. Action Item 11, Review Three Grade Separation Review Three Grade Separation Design Alternatives for Churchill Avenue and Confirm Which Alternative(s) Continue Towards Selection of Preferred Alternative, and Direction to City Staff for Conducting Additional Studies for Consideration of Final/Preferred Alternative; and Authorize Staff to Negotiate with AECOM for Additional Scope of Work for Amendment to the Contract (Continued from November 15, 2021). [Action Minutes](#).

² Ibid. [Action Minutes](#).

³ Ibid. [Action Minutes](#).

⁴ Palo Alto City Council Meeting, August 23, 2021. Action Item 6, Detailed Review of Alternatives Being Considered for Meadow Drive and Charleston Road Train Crossings, and Direction to City Staff for Conducting Additional Studies for Consideration of Final Preferred Alternatives. [Summary Minutes](#) & [Action Minutes](#).

City of Palo Alto
2022 Bicycle and Pedestrian Transportation Plan (BPTP) Update

environments in Palo Alto. Recommendations may include such intersection enhancements as, but not limited to:

- New crosswalks
- Enhanced crosswalks
- Refuge islands
- Accessible signals
- Improved signage or pavement markings
- Curb extensions
- HAWK Beacon
- Countdown signals
- Changes to sidewalk width, zones, and amenities
- ADA curb ramps standards
- Pedestrian wayfinding
- In-pavement flashing marker

Task 6.4. Bikeway System Map

The consultant shall develop a map depicting Palo Alto’s existing and recommended bikeway network. The network shall be classified by Caltrans facility types (shared use paths, bike lanes, bike routes, and separated bikeways) as well as by bicycle boulevards.

Task 6.5. Project List and Cost Estimates

The consultant shall develop a project list with planning-level cost estimates for the recommended bikeway system and for typical pedestrian improvements.

The bikeway cost estimates shall include estimated construction costs, planning, design, engineering and contingency costs (typically reflected as a proportion of the original project cost). The consultant may use the latest unit costs available from Palo Alto together with the most recent figures from comparable communities in California. Each bikeway project segment shall be evaluated according to an estimated cost-per-mile and estimated ongoing maintenance and operation costs by implementation phase based on comparable experiences.

The consultant shall present cost data for pedestrian and infrastructure and amenities in a cost table format, providing current cost data for key infrastructure items identified as priorities for the pedestrian districts and associated guidelines under Task 6.3: Pedestrian Guidelines. The consultant will not be responsible for providing cost estimates for specific pedestrian improvement projects.

Please note, the City is in the process of developing the Sustainability and Climate Action Plan (S/CAP). As part of developing the project list for the BPTP 2022 Update, the consultant shall review the S/CAP mobility recommendations to ensure there is an alignment of projects and programs between the two planning efforts.

Task 6.6. Bikeway Project Evaluation/Prioritization Criteria

The consultant shall rank the recommended bicycle improvements according to the criteria developed in conjunction with City staff. The consultant shall provide the draft prioritization criteria to the PABAC and CSTSC as directed by City staff. City staff will review any comments on criteria selection, criteria definition, and criteria methodology generated by the PABAC and CSTSC and provide the consultant with specific guidance on response in order to finalize the project prioritization methodology. The consultant shall weight criteria as required in order to establish

priority of the most important considerations for Palo Alto. Criteria may consist of those listed below and others developed with City staff, the PABAC, and CSTSC.

- Closure of critical gap
- Improvement that addresses an existing safety concern/need
- Destinations served
- Geographic distribution of City coverage
- Estimated use
- Provides a safe route to school
- Connects to areas of regional significance
- Current availability and/or suitability of right-of-way
- Interface with transit
- Local political and community support

The consultant shall provide the draft project ranking for review by PABAC, CSTSC and City staff. City staff will provide a single set of consolidated internally consistent comments to the consultant for incorporation into the Draft plan.

Task 6.7. Support Facility Recommendations

The consultant shall develop recommendations for bicycle support facilities. Support facilities for active transportation include signal detection, dedicated signals and signal timing, lighting, signing, bicycle racks and lockers, bike racks on buses, shower facilities, and staging areas at trailheads. Support facility types should be described and classified whenever possible.

The consultant's recommendations should also include actions such as improved access to transit, bike racks on buses, bike storage areas in parking lots, and recommended designs for bike racks and lockers.

Task 6.8. Education, Encouragement, and Outreach Programs

The consultant shall recommend changes to improve bicycle education, encouragement, enforcement and public outreach efforts. These recommendations shall be based both on results of the previous tasks that identified problem areas plus experience gained in communities around the region, state, and country. This task shall include an evaluation of the existing role and structure of PABAC and propose changes that furthers efficiency and increases effectiveness.

Task 6 Deliverables

Recommendations Memo that includes:

- A project evaluation criteria and decision matrix, including planning-level cost estimates
- Recommendations for bikeway/walkway system development and mapping
- Recommended Projects (Bicycle and Pedestrian Project Recommendations)
- Recommended Facilities (Bicycle and Pedestrian Facilities Recommendations)
- Recommendations for Programs (SRTS and new program recommendations)
- Recommendations on Policies and Best Practices Memo
- Recommendations for Support Facilities

Additionally, the consultant shall provide the City with the Prioritization Criteria document (spreadsheet and data base) developed and used to score and prioritize the projects for the BPTP 2022 Update.

Task 7. Implementation and Funding Strategies

The consultant shall rank and phase the recommendations and include provisions for costs, monitoring, maintenance and security. The consultant shall prepare a discussion of financial constraints and implementation challenges such as completion of environmental review, project construction, and retrofitting infrastructure. The consultant shall work with the City to develop materials and needed data to meet pertinent funding related requirements and provide information regarding the applicability of relevant funding sources and programs.

Task 7.1. Implementation Phasing of Recommended Projects

Based on the project ranking completed in Task 6: Develop Pedestrian Network and Bicycle Network Enhancements, the consultant shall develop a phasing plan combined with (a) funding availability and requirements, (b) other programmed transportation improvements, (c) eliminating an immediate bottleneck or safety hazard, and (d) ensuring that the system grows rationally. The phasing plan will accomplish a phased system with tiered short-, mid- and long-term implementation programs subject to further definition under this task.

Task 7.2. Potential Funding Sources and Opportunities

The consultant shall work with City staff to identify local funding mechanisms and applicability to specific projects such as site-specific development agreements and mitigations, and other applicable impact fees in place in Palo Alto. Additionally, the consultant shall identify regional, state, and federal grant funding opportunities and sources that Palo Alto can use to implement the Plan.

The consultant shall prepare a memorandum identifying potential matching and major funding sources, associated criteria and requirements. Costs of the phased improvements shall be compared with funding needs, so that long term programming for local matching funds can be accomplished.

Task 7 Deliverables

- Memorandum describing project ranking, phased system, potential funding sources and opportunities

Task 8. Bicycle and Pedestrian Plan Document

Please note, the Plan shall be developed such that it meets the requirements put forth by the VTA, Caltrans, and MTC, in order to qualify for grant funding.

Task 8.1. Administrative Review Draft 2022 Bicycle and Pedestrian Transportation Plan Update

The consultant shall prepare an Administrative Review Draft of the 2022 Bicycle and Pedestrian Transportation Plan Update composed of tasks and deliverables completed up to this point, including community engagement, review of existing plans and legislation, existing conditions inventory and assessment, user needs assessment, recommended walkway and bikeway network, project development and prioritization, cost estimates, and implementation plan. This plan will enable the City to apply for grants funds, such as BTA, TDA and others. The consultant shall submit an electronic copy of the Administrative Review Draft Plan to City staff. City staff will provide a consolidated list of internally consistent comments to be integrated into the Public Review Draft Plan. The consultant shall revise the Administrative Review Draft based on the single set of consolidated, internally consistent comments and produce a Public Review Draft of the 2022 Bicycle and Pedestrian Transportation Plan Update document.

Task 8.2. Public Review Draft 2022 Bicycle and Pedestrian Transportation Plan Update

The consultant shall prepare and submit one electronic copy, up to six (6) bound hard copies and one (1) unbound hard copy of the Public Review Draft 2022 Bicycle and Pedestrian Transportation Update for review by City staff, the PABAC, CSTSC, the Planning and Transportation Commission, City Council, and the general public. The Public Review Draft document shall also be made available for review on the project website. City staff will provide a consolidated list of comments to be integrated in the Final 2022 Bicycle and Pedestrian Transportation Plan. The consultant shall revise the Public Review Draft Plan based on the single set of consolidated comments and produce the Final 2022 Bicycle and Pedestrian Transportation Plan Update document.

Task 8.3. Final 2022 Bicycle and Pedestrian Transportation Plan Update

Following the City's review and approval of the Public Review Draft Plan, the consultant shall make revisions and prepare the final version of the Plan to be presented to elected officials and to be made available to the public. The consultant shall provide up to six hard copies of the plans, including one unbound reproducible copy; an electronic copy (Word and PDF), and all related electronic files (graphics, excel files and GIS files), as well as make the Final Plan available on the project website.

Task 8 Deliverables

- Administrative Review Draft Bicycle and Pedestrian Transportation Plan
 - Includes Letter from the Mayor or City Manager; an Executive Summary; Information on accomplishments and progress since the BPTP 2012; and links to quickly access sections of interest
- Draft Bicycle and Pedestrian Transportation Plan
 - Electronic copy and up to six (6) bound hard copies, and one (1) unbound hard copy
 - Uploaded onto the project website
- Final Bicycle and Pedestrian Transportation Plan
 - Electronic copies (Word and PDF), all related graphics, excel, and GIS electronic files, up to six (6) bound hard copies and one (1) unbound hard copy

- Uploaded onto the project website

Task 9. Project Management and Oversight

The consultant shall provide expert staff to work with the City and stakeholder groups in managing this project and shall follow the project management and communication protocols outlined below in order to guarantee client satisfaction.

Project Management Procedures

The consultant shall manage the development and update of the 2022 Palo Alto Bicycle and Pedestrian Transportation Plan Update effectively so that each team member has a common expectation of the project outcome. The following outlines the City's expectations and procedures for managing a project.

Communicate Effectively

The consultant project manager shall be in regular contact with City staff through in-person meetings, zoom meetings, e-mails, telephone calls, and written correspondence. The consultant shall produce monthly reports summarizing tasks completed and monthly budget summaries tracking expenditures.

Quality Control

The City expects the consultant to employ a quality control system that includes (1) a professional editor, (2) review by Principals, and (3) in-house scheduling and management tools.

Technical Knowledge

The City expects the consultant to be familiar with Metropolitan Transportation Commission (MTC), Caltrans Local Assistance, and Bay Area Air Quality Management District (BAAQMD) approval processes and CEQA compliance requirements. In addition, the consultant shall possess market leading expertise in bicycle and pedestrian facility planning, design, program development, funding, operations and maintenance, geographic information systems, and related traffic safety engineering.

Task 9 Deliverables

- A Project Management Plan that includes:
 - One Project Kick-off Meeting at the project onset. Consultant shall deliver meeting notes from the Project Kick-off Meeting, including a summary of any agreed upon changes to the scope of work and/or budget, and a summary of the conclusions made at the meeting.
 - Weekly project manager communications/check-ins to discuss items for the week, priorities, and to ensure the project is moving along in a timely manner
 - Monthly task summary reports
 - Monthly revised summary budget report
 - Schedule updates, as required
 - Technical communications/consultants, as required

Please note: the deliverable for this task shall be provided at the start of the project, and subject to change throughout the project timeline, with agreement from the consultant.

The following are optional tasks that can be included as additional line items in the proposed budget.

Task 10. Conduct Automatic Counts (Optional Task)

The consultant will work with the City of Palo Alto to identify key locations to collect baseline counts of bicyclists and pedestrians to be used in the BPTP Update and for future planning. In addition, the consultant will provide the City of Palo Alto with guidance on selection, purchase and location/placement of mobile or permanent automatic counters for the purpose of counting bicycle and pedestrians. The consultant will review a list of potential locations with City staff, provide recommendation on appropriate technology and placement for specific locations, and assist in identification or appropriate vendors. Acquisition (purchase or lease) and installation of the automatic count technology will be completed by the City of Palo Alto from an appropriate vendor.

Task 10 Deliverables

- Automatic Count Technology Communications and Memorandum

Task 11. Count Data Analysis and Summary Memorandum (Optional Task)

The consultant will analyze the pedestrian and bicycle count data developed under Task 10: Conduct Automatic Counts (Optional Task). The memorandum will include the summary count data by location, count totals, and analysis. The analysis will include discussions of observational data including observed trip purpose (recreation or transportation), gender, helmet use or wrong-way riding. The memorandum will also recommend an on-going counting methodology for bicyclists and pedestrians and identify costs for an annual bicycle and pedestrian count and analysis program.

Task 11 Deliverables:

- Data Collection Results and Summary Memorandum

Task 12. Environmental Assessment (Optional Task)

The consultant shall be responsible for the project's environmental assessment—determining if California Environmental Quality Act (CEQA) applies to the effort or if the project is exempt under a new California State Law, such as SB 288 or SB 922. This task will include assistance in the development and execution of any required environmental documents related to the 2022 BPTP Update effort, including, but not limited to Notice of Exemption, Initial Study, Checklists, Negative Declaration, or an Environmental Impact Report.

Task 12 Deliverables:

- Environmental Assessment, which may include environmental documents such as Notice of Exemption, an Initial Study, Checklists, Negative Declaration, etc.

Task 13. Bike Parking Survey (Optional Task)

In order to get a true assessment of the locations, types, and the condition of existing bike parking in the city, the consultant will survey existing bike parking at key locations in Palo Alto, including downtown, along California Avenue, and at all grocery store and shopping centers. The consultant will create maps of existing bike parking locations with information on the types and conditions of the existing bike parking options. This data should be collected so that it can be integrated into the City's GIS system.

Task 13 Deliverables:

- Existing Bike Parking Facilities Inventory, including maps

Attachments:

- Attachment A: Final Framework Topic Headings from PABAC
- Attachment B: BPTP 2012 Evaluation and Project Status spreadsheet

Bicycle and Pedestrian Transportation Plan Update Final Framework Topic Headings

- i. Letter from the Mayor or City Manager (tentative)**
- ii. Executive Summary**
- 1. Introduction**
 - 1.1. Purpose
 - 1.2. Principles
 - 1.3. Goals, Performance Measures, and Policies
 - 1.4. Palo Alto Pedestrian and Bicycle Advisory Committee (PABAC)
- 2. Plans, Programs, and Facilities**
 - 2.1. Relevant Plans
 - 2.2. Supporting Programs
 - 2.3. Supporting Facilities
- 3. Community Engagement for the Plan Update**
 - 3.1. Purpose
 - 3.2. Process
 - 3.3. Outcome
- 4. Safety Analysis**
 - 4.1. Bicycle and Pedestrian Volumes
 - 4.2. High Injury Network
 - 4.3. Bicycle Collision Trends
 - 4.4. Pedestrian Collision Trends
 - 4.5. Other Bicycle and Pedestrian Safety Factors
- 5. Needs Assessment Criteria and Metrics**
- 6. Recommendations**
 - 6.1. Projects
 - 6.1.1. List of Bicycle Projects Recommendations
 - 6.1.2. List of Pedestrian Projects Recommendations
 - 6.2. Facilities
 - 6.2.1. List of Bicycle Facilities Recommendations
 - 6.2.2. List of Pedestrian Facilities Recommendations
 - 6.3. Programs
 - 6.3.1. List of Safe Routes to School Program Recommendations
 - 6.3.2. List of New Program Recommendations
 - 6.4. Policies
- 7. Implementation**
 - 7.1. Methodology
 - 7.2. List of Ranked and Prioritized Projects
- 8. Appendices**

Note: City of Palo Alto Sustainability and Climate Action Plan is anticipated for Council in mid-2021, which may influence content of the Plan Update.

Attachment B: BPTP 2012 Evaluation and Project Status

BPTP 2012 Top Recommended Projects by Category			
Across Barrier Connections			
ID	Name	Project Summary	Progress to Date
ABC-1	Adobe Creek 101 Crossing	Construct overpass of Highway 101 between Adobe Creek and W. Bayshore Rd with Bay Trail and Baylands Nature Preserve	Completed
ABC-2	Caltrain/Alma Barrier Crossing at Matadero Creek	Construct new underpass of Caltrain tracks and Alma Street in the vicinity of Matadero Creek	Not Initiated
ABC-3	Palo Alto Transit Center/University Avenue Undercrossings	Widen and improve existing sidewalk undercrossing along University St at transit center	Not Initiated
ABC-4	California Ave Caltrain undercrossing improvements	Reconstruct and widen the California Ave undercrossing of Caltrain/Alma to improve user access and to meet pedestrian accessibility best practices.	Not Initiated
ABC-5	Matadero Creek Highway 101 crossing	Improve existing informal undercrossing of Highway 101 at Matadero Creek to Class I trail standard, with ability to withstand 5-yr flood event	Not Initiated
ABC-6	Newell Road Bridge Crossing at San Francisquito Creek	Provide enhanced (dedicated) bicycle and pedestrian facilities and planning as part of the Newell Road Bridge replacement project, an identified high priority for the City due to the bridge's "obsolete" classification by Caltrans.	Engineering: Preparing Construction Plans
ABC-7	Middlefield Rd undercrossing at San Francisquito Creek	Develop undercrossing of Middlefield Rd as part of multi-jurisdictional creek trail development project	Not Initiated
Trails (Class 1 Bikeways)			
ID	Name	Project Summary	Progress to Date
TR-1	Embarcadero Rd /Rinconada Park Sidepath	Widen existing sidewalk between Newell and Middlefield along the north side of Embarcadero Rd to accommodate a Class I Trail segment. Sidepath would connect Churchill/Coleridge bike lanes to Newell Rd bike facilities, and provide direct access	Not Initiated

		to Walter Hays and Rinconada Park entrance without significant impact to Embarcadero roadway operations	
TR-2	Adobe Creek Reach Trail	Upgrade the existing Santa Clara Valley Water District (SCVWD) maintenance road to a Class I Trail facility from W. Bayshore Road at Adobe Creek to E. Meadow Drive. This trail would help connect the future overcrossing to the bicycle network.	Completed
TR-3	Existing Trail Access Improvements	Remove existing safety corrals that impede convenient travel and trailer access; reconfigure approaches with accessible ramps, striping, and signage/bollards as appropriate. Priority locations include: <ul style="list-style-type: none"> - Bol Park Path at Matadero Ave - 101/Embarcadero overcrossing approaches - Gunn HS path at Georgia Ave, Miranda Ave - Adobe Creek 101 underpass approaches - Bryant St Bike Blvd Matadero Creek bridge - Adobe bridge approaches at Duncan Place and Creekside Drive 	Completed
TR-4	Bol Park/Los Altos Trails Lighting Project	Install pathway or pedestrian-scaled lighting along popular school commute trail to improve early morning and evening visibility and safety	Partially Completed
TR-5	Churchill Rd sidepath	Extend existing Class I trail (Caltrain path) along north side of Churchill Rd to Stanford University trailhead by widening existing sidewalk adjacent to Paly HS	Engineering: Preparing Construction Plans
TR-6	Geng Rd Trail (Bay Trail) Widening/Repaving	Upgrade Geng Rd path to Class I standards in coordination with Baylands Athletic Center improvement project	Planning: Part of the Athletic Center or Bayland Golf improvements
Bike Lane / Sharrow Striping (Class 2 & 3 Bikeways)			
ID	Name	Project Summary	Progress to Date
BK-1	Charleston/Arastradero Enhanced Bikeway	Phase 2 improvements to include enhanced bike lane striping (green lanes, intersection-through-markings, and bike boxes as appropriate), installation of permanent median islands, improved ped/bike crossings at key north-south bikeway connections, and select spot improvements (El Camino Real, Middlefield)	Construction

BK-2	N California Ave Enhanced Bikeway	Potential cycletrack or enhanced striping and signage of existing substandard (time restricted) bike lanes to improve safety and access to Caltrain and Jordan Middle School	Completed
BK-3	Channing Ave Enhanced Bikeway	Provide enhanced bicycle markings in the short term between Homer Avenue and Greer Road in conjunction with roadway resurfacing. Longer term, consider potential for separation of bicycles and automobile traffic through design of a two-way cycletrack facility that connects to the Newell Road and Channing/homer Enhanced Bikeways as part of the "Civic Center Loop" concept that includes the existing Embarcadero/Caltrain trail, the Castilleja-Park-Wilkie Bicycle Boulevard, and the California Avenue Enhanced Bikeway.	Partially Completed
BK-4	Lytton Avenue/Alma Street/Sand Hill Road Enhanced Bikeway	Replacement of substandard bicycle lanes and incorporation of enhanced bicycle markings (super sharrows and lead-in bike lanes/boxes), pedestrian countdown displays, ADA curb ramps, and select curb extensions on Lytton Avenue as part of the upcoming repaving project. Enhance existing Class II bike lanes on Alma Street and Sand hill Road; consider cycletrack or new Class I trail along the Caltrain/El Camino Park frontage as part of the park improvement project and Stanford medical Center expansion mitigation. This enhanced bikeway may be considered as an alternative to the Everett Avenue ABC concept identified in the 2003 Bicycle Transportation Plan and Stanford Medical Center Expansion EIS.	Completed
BK-5	Homer/Channing Avenue Enhanced Bikeway	Provide dedicated or enhanced shared bike facilities from the Homer Avenue underpass to Guinda Street in order to improve connections to the Homer Street underpass and develop the "Civic Loop" bikeways concept. At minimum, provide contra-flow bike lane on Homer Avenue from Alma to high Street, and convert High Street to two-way flow to Forest or Hamilton Avenue (for downtown access). East of Emerson Street this enhanced bikeway corridor can be established through shared lane markings and signage, conversion of a vehicle traffic lane into a Class II bicycle lane, or conversion of either Homer or Channing Avenue into a two-way cycletrack.	Partially Completed
BK-6	Citywide Sharrow Markings Project and Wayfinding Signage	Mark all existing and proposed Class III facilities that meet minimum pavement condition and placement standards with sharrows. Wayfinding signage improvements at strategic locations within the bikeway network, with emphasis on improving navigability of community centers, parks and school grounds and	Completed: Ongoing as part of the street repaving

		coordinated signage with adjacent jurisdictions. As an interim measure, sign and mark appropriate segments of the future bicycle boulevard network streets as Class III Bike Routes.	
BK-7	Meadow Dr/El Camino Way/Los Robles Enhanced Bikeway	Potential cycletrack redesign or enhanced striping and signage of existing bike lanes between La Donna and Meadow Dr along Los Robles/El Camino Way; enhanced striping and signage along Meadow Dr bike lanes from El Camino Way to Fabian	Partially Completed
BK-8	Newell Rd Enhanced Bikeway	Provide enhanced bicycle markings or potential two-way cycletrack from Homer/Channing enhanced bikeway to Jordan Middle School/ California Ave	Completed
BK-9	Fabian Way Enhanced Bikeway	Potential cycletrack or enhanced striping and signage of existing substandard (time restricted) bike lanes to improve safety and access to Adobe Creek Highway 101 crossing, Charleston bike lanes	Concept
Bicycle Boulevards			
ID	Name	Project Summary	Progress to Date
BB-1	Castilleja-Park-Wilkie	Signage, striping, and spot improvements from Churchill to Charleston Rd	Partially Completed : Park Blvd and Wilkie Way Improvements Project
BB-2	Matadero/Margarita	Corridor enhancements. Improvements to consider include: - Matadero Ave bicycle chicanes, ADA/safety upgrades at El Camino Real approach, Wayfinding signs and pavement markings - El Camino Real: crosswalk realignment, signal detection upgrades, potential center median refuge and partial diversion at Margarita	Partially Completed : Sharrow markings on Matadero Ave
BB-3	Bryant Street	Wayfinding signs and pavement markings south of Bryant Street. Spot improvements for additional safety and comfort, including Churchill/Coleridge Avenue spot improvement and arterial crossing enhancements at University Avenue, Meadow Drive (consider beacon or signal), Charleston Road, and San Antonio Road at Nita Drive into Mountain View.	Concept: Part of NTSBB Project

BB-4	Ross/Louis Rd Bicycle Blvd	Spot improvements throughout corridor, including wayfinding signs and pavement markings. Priority locations and treatments to consider include: - Traffic circles at Moreno Avenue, Ames Road, and Mayview Avenue - Chicanes with bicycle pass-through at Louis Road - Revised center median at Charleston Road, Montrose Avenue/Middlefield Avenue at Cubberly Community Center entrance.	Completed
BB-5	Webster St Bicycle Blvd	This project will further develop Webster Street into an attractive bike route (and alternative to Middlefield Road) for school-related travel and trips between north and south Palo Alto. Wayfinding signs and pavement markings should be placed along the corridor.	Not Initiated
BB-6	Amarillo/Moreno	Wayfinding signs and pavement markings from Middlefield Road to West Bayshore Road.	Completed on Moreno Ave -Concept plans done for Amarillo Ave
Intersection Spot Improvements			
ID	Name	Project Summary	Progress to Date
INT-1	El Camino Real bicycle crossings project	Consistent intersection through-striping and related improvements at major existing bike crossings of El Camino Real. Priority locations include: - Sand Hill Way Trail - Quarry Rd to Palo Alto Transit Center - PAMF crossing to Stanford U. - Churchill Rd - Park Blvd/Serra Rd - Stanford Ave - California Ave - Los Robles/El Camino Way - Maybell Ave/El Camino Way - Meadow St - Charleston/Arastradero	Not Initiated

INT-2	Charleston at Middlefield through-bicycle lanes	Re-channelize Charleston Rd approaches to Middlefield Rd to improve bike lane positioning and reduce right-turn conflicts with vehicles. Consider a right-turn only lane for vehicles with a dedicated through-bike lane, intersection through-markings, and related signal enhancements as needed	In Construction
INT-3	High Street at University Avenue	(Top Collision location); New curb extension(s) and ramps on the west side of High Street; enhanced crosswalk striping and signage.	Completed
INT-4	Hanover St at Page Mill	Reconfigure number and width of vehicular travel lanes to connect existing bike lanes; include intersection through-markings and striping of two-step turn for access to Hanover sidepath	In Construction (County)
INT-5	El Camino Real at Embarcadero Rd	Removal of "pork chop" islands and relocation/replacement of signals (as necessary); installation of new curb ramps, enhanced crosswalks, and sidewalk improvements similar to those constructed at Stanford Avenue and El Camino Real. Additional attention should be paid to improving the bicycle connection from the Town & Country Shopping Center to/from the existing Caltrain Class I pathway.	Engineering; Project removed due to Grade Sep Project
INT-6	Churchill Ave at El Camino Real	Removal of "pork chop" islands and related improvements to facilitate future potential trail connection from Stanford University path to Castillej-Park-Wilkie Bicycle Boulevard and Embarcadero (Caltrain) Path along north side of Churchill Rd	Engineering: Preparing Construction Plans

PABAC Meeting Agenda Packet Attachment B: SoW Outline+PABAC Framework crosswalk

2022 SoW Tasks	PABAC Framework (Topic Headings)
Task 1: Prepare Detailed Work Plan and Strategy	
Task 2: Review Existing Bicycle and Pedestrian Policy and Program Documents <ul style="list-style-type: none"> • 2.1: 2022 Bicycle and Pedestrian Transportation Plan Update Framework • 2.2: Review Existing Bicycle and Pedestrian Policy and Program Documents, and Other Planning Documents 	<ul style="list-style-type: none"> • 1.1: Purpose (Audience, Intentions) • 1.2: Principles (CS, SS, VZ, Sustainability) • 1.3: Goals, Performance Measures, and Policies • 1.4: PABAC's role in the Plan Update development • 2.1: Relevant Plans
Task 3: Inventory of Existing Bicycle Facility Conditions <ul style="list-style-type: none"> • 3.1: Bicycle Existing Conditions • 3.2: Pedestrian Existing Conditions • 3.3: Shared Micromobility Existing Conditions • 3.4: Bicycle and Pedestrian Program Inventory 	<ul style="list-style-type: none"> • 2.2: Supporting Programs • 2.3: Supporting Facilities
Task 4: Assessment of Needs (Needs Assessment) <ul style="list-style-type: none"> • 4.1: Develop Needs Assessment Criteria and Metrics • 4.2: Collision and Safety Analysis • 4.3: Future Activity Levels and Benefits Analysis • 4.4: Field Review of Barriers, Constraints, and Site Specific Hazards 	<ul style="list-style-type: none"> • 4: Safety Analysis <ul style="list-style-type: none"> ○ 4.1: Bicycle and Pedestrian Volumes ○ 4.2: High injury network ○ 4.3: Bicycle Collision Trends ○ 4.4: Pedestrian Collision Trends ○ 4.5: Other Bicycle and Pedestrian Safety Factors • 5: Needs Assessment Criteria and Metrics <ul style="list-style-type: none"> ○ Categorized by projects, facilities, and programs, and a description of how each criteria will be measured and scored (Criteria can include: accessibility, cost, gap closure, GHG reductions, etc)
Task 5: Community Outreach <ul style="list-style-type: none"> • 5.1: City staff meetings • 5.2: PABAC and CSTSC • 5.3: Public meeting materials, agendas, and summaries • 5.4: Community Meetings and Notification • 5.5: Street-level Engagement • 5.6: Digital Engagement and Development of a Project Website • 5.7: Development of a Project Logo • 5.8: Development and execution of community surveys 	<ul style="list-style-type: none"> • 3: Community Engagement for the Plan Update <ul style="list-style-type: none"> ○ 3.1: Purpose ○ 3.2: Process, including schedule, potential stakeholders, and different forms of outreach strategies ○ 3.3: Outcome
Task 6: Develop Pedestrian Network and Bicycle Network Enhancements <ul style="list-style-type: none"> • 6.1: Recommended Policies and Best Practices • 6.2: Bikeway System Development • 6.3: Pedestrian Guidelines • 6.4: Bikeway System Map • 6.5: Project List and Cost Estimates • 6.6: Bikeway Project Evaluation/Prioritization Criteria • 6.7: Support Facility Recommendations • 6.8: Education, Encouragement, and Outreach Programs 	<ul style="list-style-type: none"> • 6: Recommendations <ul style="list-style-type: none"> ○ 6.1: Projects (Bicycle and Pedestrian Project Recommendations) ○ 6.2: Facilities (Bicycle and Pedestrian Facilities Recommendations) ○ 6.3: Programs (SRTS and New Program Recommendations) ○ 6.4: Policies
Task 7: Implementation and Funding Strategies <ul style="list-style-type: none"> • 7.1: Implementation Phasing and Recommended Projects • 7.2: Potential Funding Sources and Opportunities 	<ul style="list-style-type: none"> • 7: Implementation <ul style="list-style-type: none"> ○ 7.1: Methodology ○ 7.2: List of ranked and prioritized projects
Task 8: Bicycle and Pedestrian Plan Document <ul style="list-style-type: none"> • 8.1: Administrative Review Draft of 2022 BPTP Update • 8.2: Public Review Draft of 2022 BPTP Update • 8.3: Final 2022 Bicycle and Pedestrian Transportation Plan Update 	<ul style="list-style-type: none"> • i. Letter from the Mayor or City Manager • ii. Executive Summary • Accomplishments and progress since the BPTP 2012 • Include links to quickly access sections of interest
Task 9: Project Management and Oversight	
Optional Tasks: <ul style="list-style-type: none"> • Task 10: Conduct Automatic Counts • Task 11: Count Data Analysis and Summary Memorandum • Task 12: Environmental Assessment • Task 13: Bike Parking Survey 	<ul style="list-style-type: none"> • 8: Appendices (potentially web-based) <ul style="list-style-type: none"> ○ 8.1: A: CoPA Reference Maps ○ 8.2: B: CoPA Bicycle Network Progress Map, Existing Conditions, and Network Gaps ○ 8.3: C: CoPA Pedestrian Network Progress Map, Existing Conditions, and Network Gaps ○ 8.4: D: CoPA Safe Routes to School Network Progress Map, Existing Conditions, and Network Gaps ○ 8.5: E: CoPA Bicycle and Pedestrian Volumes Map ○ 8.6: F: CoPA High Injury Network Map ○ 8.7: G: List of Design Manuals



2022 Bicycle and Pedestrian Transportation Plan Update

Scope of Work

City of Palo Alto
Bicycle + Pedestrian Transportation Plan

Adopted July 2012

PABAC

May 3, 2022 Meeting

Ozzy Arce, Senior Transportation Planner & Project Manager

PREPARED BY:
Alta Planning + Design

PREPARED FOR:
City of Palo Alto



Scope of Work (SoW) Overview

The draft SoW includes **nine** (9) required tasks and **four** (4) optional tasks:

1. Prepare Detailed Work Plan & Strategy
2. Review Existing Bicycle and Pedestrian Policy and Program Documents
3. Inventory Existing Bicycle Facility Conditions
4. Needs Assessment
5. Community Outreach
6. Develop Pedestrian Network and Bicycle Network Enhancements
7. Implementation and Funding Strategies
8. Bicycle and Pedestrian Plan Document
9. Project Management & Oversight
10. Conduct Automatic Counts (*optional*)
11. Count Data Analysis and Summary Memo (*optional*)
12. Environmental Assessment (*optional*)
13. Bike Parking Survey (*optional*)



2022 SoW Tasks	PABAC Framework (Topic Headings)
Task 1: Prepare Detailed Work Plan and Strategy	
Task 2: Review Existing Bicycle and Pedestrian Policy and Program Documents <ul style="list-style-type: none"> • 2.1: 2022 Bicycle and Pedestrian Transportation Plan Update Framework • 2.2: Review Existing Bicycle and Pedestrian Policy and Program Documents, and Other Planning Documents 	<ul style="list-style-type: none"> • 1.1: Purpose (Audience, Intent) • 1.2: Principles (CS, SS, VZ, Sustainability) • 1.3: Goals, Performance Measures, and Policies • 1.4: PABAC's role in the Plan Update development • 2.1: Relevant Plans
Task 3: Inventory of Existing Bicycle Facility Conditions <ul style="list-style-type: none"> • 3.1: Bicycle Existing Conditions • 3.2: Pedestrian Existing Conditions • 3.3: Shared Micromobility Existing Conditions • 3.4: Bicycle and Pedestrian Program Inventory 	<ul style="list-style-type: none"> • 2.2: Supporting Programs • 2.3: Supporting Facilities
Task 4: Assessment of Needs (Needs Assessment) <ul style="list-style-type: none"> • 4.1: Develop Needs Assessment Criteria and Metrics • 4.2: Collision and Safety Analysis • 4.3: Future Activity Levels and Benefits Analysis • 4.4: Field Review of Barriers, Constraints, and Site Specific Hazards 	<ul style="list-style-type: none"> • 4: Safety Analysis <ul style="list-style-type: none"> ○ 4.1: Bicycle and Pedestrian Volumes ○ 4.2: High injury network ○ 4.3: Bicycle Collision Trends ○ 4.4: Pedestrian Collision Trends ○ 4.5: Other Bicycle and Pedestrian Safety Factors • 5: Needs Assessment Criteria and Metrics <ul style="list-style-type: none"> ○ Categorized by projects, facilities, and programs, and a description of how each criteria will be measured and scored (Criteria can include: accessibility, cost, gap closure, GHG reductions, etc)
Task 5: Community Outreach <ul style="list-style-type: none"> • 5.1: City staff meetings • 5.2: PABAC and CSTSC • 5.3: Public meeting materials, agendas, and summaries • 5.4: Community Meetings and Notification • 5.5: Street-level Engagement • 5.6: Digital Engagement and Development of a Project Website • 5.7: Development of a Project Logo • 5.8: Development and execution of community surveys 	<ul style="list-style-type: none"> • 3: Community Engagement for the Plan Update <ul style="list-style-type: none"> ○ 3.1: Purpose ○ 3.2: Process, including schedule, potential stakeholders, and different forms of outreach strategies ○ 3.3: Outcome
Task 6: Develop Pedestrian Network and Bicycle Network Enhancements <ul style="list-style-type: none"> • 6.1: Recommended Policies and Best Practices • 6.2: Bikeway System Development • 6.3: Pedestrian Guidelines • 6.4: Bikeway System Map • 6.5: Project List and Cost Estimates • 6.6: Bikeway Project Evaluation/Prioritization Criteria • 6.7: Support Facility Recommendations • 6.8: Education, Encouragement, and Outreach Programs 	<ul style="list-style-type: none"> • 6: Recommendations <ul style="list-style-type: none"> ○ 6.1: Projects (Bicycle and Pedestrian Project Recommendations) ○ 6.2: Facilities (Bicycle and Pedestrian Facilities Recommendations) ○ 6.3: Programs (SRTS and New Program Recommendations) ○ 6.4: Policies
Task 7: Implementation and Funding Strategies <ul style="list-style-type: none"> • 7.1: Implementation Phasing and Recommended Projects • 7.2: Potential Funding Sources and Opportunities 	<ul style="list-style-type: none"> • 7: Implementation <ul style="list-style-type: none"> ○ 7.1: Methodology ○ 7.2: List of ranked and prioritized projects
Task 8: Bicycle and Pedestrian Plan Document <ul style="list-style-type: none"> • 8.1: Administrative Review Draft of 2022 BPTP Update • 8.2: Public Review Draft of 2022 BPTP Update • 8.3: Final 2022 Bicycle and Pedestrian Transportation Plan Update 	<ul style="list-style-type: none"> • i. Letter from the Mayor or City Manager • ii. Executive Summary • Accomplishments and progress since the BPTP 2012 • Include links to quickly access sections of interest
Task 9: Project Management and Oversight Optional Tasks: <ul style="list-style-type: none"> • Task 10: Conduct Automatic Counts • Task 11: Count Data Analysis and Summary Memorandum • Task 12: Environmental Assessment • Task 13: Bike Parking Survey 	<ul style="list-style-type: none"> • 8: Appendices (potentially web-based) <ul style="list-style-type: none"> ○ 8.1: A: CoPA Reference Maps ○ 8.2: B: CoPA Bicycle Network Progress Map, Existing Conditions, and Network Gaps ○ 8.3: C: CoPA Pedestrian Network Progress Map, Existing Conditions, and Network Gaps ○ 8.4: D: CoPA Safe Routes to School Network Progress Map, Existing Conditions, and Network Gaps ○ 8.5: E: CoPA Bicycle and Pedestrian Volumes Map ○ 8.6: F: CoPA High Injury Network Map ○ 8.7: G: List of Design Manuals

PABAC SoW review and comment

- Review SoW
- Please provide one set of consolidated comments, per PABAC member
- Submit comments to: transportation@cityofpaloalto.org
- Deadline to submit comments: end of day, Wednesday, May 11, 2022

- Next steps:
 - Staff will work to incorporate PABAC's comments into the SoW.
 - Incorporate finalized SoW into the Request for Proposal (RFP).



Palo Alto Pedestrian and
Bicycle Advisory Committee

Tuesday, April 5, 2022

6:15 P.M.

VIRTUAL MEETING

Palo Alto, CA

Members Present: Art Liberman (Vice Chair), Alan Wachtel, Arnout Boelens, Bill Courington, Bill Zaumen, Cedric de la Beaujardiere, Eric Nordman, Jane Rosten, Ken Joye, Nicole Zoeller-Boelens, Rob Robinson, Robert Neff, Steve Rock

Members Absent: Penny Ellson (Chair), Bruce Arthur, Kathy Durham, Paul Goldstein, Richard Swent

Staff Present: Sylvia Star-Lack, Shrupath Patel, Ozzy Arce

Guests: None

PART I: TDA 3 – BICYCLE/PEDESTRIAN PLAN UPDATE

1. Call to order

2. Adoption of a Resolution Authorizing Use of Teleconferencing for Pedestrian and Bicycle Advisory Committee Meetings During Covid-19 State of Emergency (See attached Resolution)

Vice Chair Art Liberman explained the resolution will need to be passed for each meeting going forward and is required tonight due to the BPTP items on the agenda.

Mr. Eric Nordman moved to pass the resolution, seconded by Mr. Ken Joye.

The resolution was passed unanimously.

3. AGENDA CHANGES

None

1 **4. PUBLIC COMMENTS**

2 *Written comments submitted by email to Transportation@CityofPaloAlto.org between*
3 *12:00pm on December 22, 2021 and 12:00pm on January 24, 2022 are attached with the*
4 *agenda packet.*

5 None

6 **5. STAFF UPDATES**

7 **a. BPTP 2012 Evaluation and Project Status spreadsheet—In Progress Draft**

8 Mr. Shrupath Patel reported staff is reviewing the nine recommended projects the 2012
9 Bicycle/Pedestrian Transportation Plan (BPTP) has categorized and shared a spreadsheet where
10 the projects stand. Once the spreadsheet is completed it will also include new defined projects and
11 which of the projects from the 2012 Plan should be carried forward. Currently there are five project
12 status categories: Planning, Concept Engineering, Right-of-way Acquisition, and Construction.
13 The current plan will include four additional status categories of Post Construction, Completed,
14 Partially Completed, and Not Initiated. Currently there are thirty projects on the spreadsheet that
15 have been identified by staff. Mr. Patel provided email information on how PABAC members
16 should communicate comments for each project status and requested all emails include the project
17 ID, the change in status, followed by the PABAC member's assessment of the project status
18 change.

19 Mr. Joye requested the instructions, on how to communicate requested status changes by members
20 to staff, be emailed to the group as well.

21 Mr. Bill Zauman questioned if the Middlefield Road at Sanford Creek project should be an
22 overcrossing instead of an undercrossing. Ms. Sylvia Star-Lack replied she thought the project was
23 supposed to be an undercrossing and stated staff will have to look into that and get back to Mr.
24 Zauman.

25 Mr. Nordman questioned if the spreadsheet includes projects that were started that are not included
26 in the 2012 BPTP. Mr. Patel replied currently the spreadsheet only includes projects from the 2012
27 Plan.

28 Vice Chair Liberman commented that Chair Ellson has indicated the new Plan will include the
29 status information on new projects as well as old projects that have not been completed.

30 Mr. Steve Rock questioned a particular project not listed and Vice Chair Liberman responded the
31 spreadsheet is a great starting point on determining the status of old projects and is looking forward
32 to it incorporating new projects as well.

33 In response to Mr. Bill Courington's question, Mr. Patel stated the spreadsheet is a moving target
34 and BPTP status information will be shared at the next PABAC meeting on which additional
35 projects he was able to gather the status of and anticipates having the status on all projects by May
36 or June.

1 Mr. Rock requested two columns be added to the spreadsheet to include the estimated cost of a
2 project and the actual cost of a completed project.

3 Vice Chair Liberman replied to Mr. Rock that this spreadsheet was a starting point to decide which
4 of the old projects should be included in the BPTP update and cost information is provided by the
5 consultants or engineers working on the projects, which will come later.

6 **b. Potential PABAC review of BPTP Update proposals**

7 Ms. Star-Lack reported in response to PABAC's request to participate in the procurement process
8 of consultants, the following guidelines have been determined via procurement and the City
9 Attorney:

- 10 1. One PABAC representative may be involved
- 11 2. There can be no Bias or Conflict of Interest from the PABAC member
- 12 3. Confidentiality must be upheld – the PABAC member can not talk to PABAC or others
13 about the process until the consultant is under contract
- 14 4. An estimated 9-12 hours will be needed for the proposal review and interviews
- 15 5. The type of role would be an Observer Role or Scorer Role, there is no in between role.
16

17 In response to Ms. Jane Rosten's inquiry of the overall window of time would be required to
18 participate, Ms. Star-Lack stated there are two parts to the procurement process, the first would be
19 reviewing the proposals and the second would be the interview process and she was unsure of the
20 exact time frame for the entire process as it would vary depending on the number of proposals
21 received.

22 Mr. Cedric de la Beaujardiere believes it should be a scorer role, any other type of participation
23 would be a waste of time.

24 Mr. Courington stated the observer role makes no sense and it should be a scorer role.

25 Mr. Nordman believes if there is no in-between role, it should be a scorer role.

26 Mr. Rock commented observing would be a waste of time, the scorer role would make more sense
27 and questioned if the confidentiality is forever or just during the procurement process. Ms. Star-
28 Lack replied she will inquire with the procurement team and confirm the confidentiality portion.

29 Mr. Alan Wachtel stated he has participated in this process previously and his vote would be for a
30 scorer role. In addition, believes the confidentiality of the process makes it difficult for the
31 representative to truly represent PABAC's committee views rather than individual preference. Ms.
32 Star-Lack replied there is a general scoring rubric that procurement follows which will supply
33 some guidance, however, it would be an individual preference.

34 Mr. Robert Neff commented he also has participated in this process in the past and believes his
35 role did not make much of a difference in the overall scoring of bidders, however it should be a
36 scorer role.

1 Ms. Nicole Zoeller-Boelens questioned if there is delineation between the PABAC representative
2 providing input into the scope of work (RFP) that goes out versus the person scoring the proposals
3 coming in. Ms. Star-Lack responded the input of the scope of work is the next item on the agenda,
4 they are two separate items.

5 Vice Chair Liberman stated the group consensus is PABAC would like the representative to have
6 a scoring role in the procurement process.

7 **c. Potential PABAC review of the draft BPTP Update consultant scope of work**

8 Ms. Star-Lack reported the City Attorney stated that PABAC could have an input on the
9 consultant's scope of work as long as it is done via the Brown Act (discussed in a meeting, not via
10 email), and supplied the information from the 2012 BPTP tasks and the new scope of tasks from
11 the 2022 BPTP update framework topic headings. The scope of work includes tasks and
12 deliverables that the consultant must provide for each task. The new 2022 BPTP tasks include
13 tracking for what was previously included in 2012.

14 In April Staff will use the framework and content provided by PABAC during the framework
15 development to determine the scope of work. There are three options effecting the timing:

16 1. Two-month process which includes sharing the scope in May for comments and
17 finalizing in June, the procurement process would begin in June.

18 2. One month process, the draft scope would be incorporated and approved at the same
19 meeting in May and the procurement process would begin in mid-May.

20 3. No PABAC review of the draft scope and the procurement process would begin in late
21 April.

22 Mr. Joye prefers option 2 and questioned if the form of the deliverables in the 2012 BPTP was
23 defined and if there is a description of the form of deliverables in the approved framework of topics
24 in the 2022 Plan. Ms. Star-Lack stated there were discussions about the document being provided
25 on the web, she would have to revisit the conversations to see what exactly was discussed so that
26 could be incorporated moving forward.

27 Mr. Nordman is in favor of option 2 felt the thirty pages of design standards and guidelines in the
28 2012 BPTP was too much, and a page of links would be more cost effective.

29 Mr. Rock questioned if option one means no work will begin until June. Ms. Star-Lack responded
30 this has to do with the hiring of the consultant so regardless of which option is chosen, the work
31 would not begin until the bid has been accepted and the consultant is hired.

32 Mr. de la Beaujardiere questioned how prepared staff is at this point, and if there is a benefit for
33 option one versus using option three. Ms. Star-Lack explained it depends on if PABAC would like
34 to see the bid proposal before it is released on the street. Typically, staff does not include PABAC's
35 input in drafting a proposal so the time frame of beginning the process would depend on PABAC's
36 point of interest in the proposal that is created. If PABAC wants to provide input, the Brown Act
37 dictates the time frame of how long that will take.

1 Vice Chair Liberman stated his choice is also option 2, giving PABAC some type of input but not
2 delaying the process three months as stated in option 1, and questioned if there have been any
3 informal contact with any contractors who might be prepared to begin. Ms. Star-Lack stated due
4 to the confidentiality of the process she does not communicate with consultants and has not made
5 contact yet. However, most contractors are aware of the federal funds due to filter into the cities
6 and are likely preparing to be a part of those projects.

7 Upon a show of hands, the consensus of PABAC was to go with option 2.

8 Vice Chair Liberman Adjourned this section of the meeting at 7:02 p.m.

9 **PART II: OTHER ITEMS**

10 **1. AGENDA CHANGES**

11 None

12 **2. APPROVAL OF ACTION MINUTES**

13 Motion by Mr. Joye, seconded by Mr. Nordman, to approve the minutes for the March 1, 2021
14 PABAC meeting.

15 Motion passed unanimously.

16 **3. PUBLIC COMMENTS**

17 None

18 **4. STAFF UPDATES**

19 **a. City Municipal Code clean-up effort**

20 Ms. Star-Lack reported she has communicated with several people on how to get this
21 accomplished. The City Attorney prefers to batch the Municipal Code cleanups rather than do
22 them separately and is planning to do one before the end of the fiscal year. Currently the only
23 department working on it is the Planning division. Ms. Star-Lack will be working with the City
24 Attorney to add PABAC's Municipal Cleanup to his parking code cleanup.

25 **b. S. Palo Alto Bikeways project**

26 Ms. Star-Lack reported the previous grant has been relinquished to write the new One Bay Area
27 Cycle Three Grant and looking at a consultant source that is already writing another grant that is
28 also due in June. The hope is that submitting two applications at the same time will increase their
29 chances of winning the grant.

30 **c. Current development project: 2850 W. Bayshore Road**

31 Mr. Patel reported this project will be proposing off-site bike improvements and is located next to
32 Greer Park. The project will be replacing office square footage into 48 townhome residential units

1 and is expected to generate additional bike/pedestrian circulation. Currently the project does not
2 provide southbound bike lanes on W. Bayshore. The current proposal increases the Class 2 bike
3 lanes from 5-feet to 6-feet, stripe a 6-foot southbound Class 2 bike lane on the frontage of the
4 property, construct a sound wall between W. Bayshore and Highway 101, and removes the existing
5 sidewalk to create a new sidewalk on the property. In addition, it extends the Southbound bike lane
6 to Colorado Avenue which will stripe the bike lane in front of Greer Park to connect to the
7 Colorado Ave bike route. The project has already been to ARB (Architectural Review Board), and
8 Mr. Patel said that the ARB requested to add a gate from the property to the Greer Park Bike Path
9 behind the property, in addition to an Americans with Disabilities Act (ADA) compliant ramp.

10 Mr. Neff said this sounds terrific and is glad to see the southbound bike lane added.

11 Mr. de la Beaujardiere commented it is a great improvement and it's nice to see the bike lane
12 continuing to Colorado and questioned if the wider bike lanes will continue in the northbound
13 direction. Mr. Patel said the northbound bike lanes will remain the same as they are now. Ms. Star-
14 Lack stated if there was a repaving opportunity they could suggest it, however, it would infringe
15 upon private property to do so.

16 Mr. Nordman believes it is a very good proposal and likes how they incorporated a place for their
17 residents to store their bikes, however, believes there is another proposal in the works for the
18 adjacent property and wondered how that might affect their plans to incorporate the entrance into
19 the bike path behind the property.

20 Mr. Joye agrees he likes the proposed plan but also commented the entrance to the bike path would
21 be better placed somewhere other than the corner of the property.

22 Mr. Rock questioned if there is a place for visitors to park their bikes and believes it would be
23 prudent to all additional areas for bike racks. Mr. Patel stated there are proposed short term bike
24 racks on one side of the community common area and that overfill would likely park in the parking
25 spaces provided for the units and thus far have met code.

26 Mr. Arnout Boelens questioned the position of the sidewalk at the property entrance to which Mr.
27 Patel stated he believes it was planned to give incoming vehicles better visibility vantage of bikes
28 crossing the property entrance while complying with City Works sidewalk requirements.

29 Vice Chair Liberman expressed a disappointment in the planning department because it took the
30 Architectural Review Board's (ARB) review to point out there needed to be a connecting point
31 into the park and mentioned the case of the young boy who was hit and killed at the intersection
32 of Grant and El Camino on March 17, 2022. Mountain View approved the plans for the community
33 with the entrance onto El Camino being the only route for children to exit their community. This
34 community had originally planned to do the same concept and the ARB pointed out the safety of
35 the children needed to be taken into consideration.

36 **d. El Camino Real Repaving status (See Attachment B—Updated Fact Sheet)**

37 Ms. Star-Lack reported CalTrans has responded to the PABAC's comments, and she is in the
38 process of planning a meeting to discuss how the committee would like to counter-respond to
39 CalTrans. Repaving is now planned on this project during the summer of 2023 and CalTrans is

1 treating this project as a maintenance project and are not on board with the changes that PABAC
2 and the City Engineers are proposing be included. Currently CalTrans response is that all the
3 crosswalks on El Camino Real “will be high visibility piano keys type crosswalks”.

4 **e. Bridge maintenance project status**

5 Ms. Star-Lack reported there is a field visit scheduled for April 13, 2022 at 1:00 p.m. with Public
6 Works Staff, PABAC’s Bridge Subcommittee is working with Public Works staff to coordinate
7 this trip. Public Works has received their Bridge consultant’s study report and they will be invited
8 to the May PABAC meeting to share their findings.

9 **f. New “I Bike Palo Alto” shirts**

10 Ms. Star-Lack reported the City’s I Bike Palo Alto t-shirts are available and can be obtained by
11 responding to the email that will be sent out by Mr. Arca. The style choice, and size will need to
12 be supplied. The men’s shirt is mustard yellow and the women’s shirt is pink.

13 **5. DISCUSSION ITEMS**

14
15 **a. Current Development Project: 1700 Embarcadero Road**

16 *Note: Site plans are shared for reference only. OOT staff will provide more information*
17 *related to the potential multi-use path on the property frontage. At this time, the project*
18 *has not proposed a multi-use path, so it is not shown on the site plans.*

19 Mr. Patel reported the project consists of replacing the current restaurant building with the new
20 Mercedes Benz dealership. The project will provide new car sales. The onsite circulation consists
21 of driveways which enter from Embarcadero Road and E. Bayshore Road and exit onto E.
22 Bayshore only. The plan also includes an entrance from the property to the sidewalk on
23 Embarcadero Road. Transportation believes they can implement a plan that will reduce car trips
24 of employees by 20%. There are currently no bike lanes on the frontage of the property. The bike
25 lane starts at the Honda Dealership. Adding bike lanes to the street will require land acquisition.
26 Public Works is requesting a public easement be added due to the unsafe conditions a bike lane
27 would create, which would constrict the multi-use path on the frontage of the property. Mr. Patel
28 shared the plan of the previous applicant for reference only, as they had a plan to reconstruct the
29 multi-use area in front of the Honda Dealership in addition to the property currently in question.
30 Staff is requesting the current applicant to do the same and is looking for PABAC’s opinion of
31 Staff’s approach to resolving this challenge.

32 Vice Chair Liberman stated Mr. Joye had previously written a letter to the Office of Transportation
33 regarding the property blocking the connection to the Bay Bike trail.

34 Mr. Joye questioned if land acquisition would be required because they are trying to preserve the
35 level of service provided by a left turn lane on E. Bayshore Road and if not, why not consider
36 removing the left turn lane so a bike lane could be added without the expense of land acquisition.
37 Ms. Star-Lack replied they are not proposing the City spend money to acquire additional land.
38 Level of service is not used for California Environmental Quality Act (CEQA) projects, the City
39 still uses level of service in their development reviews so they will not be able to remove the left

1 turn lane. Staff's approach is based on their knowledge that the current use proposed can not meet
2 Transportations Comp Plan program of reducing trips by 20% because it is a auto use property.
3 Cars must be driven in to utilize the dealerships maintenance service. They are going with the
4 previous applicants plan because the current applicant would otherwise be in violation of
5 Transportation Demand Management (TDM) requirements.

6 Mr. Wachtel questioned the bike connects on the other sides of the properties, particularly the
7 connection to Geng Road. Ms. Star-Lack responded they don't have the land to put those facilities
8 in so those would have to be done as a vehicular cyclist or a pedestrian. The only option is to
9 pursue this connection on this parcel.

10 Mr. Neff questioned the connection to Geng Road and if it could be developed further along in the
11 project. Mr. Patel responded once they receive the proposal, they could address the Geng Road
12 connection. Ms. Star-Lack reminded the committee this is Staff's intention of what to pursue with
13 the applicant, this is not yet something the applicant has already agreed to, staff is looking for
14 PABAC's endorsement so they can submit their concerns to Planning and Transportation
15 Commission (PTC) for eventual City Council review. Mr. Neff further questioned the parking
16 availability for employees, and if there is a plan to add a crossing at the path exit from Oregon and
17 101. Ms. Star-Lack replied parking is the responsibility of the property/business owner and she
18 would have to look at the plan again to see if a crossing is planned however, she believes there
19 was a driveway which prevented that option.

20 Mr. Rock stated the earlier plan had parking for bicycles and did not see it on the Mercedes Benz
21 plan and suggested bike parking be requested onsite. Vice Chair Liberman stated he saw bike
22 parking on the plans, Mr. Patel confirmed they are next to the main entrance.

23 Mr. de la Beaujardiere suggested a HAWK Signal at their driveway as an option to cross E.
24 Bayshore.

25 Mr. Boelens believes it's better than what is currently there and hopes it provides safer options to
26 access Geng Road.

27 Mr. Zaumen commented bike parking has loaner bikes at the Toyota dealership and feels it would
28 be a good thing to encourage the Mercedes dealership to do that as well.

29 Mr. Nordman stated he commuted Geng road for five years and the school across from Oregon
30 bike path would be a good place for a HAWK. Barring the ability to do that, what is being proposed
31 is a good idea.

32 Vice Chair Liberman believes a bi-directional multi use path would be a great idea and is
33 wondering if the dealership would object having it in the back of the property to then run between
34 the new dealership and the one currently in place, as opposed to running the front of the property.
35 Stating that might be an alternate suggestion should the push back on the current plan staff is
36 pursuing.

37 Mr. Wachtel noted that the current plan crosses two entrances with an expected vehicular traffic
38 rate of more than one car per minute which seems like a substantial amount. Conflict is being
39 created at those points and at a minimum, site signs should also be considered.

1 Mr. de la Beaujardiere agrees with Vice Chair Liberman about suggesting they add a bike thruway
2 on the rear sides of the property.

3 Ms. Star-Lack suggested adding a path along the back side of the property would require additional
4 footage than in the front. Mr. Liberman suggested reviewing what was done for the Bolpark path
5 on Matadero and Hanover. Mr. Wachtel said it might need to be wider, but a lot would depend
6 upon what right of ways are available and that would require further studies.

7 Mr. Neff motioned to support staff's recommendation for a multi-use path connecting from the
8 Geng Road intersection to Embarcadero at the other end of the property, along the frontage of the
9 property or the rear of the property, and possibly flashing beacons or a HAWK-signal as an offsite
10 improvement at the Embarcadero crossing and potentially at the driveway and extending the
11 southbound bike lane north as far as possible to connect the property. Seconded by Mr. Rock.

12 Mr. de la Beaujardiere added he believes if only one HAWK beacon is possible Embarcadero
13 would be a higher priority. If two were possible, one would also be well utilized at the property
14 entrance.

15 Mr. Boelens suggested also requesting a raised crossing at the entrance to incoming traffic.

16 Mr. Liberman requested staff inform PABAC when the recommendation will be submitted for
17 review so those who wish to attend the meeting can do so.

18 Consensus showed the group was unanimous in the recommendations made to staff.

19 **6. STANDING ITEMS:**

20 **a. Grant Update – Provided as an Agenda Item**

21 Mr. Neff questioned if this project has gone through all the community outreach that is required
22 before writing another grant, and one of the issues originally was it required a certain number of
23 separated bike lanes and questioned if that is a continued requirement in the new grant application.
24 Ms. Star-Lack replied staff has the funds to do the design phases however they are short staffed.
25 Writing the new grant for the construction phase will take place and sometime around December
26 they will pick back up on the design phase assuming staff has the time. The RFP will have to be a
27 do-over, and then they will be able to move forward. The funding has changed somewhat based
28 proximity to a priority development area. Due to the proximity of this project to the N. Bayshore
29 and Mountain View, Palo Alto will receive additional points on top of the points already
30 anticipated. The grant will fund construction only. City is funding the design.

31 Mr. Rock questioned if Fabian Way will be incorporated into this plan. Ms. Star-Lack stated they
32 are not currently in the plan and when the project is picked back up, they can talk about doing
33 more outreach to include Fabian Way.

34 Mr. Boelens and Ms. Star-Lack stated they will need as many letters as possible for the Grant
35 Writing as it pertains to the different schools that will be affected.

1 Mr. Wachtel stated the parking conflict between RV parking and bike lanes has been a contentious
2 issue in Mountain View which should not be repeated if possible. Mountain View's response to
3 that problem was to purchase the bike lanes on Park Blvd.

4 Ms. Rosten stated someone should be in charge to resolve that issue other than PABAC because
5 neither group is being well served.

6 **b. CSTSC Update (December 2021 and January 2022 meeting minutes attached)**

7 Mr. Boelens reported the school district present their preferred design for the Hoover School which
8 included a protected bike lane along Chelsea and Embarcadero where the School is now, and they
9 opted for a double drop off loop, and the bike rodeos have started.

10 **c. VTA BPAC Update**

11 Mr. Neff reported VTA BPAC met in March and the consent calendar was reprogramming of
12 funds to Cupertino pathway near Apple. A Chairperson report was received by Stacy Banerjee
13 from Los Altos and Betsy Megas from Santa Clara about the VTA goals for advanced
14 transportation solutions through city/county collaboration and fight climate change through
15 sustainable mode shift. Their focus is a county BPAC that facilitates bicycle connectivity between
16 cities. They were encouraged with the support they've received. It is an extensive designed
17 document that did not include funding information.

18 **d. Subcommittee Reports**

19 Mr. Neff stated the Paving Subcommittee does not yet have a report.

20 Several members are planning to attend the bridge visit on April 13th.

21 **e. Announcements**

22 Vice Chair Liberman stated there is a new facility being built in the complex at Hanover and
23 Hillview called the Hub that is almost completed that will include a full service bike repair shop
24 called Mike's Bikes.

25 **f. Future Agenda Items (*not a complete list*)**

26 *Please forward any future Agenda requests to Vice Chair Liberman or Chair Ellson.*

- 27 • Reducing ministerial barriers to getting bike parking approved on established private
28 developments
- 29 • PABAC Review of private development projects
- 30 • California Ave/Ramona Street Closure Feasibility Study

- 1 • S. Palo Alto Bikeways project status/grant proposal
- 2 • Incentivize bike parking at Charleston Plaza shopping center
- 3 • El Camino Real (SR-82) plans from Caltrans
- 4 • Potentially invite the Bloomington IN BPSC to attend future PABAC meetings
- 5 • BPTP Update/Timeline (public outreach, etc.)

6

7 **8. ADJOURNMENT** at 8:10 p.m.

8



PALO ALTO
UNIFIED SCHOOL DISTRICT

Hoover Elementary School

concept planning studies

May 3, 2022

neighborhood

- vehicular circulation
- pedestrian circulation
- bicycle circulation
- secured campus perimeter
- campus entry point
- main entry (admin)
- bicycle parking
- crossing guard location
- traffic light



FAIRMEADOW ES

MITCHELL PARK

JLS MS

HOOPER ES

FAIRMEADOW

GREENMEADOW

Cubberley

e. meadow dr

middlefield rd

alma st

e. charleston rd

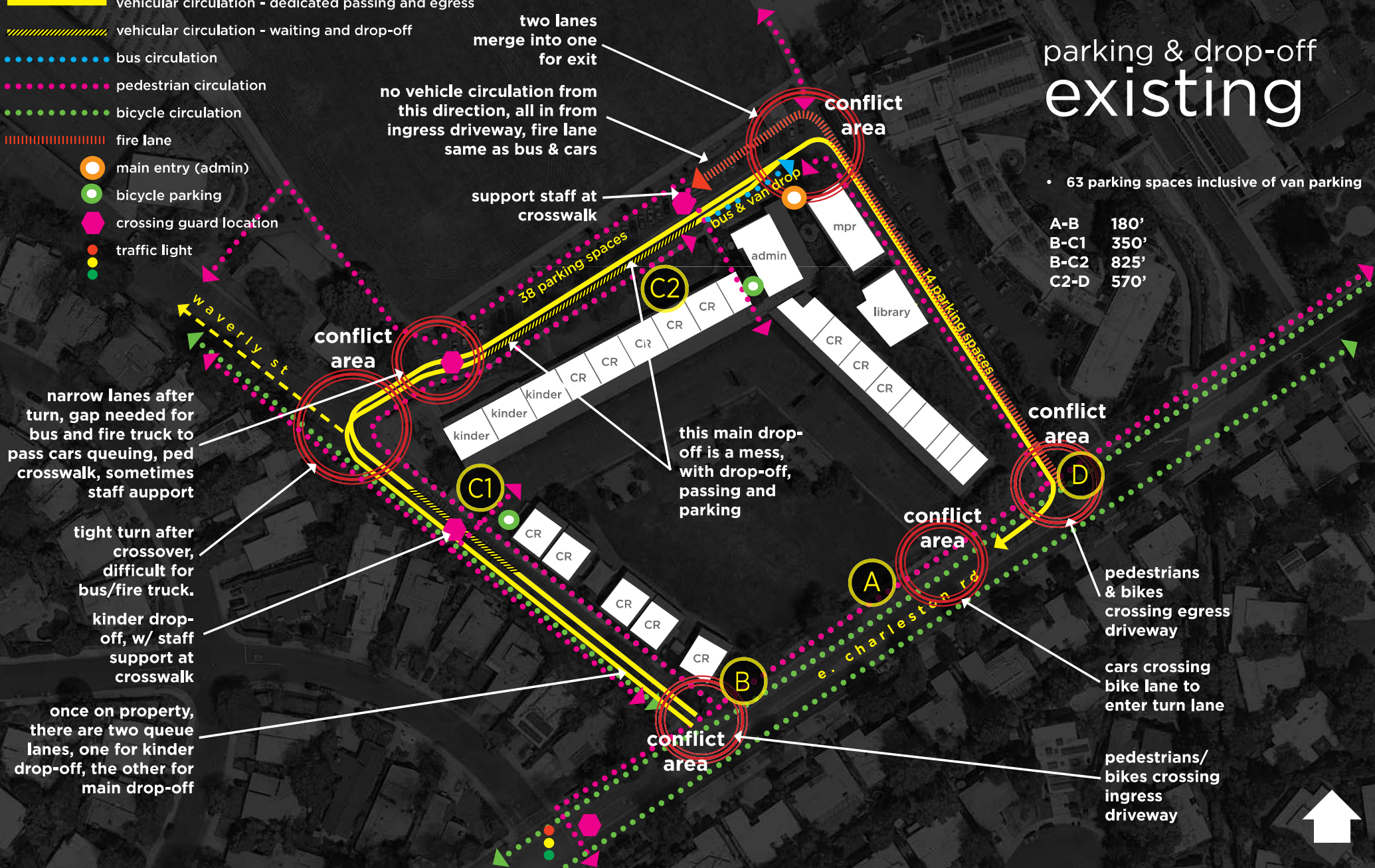
x

- vehicular circulation - dedicated passing and egress
- vehicular circulation - waiting and drop-off
- bus circulation
- pedestrian circulation
- bicycle circulation
- fire lane

- main entry (admin)
- bicycle parking
- crossing guard location
- traffic light

parking & drop-off existing

- 63 parking spaces inclusive of van parking
- | | |
|------|------|
| A-B | 180' |
| B-C1 | 350' |
| B-C2 | 825' |
| C2-D | 570' |



two lanes merge into one for exit

no vehicle circulation from this direction, all in from ingress driveway, fire lane same as bus & cars

support staff at crosswalk

38 parking spaces

bus & van drop

conflict area

conflict area

this main drop-off is a mess, with drop-off, passing and parking

conflict area

conflict area

pedestrians & bikes crossing egress driveway

cars crossing bike lane to enter turn lane

pedestrians/bikes crossing ingress driveway

narrow lanes after turn, gap needed for bus and fire truck to pass cars queuing, ped crosswalk, sometimes staff support

tight turn after crossover, difficult for bus/fire truck.

kinder drop-off, w/ staff support at crosswalk

once on property, there are two queue lanes, one for kinder drop-off, the other for main drop-off

conflict area





garden

16 stalls

(2) youth soccer fields
25 yd x 35 yd

ball wall

tether ball

eva | bike parking
144 racks 4 lockers

park in the
park plaza

24'
4 square

60' x 60'
kick ball

42' x 74'
basketball

primary | secondary
play structures

zone for
additional
structures

camphors

red oaks

kinder
green

kinder
play
structures

ball wall

42' x 74'
basketball

tether ball

24'
4 square

24'
4 square

24'
4 square

outdoor
innovation

drop off

50 stalls

camphor

mulberry

need to confirm

7371 sf

192 seats

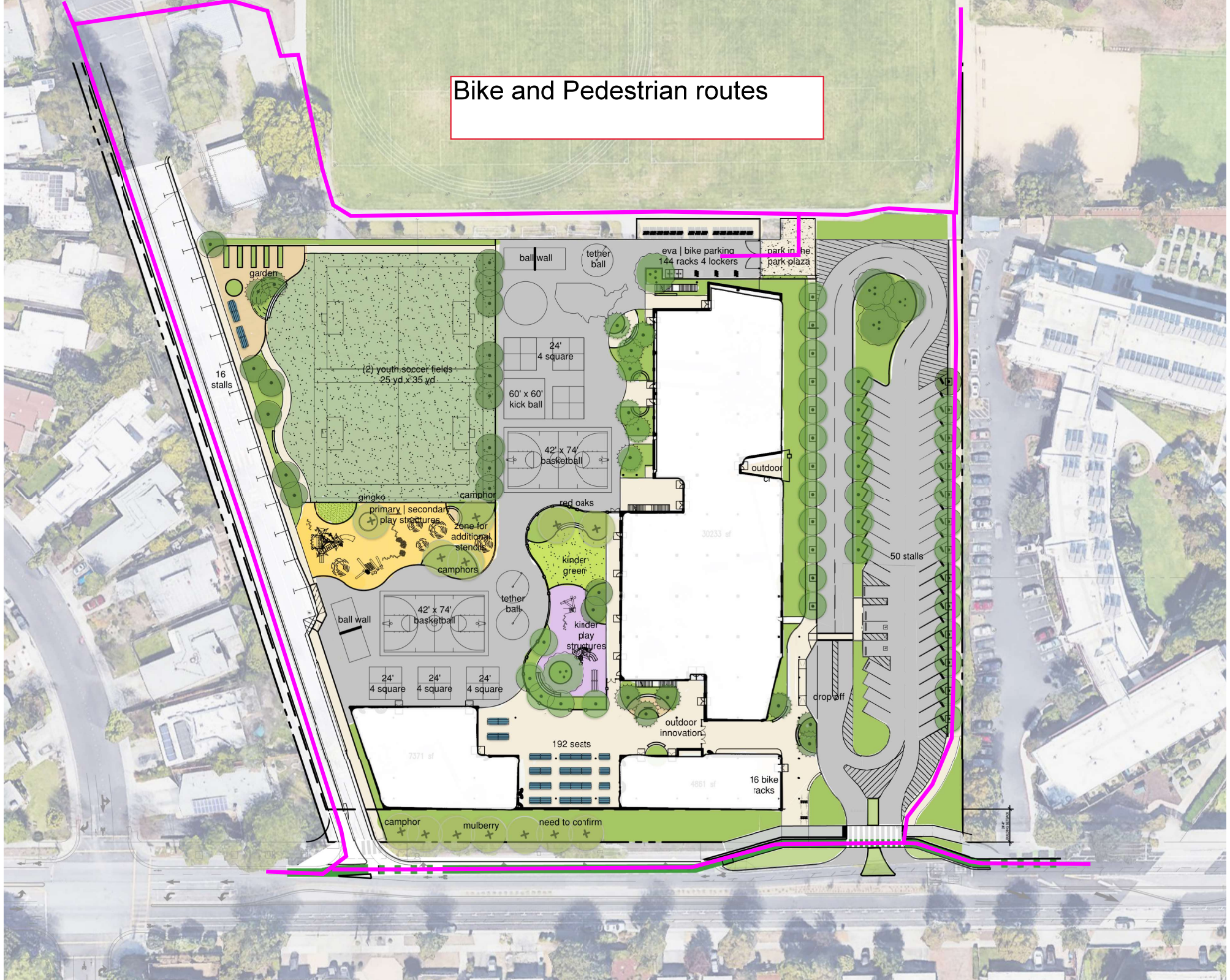
481 sf

16 bike
racks

30233 sf

100' 0" 100' 0"

Bike and Pedestrian routes



MTC Complete Streets Checklist - Final Draft, 4/1/22

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the planning, design, and construction of transportation facilities that provide safe mobility and comfortable connectivity for all users, and particularly for people walking, rolling, and biking. MTC updated its CS Policy in March 2022 to align with the safety, equity, and mode shift goals of Plan Bay Area 2050 (PBA2050), the region's long range Regional Transportation Plan/Sustainable Communities Strategy. In particular, the updated CS Policy serves to guide implementation of two PBA2050 strategies - T8, to develop a Complete Streets Network, enhancing streets to promote walking, biking, and other micromobility options through sidewalk improvements, car-free slow streets, and 10,000 miles of bike lanes or multi-use paths, and T9 - advancing regional Vision Zero policy through street design and reduced speeds.

Complete Streets are planned, designed, constructed, reconstructed, operated, and maintained to be safe and comfortable for everyone, regardless of age, ability, ethnicity, race, sex, income, disability or chosen transportation mode. Complete Streets provide safe mobility and improved connectivity to community destinations for all users, and especially for people walking, rolling, biking and riding transit, while maximizing the use of the existing public right-of-way by prioritizing space-efficient forms of mobility (walking, cycling, shared mobility and public transit) over space intensive modes (single occupancy auto travel).

MTC's updated CS Policy (Resolution 4493) requires that all projects with a total project cost of \$250,000 or more applying for discretionary transportation funding from MTC submit a Complete Streets Checklist to ensure that integrated planning and design enable full implementation of adopted bicycle/pedestrian plans and safety improvements - to the maximum extent feasible - as part of every project affecting the physical or operational state of transportation facilities and public rights-of-way, including during construction and other temporary ROW closures. The Policy also extends to projects requesting MTC endorsements and Letters of Support for state or federal funding programs.

Completed Checklists must be reviewed by local (city or county) Bicycle and Pedestrian Advisory Committees (or equivalent) and submitted to MTC with funding applications, or their equivalent.

Any project seeking an exemption to the CS Policy must provide documentation in the Complete Streets Checklist detailing how the project meets one or more of the allowable exception conditions. Exceptions must be documented and signed by the agency's Director of Public Works, Transportation Department (or equivalent), or their designee.

Checklist submittal for projects with a total project cost below \$250,000 is optional.

MTC Complete Streets Checklist - Final Draft, 4/1/22

Instructions:

This form may be helpful for preparing responses, but please note that this Checklist must be submitted online at <https://completestreets.mtc.ca.gov>.

PROJECT INFORMATION		
Project Name/Title: South Palo Alto Bikeways		
Date Submitted: To VTA by May 25, 2022		
Project Area/Location(s): E. Meadow Drive from Alma to Fabian, Fabian Ave from Charleston to E. Meadow, Waverley Path from E. Meadow to Charleston		
PROJECT DESCRIPTION: (300-word limit) See attachment		
Project Phase Pull Down Menu: Planning, PE, ENV, ROW, CON, O&M CON		
May provide links to additional project details, grant applications, or other documents.		
CONTACT INFORMATION		
Contact Name & Title: Sylvia Star-Lack, Transp. Planning Mgr.	Contact Email: sylvia.star-lack@cityofpaloalto.org	Contact Phone: 650-329-2546 (w)
Agency: City of Palo Alto		

Topic	CS Policy Consideration	YES	NO	Required Description
Bicycle, Pedestrian and Transit Planning	<p>Is the project consistent with relevant Plans or other adopted policies?</p> <p>Examples include:</p> <ul style="list-style-type: none"> • City/County General + Area Plan • Bicycle, Pedestrian & Transit Plan • Community Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Please list relevant Plans, relevant Plan language, adoption date. If project is not consistent, please explain.</p> <p>2012 Bicycle & Pedestrian Transportation Plan BK-9: Fabian Way Enhanced Bikeway BK-7: Meadow St Enhanced Bikeway TR-3: Existing Trail Access Improvements PR-1: Safe Routes to School</p>
Active Transportation Network	Does the project area contain segments of the regional Active Transportation Network?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, describe how project adheres to the All

[Active Transportation Network map](#) has not been released by MTC.

MTC Complete Streets Checklist - Final Draft, 4/1/22

Topic	CS Policy Consideration	YES	NO	Required Description
	[See AT Network map at mtc.ATNetwork.gov - <i>placeholders</i>]			Ages and Abilities design principles. See Attachment 1
Safety and Comfort	<p>Is the Project on a known High Injury Network or has a local traffic safety analysisⁱ found a high incidence of bicyclist/pedestrian crashes within the project area?</p> <p>May use Bay Area Vision Zero (mtc.BAYVIZ.gov. - <i>placeholder</i>)</p> <p>Recent collision reports are being generated by City staff. Requested recent incident reports from PAUSD. BAYVIZ is not yet ready.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Please describe the Systemic Safety Analysis Report, Vision Zero Action Plan, High Injury Network, or other analysis of the project area.</p> <p>List the project's traffic safety measures.</p>
	<p>If project includes a Bikeway, was any Suitability, Level of Traffic Stress (LTS), or similar user experience analyses conducted?</p> <p>Will discuss AADT and speeds when data is in, volume of bike traffic, online survey results</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Describe how project seeks to provide a suitable facility and/or reduce facility's LTS.</p>
Transit¹ Coordination	<p>Are there existing public transit facilities (stop or station) abutting the project ROW?</p> <p>See attachment under Transit Coordination.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	List transit facility(ies) and all affected agencies.
	<p>Have all potentially affected transit agencies had the opportunity to review this project?</p> <p style="text-align: right;">This will happen when we send this checklist to VTA.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summarize agency contact(s) and comments.
	<p>Is there a Mobility Hub within the project area?</p> <p>https://mtc.ca.gov/planning/transportation/mobility-hubs/universe-bay-area-mobility-hubs</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If Yes, please describe improvements and coordination efforts with all affected mobility providers, incl. bike share, scooters, car share.

MTC Complete Streets Checklist - Final Draft, 4/1/22

Topic	CS Policy Consideration	YES	NO	Required Description
Design	Does the project meet professional design standards ⁱⁱ or guidelines appropriate for bicycle and/or pedestrian facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please provide Class designation for bikeways. Cite design standards used. Class I, Class II, Class III, Class IV
Measuring Performance	Does your agency have plans or programs to track the impact of the project over time? Bike/ped counts to be taken in May 2022. Will also share bike parking statistics at JLS and Gunn.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please submit bike/ped counts here: [Caltrans link.] If you use another form of performance tracking, please share here.
Operations & Maintenance	What Agency/Department will be responsible for ongoing Operations and Maintenance of the facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public Works - Street maintenance Transportation & Utilities - Signal operations & maintenance
BPAC Review	Has the local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this project and checklist?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please include meeting date and BPAC comments. Scheduled for May 2022. Staff will attach summary of comments

Statement of Compliance	YES	NO	If NO, Please Describe Reasons (refer to Exemptions Clause)
The proposed project complies with all applicable Complete Streets policies and laws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The project includes segments of the Regional AT Network and will provide facilities that meets All Ages and Abilities design [principles.	<input type="checkbox"/>	<input type="checkbox"/>	Can't asses this yet as the AT Network is not yet published.
Does the project include a transit stop/station or is it located along a bus route?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

MTC Complete Streets Checklist - Final Draft, 4/1/22

Statement of Exemption	YES	Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	<input type="checkbox"/>	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	<input type="checkbox"/>	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of vulnerable road users.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	<input type="checkbox"/>	Describe Alternative Plan/Project
4. Conditions exist in which Complete Streets policy requirements cannot be met, such as fire and safety specifications, spatial conflicts on the roadway with transit, or environmental concerns such as abutting conservation land or severe topological constraints.	<input type="checkbox"/>	Describe condition(s) that prohibit implementation of CS policy requirements

SIGNATURES

If an exemption is checked, a Public Works or Department of Transportation Director (or designee) is required to acknowledge and sign off on the exception.

Signature

Agency Director, Department Director (or designee)

If transit stop, station or route is checked, all affected transit operators (contact list found here *(link forthcoming)*) are required to acknowledge coordination by signing below.

e-Signature

MTC Complete Streets Checklist - Final Draft, 4/1/22

ATTACHMENT 1 - All Ages and Abilities and Guidelines

1. All Ages and Abilities

[Designing for All Ages & Abilities, Contextual Guidance for High-Comfort Bicycle Facilities, National Association of Transportation Officials, December 2017](#)

Projects on the AT Network shall incorporate design principles based on designing for “All Ages and Abilities¹,” contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves “all ages and abilities” is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Using the “All Ages and Abilities” design principles on the AT Network, projects should optimize comfort and safety, acknowledge context sensitivity, prioritize safety and regional connectivity, and encourage access to transit.

Design best practices for safe street crossings, pedestrian and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility² facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG)³ by the U.S. Access Board should also be referenced during design.

MTC Complete Streets Checklist - Final Draft, 4/1/22

Contextual Guidance for Selecting All Ages & Abilities Bikeways				
Roadway Context				All Ages & Abilities Bicycle Facility
Target Motor Vehicle Speed*	Target Max. Motor Vehicle Volume (ADT)	Motor Vehicle Lanes	Key Operational Considerations	
Any		Any	Any of the following: high curbside activity, frequent buses, motor vehicle congestion, or turning conflicts [†]	Protected Bicycle Lane
< 10 mph	Less relevant	No centerline, or single lane one-way	Pedestrians share the roadway	Shared Street
≤ 20 mph	≤ 1,000 – 2,000		< 50 motor vehicles per hour in the peak direction at peak hour	Bicycle Boulevard
≤ 25 mph	≤ 500 – 1,500	Single lane each direction, or single lane one-way	Low curbside activity, or low congestion pressure	Conventional or Buffered Bicycle Lane, or Protected Bicycle Lane
	≤ 1,500 – 3,000			Buffered or Protected Bicycle Lane
	≤ 3,000 – 6,000			Protected Bicycle Lane
	Greater than 6,000			Protected Bicycle Lane
Greater than 26 mph [†]	≤ 6,000	Single lane each direction	Low curbside activity, or low congestion pressure	Protected Bicycle Lane, or Reduce Speed
		Multiple lanes per direction		Protected Bicycle Lane, or Reduce to Single Lane & Reduce Speed
	Greater than 6,000	Any	Any	Protected Bicycle Lane, or Bicycle Path
High-speed limited access roadways, natural corridors, or geographic edge conditions with limited conflicts		Any	High pedestrian volume	Bike Path with Separate Walkway or Protected Bicycle Lane
			Low pedestrian volume	Shared-Use Path or Protected Bicycle Lane

2. Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG); National Association of City Transportation Officials (NACTO) - Urban Bikeway Design Guide.*

S. Palo Alto Bikeways Complete Streets Checklist Narrative Answers

PROJECT DESCRIPTION

The South Palo Alto Bikeways project proposes bicycle facility improvements for Fabian Way from E. Meadow Drive to E. Charleston Road, E. Meadow Drive from Alma Street to Fabian Way, and the Waverley Multi-Use Path on Palo Alto Unified School District (PAUSD) land between East Meadow Drive and East Charleston Road. Based on an initial phase of community engagement in 2021, the City Council endorsed in August of 2021 the following initial preferred concept plan:

Image 1: Project Map



Preferred Concept Plan

- Waverley Multi-Use Path Alternative 2 - Widen Towards Either Side
- Fabian Way – Protected bicycle lanes on both sides
- E. Meadow Drive Segment 1 between E. Meadow Circle and Fabian Way – Standard bicycle lanes on both sides
- E. Meadow Drive Segment 2 between Alma Street and Waverley Street – Protected bicycle lanes on both sides
- E. Meadow Drive Segment 3 between Waverley Street and Middlefield Road – Protected bicycle lane on one side with buffered bicycle lane on the other side
- E. Meadow Drive Segment 4 between Middlefield Road and E. Meadow Circle – Traffic calming and bicycle lane visibility treatments, including travel lane width reduction from 11 to 10 feet

SAFETY AND COMFORT

Please list the project's safety measures:

1. Protected bicycle lanes
2. Narrower travel lanes
3. Green painted bicycle lanes/conflict zones
4. Removal of travel lanes and addition of center turn lane on Fabian
5. Improved fencing adjacent to the multi-use path
6. Widened multi-use path
7. Reduced sidewalk encroachment by parked vehicles

TRANSIT COORDINATION

VTA Route 288 Bus Stops

- E. Meadow Dr. and Ramona St.
- E. Meadow Dr. and Waverley St.
- JLS Middle School
- E. Meadow Dr. and Middlefield Rd.
- E. Meadow Dr. and Ross Rd.
- E. Meadow Dr. and Louis Rd.
- E. Meadow Dr. and E. Meadow Cir.
- Fabian and E. Meadow Dr.
- Fabian and Charleston

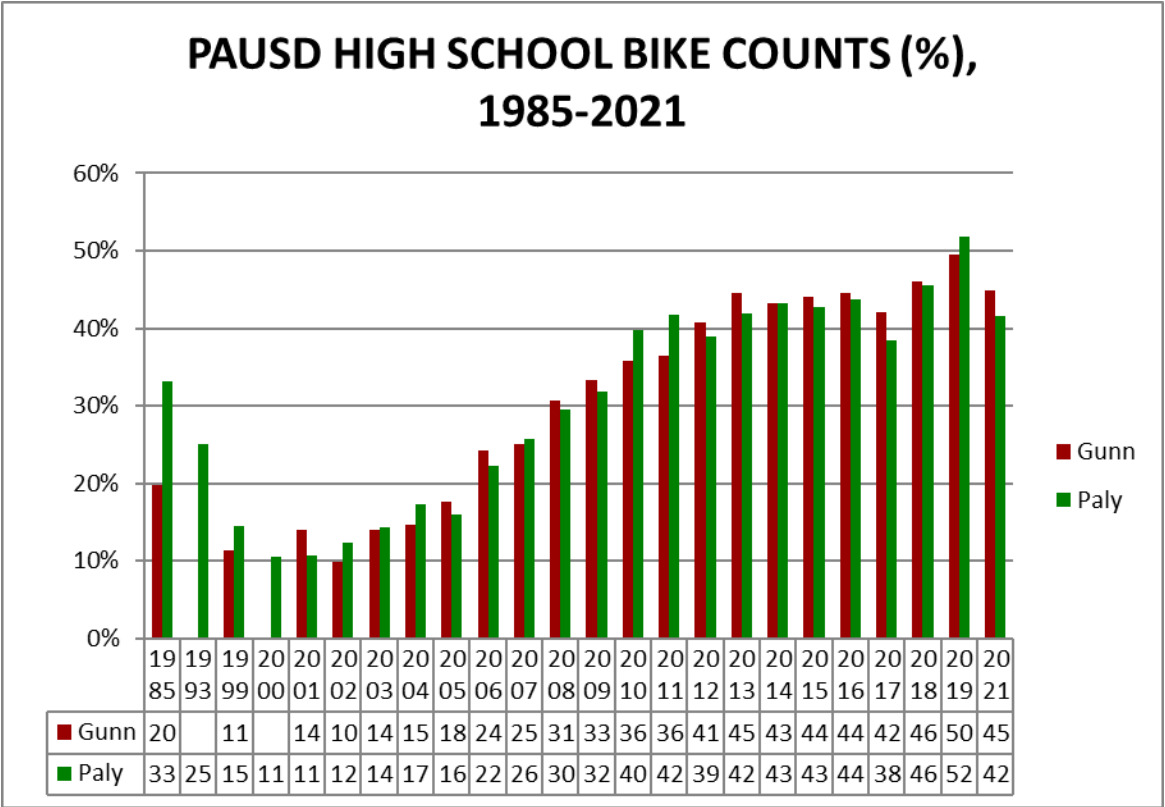
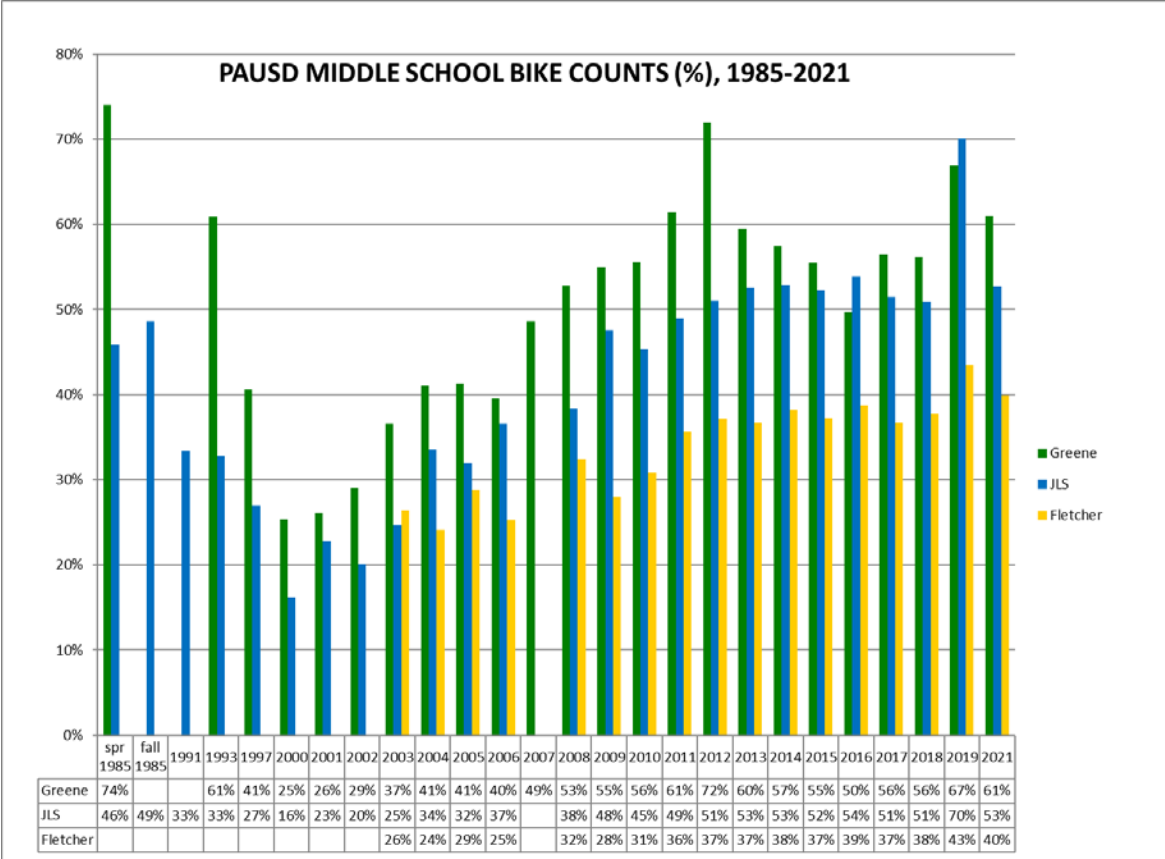
VTA ACE Shuttle Orange Route Stops

- E. Meadow Dr. and E. Meadow Cir.
- Fabian and E. Meadow Dr.
- Fabian and Charleston

MEASURING PERFORMANCE

Data Counts and Speed Surveys will be conducted in May 2022.

Bike Parking Statistics for JLS Middle and Gunn High Schools will also be tracked. See graphs below.



**CITY/SCHOOL TRANSPORTATION SAFETY COMMITTEE
Minutes**

Thursday, March 17, 2022

10:00 a.m.

Zoom Virtual Meeting | Palo Alto, California

Staff: Sylvia Star-Lack (Staff), Rose Mesterhazy (Staff), Jose Palma (Staff), Ozzy Arce (Staff), Gail Reeder (Staff), Ben Becchetti (PAPD Staff), Eric Holm (PAUSD),

Present: Jim Pflasterer (Gunn), Arnout Boelens (PABAC/Greendell), Joslyn Leve (JLS), Jen Wiener (JLS), Jessica Asay (Barron Park), Coco Matthey (JLS), Natasha Nicol (Juana Briones), Ria Hutabarat Lo (Greene), Rachael Panizzo (Fairmeadow), Audrey Gold (Gunn), Juan Caviglia (Duveneck),

Guests: Penny Ellson (PABAC), Jessica Ho (Museum of Tomorrow)

The meeting was called to order at 10:00 a.m.

1. Introductions/Welcome/Recognition (PAUSD, City Staff and TSRs)

Ms. Rose Mesterhazy (Staff) welcomed the group and introduced Gail Reeder, Safe Routes To School (SRTS) Administrative/Program support and Ozzy Arce, Senior Transportation Planner as the two recent staff hires.

Mr. Arce spoke to the group and gave a brief background of his experience and stated he's looking forward to working in the rodeo in April and enjoyed the walking tour of the Hoover School reconstruction.

Ms. Reeder introduced herself to the group and gave a brief background of her work in Colorado with public health and the impacts of moving infrastructure towards the goal of making healthier choices in life; and she is excited to be working with the transportation group until June 30, 2022.

Ms. Mesterhazy gave Recognition to Transportation Safety Representatives (TSRs) past and present who piloted the Getting to High School X, Museum of Tomorrow SRTS/Sustainability Collaboration, Ms. Coco Matthey (JLS) , Ms. Audrey Gold (Gunn) and Ms. Joslyn Leve (JLS).

Ms. Matthey (JLS) thanked Ms. Mesterhazy for the recognition and stated her appreciation in getting the project started again after the two-year gap from the pandemic.

2. Oral Communications/Administrative Updates

Ms. Mesterhazy provided links and information for the upcoming events:

March 21, 2022 – [City Council Vote to relinquish S. Palo Alto Bikeways Grant](#)

Ms. Sylvia Star-Lack will provide information about the upcoming City Council meeting in which they will be voting to relinquish the S. Palo Alto Bikeways Grant funding later in the meeting.

March 24, 2022 – How to run a school streets pilot program 6:30am to 10am

March 27, 2022 – Peers Park TSR Picnic/Farmers Market (Tent)/T-shirts 3pm-5pm

Mr. Arnout Boelens reported the Peers Park TSR Picnic is for TSRs from different schools to get to know each other and share ideas. Food will be pot-luck style and prior to the picnic some TSRs will set up two tables at the Farmers Market to provide information promoting SRTS, answer questions, and promote safety. Staff is looking into providing T-shirts for the TSR's who attend the picnic, pink for the ladies and yellow for the men. Please RSVP to Mr. Boelens using the link provided in the presentation. Ms. Mesterhazy provided an additional link for those in the meeting would like to order T-shirts for Bike Rodeo volunteers.

April 16, 2022 – [We Love Earth Festival: Flood Park Menlo Park](#) 10am-2pm

SRTS is looking into setting up a table at the We Love Earth Festival. It is not yet confirmed, rather, a work in progress.

April 20, 2022 – [Utilities Department Ride and Drive Clean: E-Bike basics](#) 5pm-6pm

The utilities department is hosting a workshop to educate and promote the use of e-bikes. The transportation staff uses this event as a gauge for how many people are interested in learning about active transportation and how to better plan SRTS public outreach.

Mr. Jose Palma (Staff) reported out about the Year-5 Community Service requests provided in September. There is still a lot of work left to do and he is working on creating a flowchart of the work being accomplished so the group will have a better understanding of the time involved in getting information from outside sources and Palo Alto Unified School District (PAUSD). A more detailed update will be provided in April with the Bike Rodeo. Ms. Mesterhazy reminded the group that the Bike Rodeo is still looking for volunteers and should use the link provided in the presentation to submit a community volunteer information form.

3. Engagement Updated (PAPD)

Mr. Ben Becchetti (PAPD Staff) reported the March statistics indicate there were 15 collisions in March at the time of this meeting and believes none of them included pedestrians or bicycles. February saw 25 collisions total with 2 involving bikes, and none involving pedestrians and Mr. Becchetti remains hopeful those numbers will decrease. There have not been any further complaints involving crossing guards and further stated they are still trying to fill some vacancies for the Cubberley/Palo Verde/ Hoover switch. The department is looking forward to the upcoming Bike Rodeo.

Mr. Eric Holm (PAUSD) responded the City completed the site-walk audit at Cubberley on March 16th, and they want to complete the audit prior to coming reaching a decision about additional crossing guards, they will be reaching out to PAPD quickly.

4. Engineering (City/PAUSD/PTA)

In answer to Ms. Mesterhazy's inquiry, Mr. Eric Holm (PAUSD) replied that Kelly's vacancy for SRTS lead work has been filled however, the newly hired staff member is currently filling his old position responsibilities, and covering for absent drivers, in addition to his new position duties.

A. Palo Verde/Cubberley/Hoover Circulation Plan Updates (PAUSD)

1. SRTS and DOT Maps, Neighborhood Meetings TBA

Mr. Holm stated the schematic designs will be taken to the Board sometime in April, and community meetings will be scheduled once the placement of the Hoover campus buildings have been determined.

2. Hoover Updates/Preferred Alternatives

Mr. Holm reported the city has identified the conflict areas in the parking lot on the Hoover campus and have determined the future traffic will enter from the Stevenson House side, loop around with a double load drop off and then exit from the new entrance. This will increase the que lane which will resolve the current traffic backup on East Charleston. It will also open 2 sides of the building for pedestrian and bike traffic from the Waverly Bike Path without interaction with the traffic area that currently surrounds the back three sides of the campus. The plans shown are drafts. The left turn out of Hoover will be removed which they are hoping will promote people to park at Mitchell Park and walk over.

The thruway bike lane in front of Hoover will be modified slightly to accommodate the morning and afternoon traffic, however, the city will be removing the current sidewalk to allow moving the current bike path closer into the building from the road and will provide a turn lane for two to three cars in the vehicle que during peak traffic times. The community benefit is less traffic back up on E. Charleston, the safer thru way frontage bike path to and from Gunn and less interaction with moving vehicles for the Waverly path bikers connecting to the frontage thruway bike lane.

In reply to Mr. Boelens concerns, Mr. Holm stated engineering has not yet finalized the new bike lane, but the expectation is it will be wider than it currently is, the crossing at the entrance will be a raised crossing, and he will relay the idea to engineering about using a mountable turn for the larger emergency vehicles access that will make the turn tighter for daily traffic thus reducing the speed of their turns.

Ms. Penny Ellson requested a link to the current draft plans so she may review them and make comments/suggestions and if there is a place where the group could experience an existing double load drop off working; also expressing a concern for how the double load concept will affect the Stevenson House traffic and bikers using the bike lane. Ms. Ellson commented E. Charleston is the only crosstown arterial in S. Palo Alto so it needs to work for all community members utilizing that thruway and suggested taking a group to Phillips Brooks for real-time evaluation so suggestions can be made based on what is experienced during the trip, further stating Mr. Holm did an excellent job of locating and marking the conflict points on the existing plans and felt it's important to go through that same process on the drafts to eliminate potential future conflict points and the mouth of this entry driveway is a potential future conflict point.

Mr. Holm stated he has implemented them in construction projects before, but they no longer exist. The Phillips Brooks private school in Menlo Park uses a double loaded drop off if Ms. Ellson wanted to see how it works however, they have no que lane so their street backup is still a challenge. The city conferred with the engineers and the consultants about the traffic for the Stevenson House, and the que line in the draft is approximately 1,005-feet including E. Charleston turn pocket, and up to roughly

1,600-feet using if including the double load que. Training and educating the parents would likely be necessary. Ms. Ellson cited concerns with the no left turn from the proposed Hoover driveway that could potentially create cars making U-turns at Carlson, which is where the City has accommodated the pedestrians and cyclists.

In reply to Ms. Ria Hutabarat Lo's (Greene) chat requesting a landscaped buffer instead of a painted dashed buffer, Mr. Holm stated he does not yet know what the landscaping capabilities will be to add a buffer between the bike lane and car lane.

In answer to Mr. Boelens, Mr. Holm stated the pedestrian arrival entrance to the school is still in the planning phase of the plan drafts and yet to be determined. If the double load drop off is utilized there are certain controlled protocols that do not allow the students to cross traffic without an adult with them. Additionally, with the reconstruction of the Mitchell Park foot traffic area, the hope is it will entice people to utilize the northside of the building for pedestrians.

In response to Ms. Rachael Panizzo (Fairmeadow), Mr. Holm stated the bike traffic navigating to JLS, Fairmeadow and the Waverly Bike Path will be redirected via paved pathways traveling around Hoover versus the bike lane on E. Charleston in front of Hoover. Staggering start times should eliminate the conflicting travels of the JLS and Fairmeadow students with the Hoover traffic.

Ms. Ellson also commented that drivers searching for parking would have to switch lanes after going through the U-turn at the end of the driveway because the parking is on the right inbound and on the left outbound driveway. Lane changing can cause friction that can cause back-ups. Mr. Holm agreed to look into that and noted that there have been meetings with Hoover parents and community meetings will be scheduled.

3. Greendell/Palo Verde Update

Mr. Holm reported work has begun on the plans for the Greendell temporary campus on Monday. They will be adding a sidewalk, repaving the parking area at Cubberley, using speed cables and [INAUDIBLE] to increase safety. Parking spaces will be restriped. A bike route audit was completed this week which included PAPD, SRTS, and City Staff members. Once the research has been completed for the audit, the results will be shared.

The following questions and replies were included in the chat:

From Eric Holm: for updates on the Hoover/ PV/ Greendell work, we've been updating weekly progress across all three projects. We do not have revised graphics but have been providing a narrative of the updates: <https://www.pausd.org/about-us/school-construction>

How will these designs relate to existing and proposed student bike parking, as well as whether PAUSD has adopted any uniformed standards for bike parking?

From Eric Holm: The Hoover designs will include large student bike parking at the north side of the main building. There will be a significant building entrance there. The elementary school bike racks we've adopted are the two sided peak campus racks ones. At the entrance to the campus there will also be adult bike parking which would be the inverted U style to allow cargo bikes.

We recently approached a school with renovations and noticed mainly slotted toaster racks instead of the PEAK/inverted U racks. The slotted racks were recently ordered and were new and purchased by the school. We can discuss offline but we were surprised to see them

Rose, we'll follow up about where new toaster racks were installed. I don't think that was supposed to be the case.

Ria Hutabarat Lo: Eric, did you mention which bus the bus drop off is for? Is VTA 288 staying on Charleston?

From Eric Holm: Bus drop off is for the Hoover school bus. There is no change to the VTA bus routes.

Eric, also wondering if the proposed speed table for Hoover/Charleston will be noted in the design schematics will be presented in April.

From Eric Holm: The concept of the raised speed table at the entrance to Hoover (or some other alternative if the engineers recommend differently) will be included in the design when we go to the board for schematic design though the schematic is still not finished so here will be development after that. Our community meetings will also happen after the board reviews schematic design.

From Eric Holm: Other updates: Gunn bike path to Bol Park lighting fix was approved.

The following trainings will be available for Bringing Up Bicyclists on April 19th, the 4th Grade Bicycling Life Skills Lesson on May 6th, the Palo Verde International Fair on May 7th, and the 4th Grade Bike Rodeo on May 10th.

B. South Palo Alto Bikeways Update

Ms. Sylvia Star-Lack (Staff) reported there is an item on the upcoming City Council Consent Agenda on March 21, 2022 to allow staff to relinquish the upcoming construction grant (Cycle 2) for this project. Staff is seeking more time to re-apply for One Bay Area Grant (Cycle 3) in May which would give staff and the consultants more time for public engagement, increase funding potential based on the new project cost estimate, and increase the time for coordination with PAUSD on Waverly Path. The project is paused temporarily, and the Office of Transportation (OOT) has the funds to re-start outreach and design when the staff resources allow. If they were to use the Cycle 2 and not finish on time, it would ding the City against future grant requests.

In reply to Mr. Boelens, Ms. Star-Lack stated there are many variables as to why the project was not started when the grant was first awarded in 2017 and staff initially thought this would be a project that could have been completed in conjunction with other projects. That was not able to happen due to limited staff resources, leadership changes, the pandemic and other critical projects that were given priority by City Council. All the initial work on this project will go into the grant application in May. If staff will not be available for this project, staff will seek help from consultants.

In response to Ms. Ellson questioning if the previous letters can be used or if there will be changes that the TSR's will need to reflect in new letters, Ms. Star-Lack stated they will need to review the original letters, and thanked Ms. Ellson for bringing attention to this detail.

In reply to Ms. Rachael Panizzo (Fairmeadow) about project completion date, Ms. Star-Lack said the original project was scheduled to begin in 2023 had all the deadlines been met. The new grant cycle requires completion by 2026.

Mr. Jose Palmak (staff) and Ms. Star-Lack responded to Ms. Audrey Gold (Gunn), stating the only update they were able to get on the Churchill project had to do with landscaping not the bike path, and they will try to provide a better update on a future agenda.

5. Encouragement (City/PTA)

A. Safe Systems Presentation

Mr. Boelens gave an update on the Safe Systems approach and policy, reporting City Council is being urged to direct staff to prioritize the Safe Systems approach in transportation planning for all modes of transportation, work toward developing a Safe System Policy recommendation, and set an ambitious timeline for pursuing the city's goal of zero severe injuries and roadway fatalities on the streets of Palo Alto. Currently there is not a timeline for this project. Traditionally, points of conflict are identified after a tragedy happens and responsibility rests with the user. Safe Systems applies safety principles systematically before a tragedy happens and the road owner is also responsible for safety. Safe Systems operates based on a hierarchy of controls which eliminates hazards and risks, reduce the risks, utilize administrative controls, utilize Personal Protective equipment. There is an online petition available to sign using the link provided in the presentation, and everyone needs to spread the word. Anyone who would like to help should contact Mr. Boelens at ampboelens@gmail.com.

B. Spring Walk and Roll

Ms. Mesterhazy reminded the Spring Walk and Roll events can be scheduled to take place the week of April 11th through the 15th. Links were provided for various activities that can be done by the TSR's ranging from super easy to more complex. Please make sure the events are on the PTA Event Calendars.

C. Black History Month Celebration Ride Report Out

Ms. Mesterhazy shared a parent's response to the Black History Month El Carmelo/Escondido Celebration Ride and requested everyone take the time to read it. The comments confirm why events such as these are important for everyone in the community. The ride was a great success with about 30 participants and she's looking forward to having more in the future with other schools and communities.

D. Other Events for SRTS Tabling

1. Farmer's Market; Chinese New Year; Earth Day; Summer Camp Fair

Hosting an online Parent Bike Safety Ask Me Anything (AMA) would be a great event which can address Grade separation, routes around town, Bike Safety 101 and South Palo Alto Bikeways.

E. School Site Visits/311 Update

F. SRTS School Activity Interest/Participation form

Ms. Gail Reeder stated the SRTS School Activity Interest/Participation form is still available and there have been five (5) responses. Currently, the most popular is the Bike Repair Event. The link is included within the presentation.

6. Education City/PTA

The events Ms. Reeder is working on is the Museum of Tomorrow which will be at Gunn and JLS; the Bike Repair event at Gunn, El Carmelo, Addison, Escondido (and possibly Palisades and JLS); and Bringing Up Bicyclists at Palo Verde.

1. Getting to High School 8th Grade

2. High School

3. Bike Repair

4. Bringing Up Bicyclists

Ms. Mesterhazy asked everyone to think about their interest in having their last meeting of the 2021/2022 school year in person.

The link for the Bike Rodeo community volunteer signup list was shared in the chat section of the meeting: https://docs.google.com/forms/d/e/1FAIpQLSelOVdbndkuQzh-xHsDix0_5-ANABEpg4zuOsrMBF7n6ABIQ/viewform

The next scheduled meeting will be April 21, 2022.

Meeting adjourned at 11:30 a.m.

From: pennyellson12@gmail.com
To: [Bansal, Megha](#); [Nguy, Roger](#)
Cc: [PABAC](#); [Arce, Ozzy](#); [Star-Lack, Sylvia](#)
Subject: Thank you & Follow-up On Pedestrian/Bicycle Bridge Maintenance Field Visit
Date: Thursday, April 14, 2022 8:04:42 PM

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Dear Megha & Roger,

Thank you for taking time to meet with us for a field visit yesterday. It was evident from our conversation that you both have given our comments a lot of thought. We appreciate the attention you are giving to the pedestrian/bicycle bridge surfaces and overall maintenance.

Here is a summary of our takeaway from the meeting. Kindly correct any mistaken understanding.

PWE will pursue developing projects for the three bridges along the following likely scenarios:

Gunn Bridge in Bol Park—complete deck timber replacement

Donkey Bridge in Bol Park—investigate structure, likely repair timbers to smooth surface and replace loose bolts.

Wilkie Bridge—identify and install a suitable non-skid surface treatment (possibly one that also evens out the surface a little).

PWE will keep PABAC abreast of progress, including materials choices and timelines, and will let us know whether available funds are adequate to complete this work.

Again, we thank you for your time and thoughtful attention to this matter and your partnership in problem solving.

Sincerely,

Penny Ellson
(on behalf of the PABAC Pedestrian/Bicycle Bridge Maintenance Subcommittee)



Virus-free. www.avg.com

From: pennyellson12@gmail.com
To: [PABAC](#)
Subject: Opportunity to Contribute to University Avenue Streetscape Project Working Group
Date: Friday, April 22, 2022 4:50:27 PM

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Hello PABAC Colleagues,

Ozzy Arce has notified me that Public Works (PW) is interested in having a PABAC member sit on the University Avenue Streetscape Project Working group. The project will be looking at the future of University Avenue from Alma Street to Middlefield Road. PW has a preference for a PABAC member who lives downtown, but it is open to any member.

If you are interested, please let Ozzy know by the end of Tuesday, 4/26. For more specific questions on the project, please reach out to the Project Manager, Megha Bansal at: megha.bansal@cityofpaloalto.org

Thank you for all you do.

Penny Ellson



Virus-free. www.avg.com

Public Comments for City of Palo Alto Bicycle/Pedestrian Plan Update

This Packet Includes:

A compilation of written comments on the City of Palo Alto Bicycle/Pedestrian Plan Update submitted by email to Transportation@CityofPaloAlto.org.



Arce, Ozzy

From: pennyellson12@gmail.com
Sent: Wednesday, April 13, 2022 10:27 AM
To: PABAC
Subject: BPTP 2012 Recommended Project Status Spreadsheet

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

PABAC Colleagues,

I understand there were questions about the BPTP 2012 Recommended Project Status Spreadsheet that staff presented at the April PABAC meeting. Arnout mentioned to me that staff invited committee members to submit comments on the spreadsheet. This is my reminder to you of that invitation.

As we begin a BPTP process to plan forward, it will be useful to have a complete picture of what has been completed and to understand the status of what is underway. Further, going forward, the BPTP Evaluation and Project Status Sheet should be a useful tool for tracking progress on the next BPTP.

Thank you.

Penny



Virus-free. www.avq.com

Arce, Ozzy

From: Transportation
Sent: Wednesday, March 2, 2022 4:04 PM
To: Yazdy, Shahla; Star-Lack, Sylvia; Mesterhazy, Rose; Patel, Shrupath; Arce, Ozzy
Cc: Transportation
Subject: FW: BPTP update: normalization of crash data

Fyi, sorry for the delay in forwarding.



Danille Rice
Customer Service Coordinator
City Manager's Office | Human Resources | Transportation
(650) 329-2229 | danille.rice@cityofpaloalto.org
www.cityofpaloalto.org



Please click here to provide feedback on our City's services

From: Arnout Boelens <a.m.p.boelens@gmail.com>
Sent: Tuesday, March 1, 2022 8:57 PM
To: Transportation <Transportation@CityofPaloAlto.org>
Subject: BPTP update: normalization of crash data

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Hi Sylvia,

I have two references to share that I also used in my crash report regarding data normalization. The first one is from the paper: "A pedestrian exposure model for the California state highway system." by Julia Griswold et al. This link provides pedestrian exposure along, for example, El Camino:

<https://dot.ca.gov/programs/safety-programs/ped-bike/exposure>

The table shows the most hazardous pedestrian crossing along El Camino in Palo Alto.

Intersection with El Camino	Victims	Volume	Rate
Barron Ave	0.3	100000	3.00
S California Ave	0.4	180000	2.20
Sand Hill Rd	0.3	150000	2.00
Hansen Way	0.2	100000	2.00
Stanford Ave	0.3	220000	1.40
Oregon Expy/Page Mill Rd	0.5	390000	1.30
Oxford Ave	0.2	170000	1.20
Kendall Ave	0.1	86000	1.20
Wilton Ave	0.1	90000	1.10
Margarita Ave	0.1	99000	1.00
Military Way	0.1	100000	1.00
Shopping Center Way	0.1	120000	0.83
Quarry Rd	0.1	130000	0.77
Los Altos Ave/Cesano Ct	0.1	160000	0.63
Palo Alto Sq	0.1	170000	0.59

Table 1: List of the most dangerous intersections for pedestrians on El Camino Real, 2010-2019. Victims is the average number of pedestrian victims per year (TIMS). Volume is number of pedestrians crossing at an intersection per year [16]. Rate is the number of victims per year per one million pedestrian crossings.

The second reference is from the paper "Estimating pedestrian and cyclist activity at the neighborhood scale." by Deborah Salon. This data is now 10 years old, but still useful:

<https://ncst.ucdavis.edu/research-product/dataset-estimated-miles-walking-and-biking-census-tract-california>

I also attached figures comparing pedestrian and bicycle fatality rates in Palo Alto with neighboring communities.

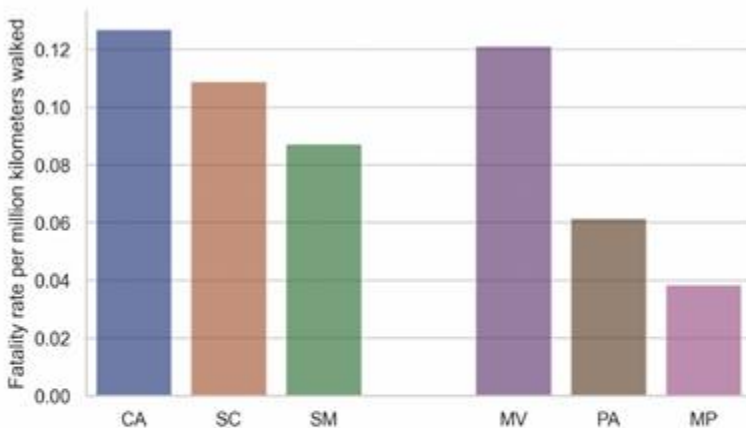


Figure 4: Pedestrian fatality rate per million kilometres walked in California, Santa Clara County, San Mateo County, Mountain View, Palo Alto, and Menlo Park, 2003-2012 [30]. Census tracts in the Foothills and Baylands are not considered in the calculations for Mountain View, Palo Alto, and Menlo Park.

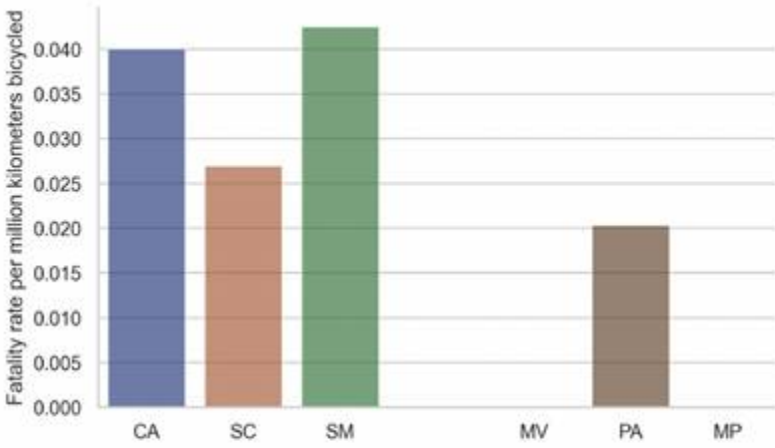


Figure 14: Bicyclist fatality rate per million kilometres bicycled in California, Santa Clara County, San Mateo County, Mountain View, Palo Alto, and Menlo Park, 2003–2012 [30]. Census tracts in the Foothills and Baylands are not considered in this calculation. The statistics in Palo Alto are based on only one fatality. There were no fatalities in Mountain View and Menlo Park during this period.

Thanks,

Arnout

Arce, Ozzy

From: Patel, Shrupath
Sent: Wednesday, April 13, 2022 10:37 AM
To: PABAC
Subject: Instructions for Submitting Comments on BPTP Project Status Spreadsheet
Attachments: BPTP Progress Report.pdf

Hello PABAC,

Attached is the presentation from the April meeting that contains instructions for submitting comments on the BPTP project status spreadsheet. Instructions are on Slide 5.

Thanks
Shrupath



CITY OF
**PALO
ALTO**

Shrupath Patel | Associate Planner
Office of Transportation | City of Palo Alto
250 Hamilton Avenue | Palo Alto, CA 94301
T: 650-329-2568 | E: Shrupath.patel@cityofpaloalto.org

Arce, Ozzy

From: Star-Lack, Sylvia
Sent: Thursday, April 14, 2022 3:22 PM
To: Bhatia, Ripon
Cc: Kamhi, Philip; Transportation; Arce, Ozzy
Subject: RE: BPTP Update – 2012 BPTP Project Progress Report

Comments like these on the BPTP should be forwarded to Ozzy for Brown Act purposes.

Thanks!

-Sylvia

Sylvia Star-Lack | Transportation Planning Manager Office of Transportation | City of Palo Alto

250 Hamilton Avenue | Palo Alto, CA 94301

T: 650.329.2546 | E: Sylvia.star-lack@cityofpaloalto.org

Please think of the environment before printing this email – Thank you!

Use Palo Alto 311 to report items you'd like the City to fix!! Download the app or click here to make a service request.

-----Original Message-----

From: Bhatia, Ripon <Ripon.Bhatia@CityofPaloAlto.org>
Sent: Thursday, April 14, 2022 3:16 PM
To: Star-Lack, Sylvia <Sylvia.Star-Lack@CityofPaloAlto.org>
Cc: Kamhi, Philip <Philip.Kamhi@CityofPaloAlto.org>; Transportation <Transportation@CityofPaloAlto.org>
Subject: FW: BPTP Update – 2012 BPTP Project Progress Report

I am including Sylvia into this conversation as she is managing the Bike and Pedestrian Transportation Plan efforts and will be involved in prioritizing bike infrastructure referenced in the following request. Thanks

Best,
Ripon

-----Original Message-----

From: Transportation <Transportation@CityofPaloAlto.org>
Sent: Thursday, April 14, 2022 3:10 PM
To: Neff, Robert <robert@neffs.net>
Cc: Transportation <Transportation@CityofPaloAlto.org>
Subject: RE: BPTP Update – 2012 BPTP Project Progress Report

Good afternoon Mr. Neff,
Thank you for contacting the Office of Transportation. Your email has been forwarded to the City's Chief Transportation Official and Senior Engineer.

Warm regards,
Danille

Danille Rice
Customer Service Coordinator
City Manager's Office | Human Resources | Transportation
(650) 329-2229 | danille.rice@cityofpaloalto.org www.cityofpaloalto.org

-----Original Message-----

From: Robert Neff <rmrneff@sonic.net>
Sent: Wednesday, April 13, 2022 9:44 PM
To: Transportation <Transportation@CityofPaloAlto.org>
Subject: BPTP Update – 2012 BPTP Project Progress Report

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Hello Palo Alto Transportation Staff,

Two comments for the list of projects.

There was a study done for the Matadero Creek trail, called the "Midtown Connector" As part of that study, the consultants did some analysis of a crossing of Alma and the train tracks, a detailed look at off street alignments along Matadero Creek, including the segment under 101, and also a 2-way cycle track on Loma Verde.

So:

ABC-2 : Caltrain/Alma Crossing at Matadero Creek : Partial Concept plans: Early planing done as part of Midtown Connector study.

ABC-5: Highway 101 undercrossing at Matadero Creek: Concept Plan: Midtown Connector has feasible, early plans for a connection from Greer to Baylands.

I think ABC-5 is a no-brainer improvement, and not expensive, but city council voted it down along with all of the sections of the Matadero Creek Trail proposal.

--
-- Robert Neff
robert@neffs.net

Arce, Ozzy

From: Star-Lack, Sylvia
Sent: Monday, April 11, 2022 6:09 PM
To: Liberman, Art
Cc: Ellson, Penny; Arce, Ozzy
Subject: RE: Documents you showed at last PABAC meeting

Hi Art,

Thanks for your note to catch Penny up on the PABAC conversations. Ozzy updated the packet for the April meeting by adding the slides I showed to the end of the packet:

https://www.cityofpaloalto.org/files/assets/public/transportation/bicycling-walking/pabac/pabac-meeting-2022/04-05-2022-pabac-meeting-agenda-packet_final.pdf

For the Procurement discussion, there was clear consensus around a PABAC representative having a “Scorer” role to fully participate in the procurement process.

For the BPTP Update Scope of Work (SOW) Review discussion, there was clear consensus around Option 2 wherein staff bring a draft BPTP Update SOW to the May PABAC meeting (it will be in the agenda packet) to receive the committee’s comments. This allows staff to start the procurement process in May after incorporating those comments.

Thanks!

-Sylvia



Sylvia Star-Lack | Transportation Planning Manager
Office of Transportation | City of Palo Alto
250 Hamilton Avenue | Palo Alto, CA 94301
T: 650.329.2546 | E: Sylvia.star-lack@cityofpaloalto.org

Please think of the environment before printing this email – Thank you!

Use Palo Alto 311 to report items you’d like the City to fix!! Download the [app](#) or click [here](#) to make a service request.

From: Art Liberman <art_liberman@yahoo.com>
Sent: Monday, April 11, 2022 5:58 PM
To: Star-Lack, Sylvia <Sylvia.Star-Lack@CityofPaloAlto.org>
Cc: Ellson, Penny <pennyellson12@gmail.com>
Subject: Documents you showed at last PABAC meeting

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Sylvia- I am away in Arizona this week and won't be able to participate in the Agenda prep call this week. And I will be out of the loop for discussions as well. To help Penny, can you send her copies of the documents you showed at the first part of the last PABAC meeting since she was unable to attend. And tell of the options you offered, the ones the committee selected.

We left the discussion of 1700 Embarcadero at an interesting point with clear support for a multi-use path, though where it might be located depends upon discussions with developer.

[Sent from Yahoo Mail for iPad](#)

Arce, Ozzy

From: Arce, Ozzy
Sent: Friday, April 8, 2022 10:21 AM
To: Art Liberman
Subject: RE: I Bike Palo Alto shirt

Hi Art-

Thank you for pointing me to that narrative in the BPTP and for pointing this out in the first place. I rode thru the Homer tunnel yesterday on my back to City Hall from Cal Ave but decided to turn north onto Alma to get a sense of the biking experience on that street.

Have a nice weekend and safe travels next week!



Ozzy Arce (he/él) | Senior Transportation Planner
Office of Transportation | City of Palo Alto
250 Hamilton Avenue | Palo Alto, CA 94301

From: Art Liberman <art_liberman@yahoo.com>
Sent: Thursday, April 7, 2022 2:02 PM
To: Arce, Ozzy <Ozzy.Arce@CityofPaloAlto.org>
Subject: Re: I Bike Palo Alto shirt

Thanks, Ozzy.

Yes, I am aware that I could ride the two extra blocks (from Homer to Channing and back again). But you know how cyclists are. At the meeting, someone said cyclists don't want to walk more than 2 steps from where they park their bike.

The project with the cycle track along one block of Homer (which I like), illustrates a problem with the way projects were combined in the 2012 BPTP and then only a part of them was complete.. The BK-5 project in the 2012 BPTP

https://www.cityofpaloalto.org/files/assets/public/transportation/projects/bicycle-pedestrian-transportation-plan_adopted-july-2012.pdf, on page 7-10 of the plan, says in part:

" At minimum, provide contra-flow bike lane on Homer Avenue from Alma to High Street, and convert High Street to two-way flow to Forest or Hamilton Avenue (for downtown access)."

High street was never converted to two way flow. I don't know what was the problem (before my time on PABAC) ; maybe merchants were uncooperative.

Palo Alto and PABAC pays a lot of attention to the kids who bike to school, and rightfully so. We do a really great job. But we have to give some attention to the adults, including the increasing number of bicycle commuters. We invited Jamie Jarvis from SRPGo to speak to PABAC in June 2020. Maybe one day they will invite you to a meeting at the HUB.

Art

On Thursday, April 7, 2022, 11:30:47 AM PDT, Arce, Ozzy <ozzy.arce@cityofpal Alto.org> wrote:

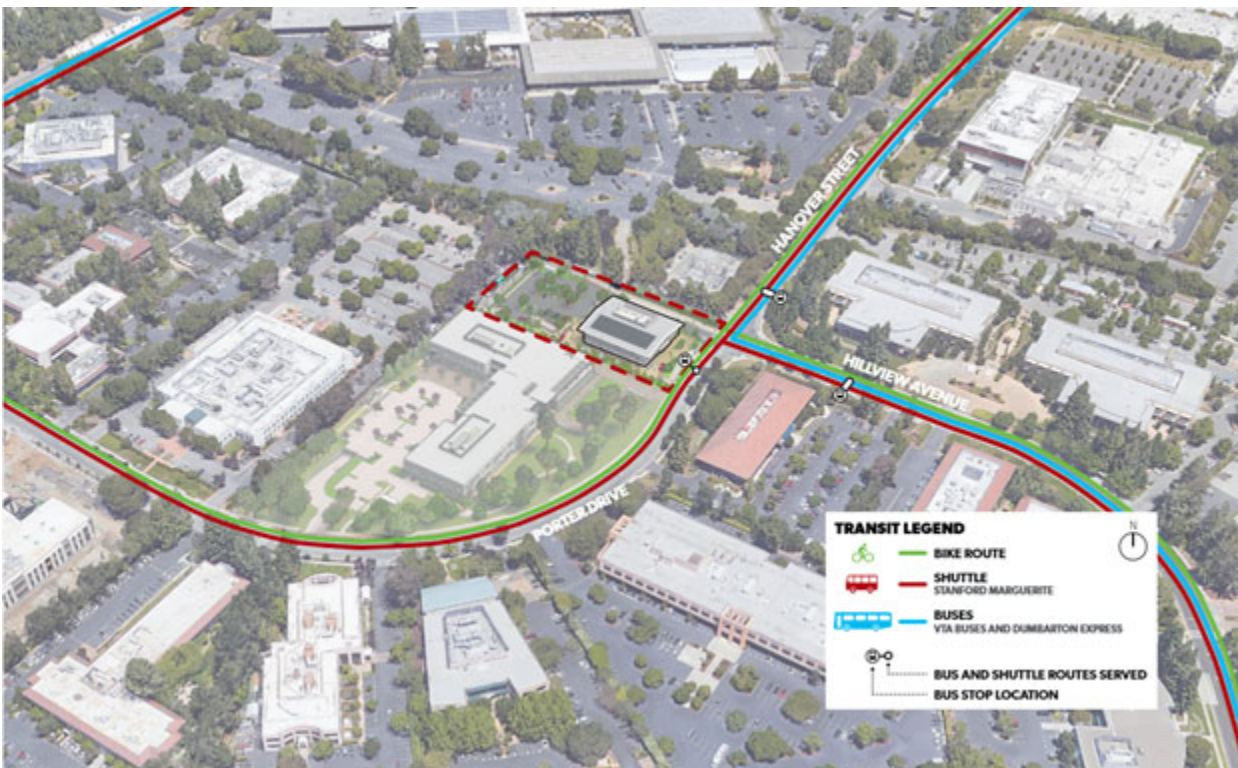
Hi Art-

Thank you for the t-shirt information. Rose from the City's Safe Routes to School Program is taking the lead on distribution, so I'm not sure how she'll be providing the shirts to folks, so stay tuned.

Re: getting to City Hall via bike, the path you carved out works, yet at the end of the cycle track (at High street) I would turn right (south) going with flow of traffic down High Street until I meet Addison Ave (or Channing Ave if comfortable), then turn left (head east) on Addison until I meet up with Bryant; and take Bryant all the way to downtown/City hall. Not ideal with having to backtrack on High street, yet I personally wouldn't continue on Homer Ave after the cycle track so as to avoid having to go against the flow of vehicle traffic on Homer Ave. I'd be curious to hear your thoughts on the Homer Ave. cycle track as it meets High Street. Maybe a conversation for another day.

And thank you for forwarding the SRP Commuter News bulletin—glad we got a chance to bike thru the Hub to see it and I'd be more than happy to go check it out once it opens and you're in town! I see SRP's Hub [website](#) even advertised how they are close to bike lanes and transit! See image below.

Safe travels!





Public Comment Instructions For City of Palo Alto Bicycle/Pedestrian Plan Update

Members of the Public may provide public comments on the City of Palo Alto Bicycle/Pedestrian Plan Update as follows:

1. **Written public comments** (including visuals such as presentations, photos, etc) may be submitted by email to Transportation@CityofPaloAlto.org. Please follow these instructions:
 - A. Please email your written comments **by 12:00 pm (noon) on the Monday the week before (eight days before)** the upcoming Palo Alto Pedestrian and Bicycle Advisory Committee (PABAC) meeting, unless otherwise indicated. Details of upcoming PABAC meetings are available on the City's [PABAC webpage](#).
 - Written public comments will be attached to the upcoming PABAC meeting agenda packet.
 - Written comments submitted after 12:00pm (noon) on the Monday before the upcoming PABAC meeting will be attached to the following PABAC meeting agenda packet.
 - B. Please **lead your email subject line with "BPTP Update"**.
 - C. When providing comments with reference to the current [City of Palo Alto Bicycle/Pedestrian Plan 2012](#), please be as specific as possible by indicating the chapter number, section heading number, and/or page number.
2. **Spoken public comments using a computer** will be accepted through the teleconference meeting. To address the Committee, click on the URL in the agenda packet for Zoom. Please follow these instructions:
 - A. You may download the Zoom client or connect to the meeting in-browser.
 - If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
 - B. You may be asked to enter an email address and name. We request (but do not require) that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
 - C. When you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
 - D. When called, please limit your remarks to the time limit allotted by the Chair.



3. **Spoken public comments using a smart phone app** will be accepted through the teleconference meeting. To address the Committee, download the Zoom application onto your smart phone from the Apple App Store or Google Play Store and enter the Meeting ID in the agenda. Please follow the instructions B-D above.

4. **Spoken public comments using a phone (cell or land line) without an app** will be accepted through the teleconference meeting. Use the telephone number listed in the agenda. When you wish to speak, press *9 on your phone to “raise hand.” You will be asked to provide your first and last name before addressing the Committee. When called, press *6 on your phone to unmute. Please limit your remarks to the time limit allotted by the Chair.