



**PLANNING AND DEVELOPMENT DEPARTMENT
LONG RANGE PLANNING DIVISION
TRANSMITTAL MEMORANDUM**

DATE: September 17, 2014

TO: Los Alamos Planning Advisory Committee (LAPAC)

FROM: Rosie Dyste, Planner, Long Range Planning Division

CC: Chris Henson, Chief of Staff, 3rd District Supervisor's Office
Allen Bell, Supervising Planner, Long Range Planning
Matt Dobberteen, Public Works Department
Melissa Streder, Caltrans
James Powell, Alta Planning and Design
Los Alamos Pedestrian Circulation and Parking Plan Administrative Record File

SUBJECT: **Agenda and Materials for the Wednesday, September 24, 2014,
LAPAC Meeting
Meeting begins at 6:30 p.m. at the Los Alamos Senior Center**

Attachments:

1. September 24, 2014 Meeting Agenda
2. Unapproved Meeting Minutes, July 28, 2014 LAPAC Meeting
3. Public Comment Emails
4. LAPAC Recommendations Matrix Table
5. Phasing Options

The items detailed below are included on the agenda for the Wednesday, September 24, 2014, LAPAC meeting (Attachment 1). Please review the attached materials to prepare for the meeting.

- 1. Pledge of Allegiance and Roll Call:** The LAPAC Chair will lead attendees in the Pledge of Allegiance, staff will call LAPAC roll, and the LAPAC Chair will convene the meeting.
- 2. Public Comment *Items Not on Agenda:*** The public comment period is set aside to allow public testimony on items not on today's agenda. The time allocated to each speaker will be set at the discretion of the Chair.
- 3. Minutes:** The draft minutes of July 28, 2014 will be considered (Attachment 2).
- 4. Los Alamos Pedestrian Circulation and Parking Plan Project Review:**

In July, staff provided an overview of the Caltrans grant-funded Los Alamos Pedestrian Circulation and Parking Plan (Circulation Plan) project, whose purpose is to propose improvements to support the community's vision of safe routes to school and downtown revitalization as articulated in the policies of the Los Alamos Community Plan (Actions CIRC-

LA-1.4.1 and CIRC-LA-1.5.1).

Based on the results of extensive community surveys and two public workshops, County staff worked with Alta Planning and Design to prepare focused concept plans. The final concept plans, together with cost estimates, construction phasing recommendations, and other elements, will constitute the Circulation Plan report that will be presented to County decision-makers (Planning Commission and Board of Supervisors) as priorities for future funding and implementation.

At the first LAPAC meeting in July, staff and Alta Planning and Design presented a summary of the two public workshops and survey results and presented draft concept plans and alternatives. No LAPAC actions were taken. Two public comment emails were received after the meeting and are attached for your information (Attachment 3). At this second meeting, staff will be requesting LAPAC's recommendations on specific design concepts for Bell Street/State Route 135 and other streets in the community.

Project Scope and LAPAC's Role

The Caltrans grant requires the project to be finished by February 28, 2015. Therefore, the Circulation Plan must be completed and approved by the Planning Commission and Board of Supervisors before that date. Because of the accelerated time frame for completing the Circulation Plan, this LAPAC meeting is the final one and must conclude with LAPAC's recommendations to staff on the conceptual design elements of the plan. A matrix is provided (Attachment 4) to frame the design elements for your consideration. Staff will review options for the concept plans one by one and ask for a LAPAC recommendation/vote on the elements included in Attachment 4.

Subsequent to this meeting, the LAPAC Chair will work with staff to complete the draft concept plans, review the draft project report, and represent the LAPAC's recommendations before decision-makers and throughout the rest of the planning process.

The Circulation Plan should be comprehensive and include the community's complete vision of infrastructure improvements for pedestrians, parking, and traffic safety. The LAPAC should consider recommending long-term concepts (e.g., landscaping, street trees, benches) that, based on public input, were not extensively discussed or included in the draft concept plans but could be recommended as consistent with the community's long-term vision for the plan area. Grant funding is much more likely to be obtained for design elements that the community recommended be included in the Circulation Plan. Also, the Circulation Plan should include phasing recommendations so that it is flexible enough to obtain grant funding as opportunities are available. For example, a striping plan for crosswalks could be recommended first, to be followed by higher-cost crosswalk bulb outs or paving as funding and permits are secured. Attachment 5 provides phasing options to consider in your recommendations.

As a reminder, Bell Street is a State highway and any proposals for improvements in the Caltrans right-of-way must be reviewed and approved by Caltrans. Any improvements proposed in a State highway or public road would be subject to the applicable engineering standards. Thus, LAPAC and/or community recommendations at this concept level will require further engineering review and analysis. As conceptual projects are subject to the review and permitting process, the location and type of improvements proposed may change as a result of engineering standards.

5. LAPAC Administrative Briefing:

The LAPAC Chair may provide a briefing on current projects and items of interest to Los Alamos.

6. Next Steps:

Staff will consider the LAPAC's recommendations for the final concept plans. If there are any differences between LAPAC's and staff's recommendations, these will be presented to the decision-makers for a final recommendation. The Circulation Plan project report will be reviewed by Caltrans and included as an attachment to the Planning Commission and Board of Supervisor's staff reports. The report will include a summary of public outreach (i.e., poster contest, surveys, workshops), the final concept plans, cost estimates, phasing recommendations, and funding opportunities. The Planning Commission will consider all recommendations and a resolution to the Board of Supervisors to adopt the report and concept plans. The Planning Commission hearing is tentatively scheduled for November 12, 2014 in Santa Maria and the Board of Supervisors hearing will be in early 2015.